Sl. No.

Money Receipt to be enclosed alongwith this original form.

COUNCIL OF HIGHER SECONDARY EDUCATION ODISHA, BHUBANESWAR

Application Form for Fresh / Further / Permanent Affiliation

ANNEXURE-II

1. Name of the Proposed College/Higher Secondary School applying for affiliation -

2. Stage of affiliation :

3. Session from which affiliation is sought for :

4. Private or Government College/Higher Secondary School :

5. Subjects and courses in which affiliation is sought for : Arts/Science/Commerce/ Vocational Subjects

   Course

   Subjects

6. Previous application if any for affiliation and subjects in which affiliation was sought together with information on the manner of disposal of such application :

7. Affiliation fees paid: (Amount should be deposited in favour of Finance Officer CHSE (O), BBSR in any nationalised Banks. Bank receipt attached in support of Payment of fees) :

8. Whether an amount of Rs. 3,00000/- and additional amount of Rs. 25,000/- for opening of science stream has been deposited in the shape of fixed deposit and pledged to the Secretary of the Council of Higher Secondary Education, (O), BBSR :

9. Accomodation in the College/ Higher Secondary School. :

   a) (i) Whether there is permanent pucca building for the College/Higher Secondary School ?

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(ii) If so, the number of lecture halls.

(iii) Measurement of such halls with sitting capacity. :

(iv) The number of rooms : (with measurement)

(v) Any other accomodation available with specification :

(b) If there is no permanent pucca building the present accomodation with detailed specifications be furnished room-wise.

(c) If the permanent building is under construction or processes to be constructed in near future the details of the same with specification be furnished with plan or drawings.

(d) (i) Has the College/Higher Secondary Schools got its own land?

(ii) If so, the extent with measurement :

(iii) Purchased or received as donation ?

(iv) If purchased or received as donation the sale or donation deed No. and date.

(v) Facilities available for vocational subjects.

10. Equipment for teaching (The details of equipment are to be furnished)

11. (a) Number of students in the College/ Higher Secondary School :

(b) Number of students in each class.

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12. Teachers of the College /Higher Secondary School (Detailed informaton in respect of all teachers of the College/Higher Secondary School including the Principal/Headmaster is to be furnished as per proforma below) (Attach separate sheets if the space is not enough)

1	2	3	4	5	6	7	8
Sl. No. teachers	Designation	Name of the teachers	Detailed qualification with % of marks Matric/Intermediate/Bachelor degree Master's M.Phil of Ph.D.	Salary now drawing with scale of pay	Temporary or substantive appointment	Whether selected by Selection Committee after due advertisement and interview	Teaching & extra-curricular work assigned to each of the above

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13. (a) Has the College/Higher Secondary School made adequate provision for residence the students not residing with parents or recognised guardians ?

(b) If provided; number of hostels managed by the College/Higher Secondary School

(c) The specification of the hostel buildings with number of students accommodated in each hostel are to be furnished.

(d) Is there any approved lodgings for the students ?

(e) If yes, specification of the buildings of the approved lodgings with number of students accomodated in each lodging are to be furnished.

14. (a) Has the College/Higher Secondary School got its play grounds ?

(b) If yes, specification of each is to be given.

15. Residence allotted to the teaching staff:
For the Principal/Headmaster,
For other teaching staff.

16. Financial provision made for efficient maintenance of the College/Higher Secondary School :

(a) Details of permanent endorsement or fixed deposits if any ?

(b) Details of undertaking given by a person or persons or body providing for adequate and continous finance of the College/Higher Secondary School

(c) Details of current monthly or annual financial provision alongwith fees proposed to be collected.

(d) The annual statement of proposed expenditure on the following heads.

(i) Capital expenditure on building

(ii) On equipment

(iii) One continued maintenance of the College/Higher Secondary School

17. The Working hours of the College/Higher Secondary School

18. (a) Whether the College/Higher Secondary School is being managed by a duly constituted Governing Body : Managing Committee ?

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(b) If so, the name of the

(i) President of the G.B./M.C.

(ii) Secretary of the G.B./M.C.

(iii) Members of the G.B./M.C.

1.

2.

3.

4.

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9.

19. (a) Whether the College/Higher Secondary School has dully constituted College/Higher Secondary Staff Council ?

(b) If so, the name or names of the staff representative in the Council/ Higher Secondary School Staff Council to advise the Principal/ Headmaster.

20. (a) Is the College/Higher Secondary School providing Co. Education.

(b) If so, has the College/Higher Secondary, School providing separate reading rooms, tiffin rooms and other necessary conveniences for the women students ?

(c) This details of above rooms are to be furnished.

21. (a) Has the College/Higher Secondary School got a library ?

(b) If so, the total number of books available & the number of books of in each subject of affiliation.

(c) The total number & titles of journals perodicals subscribed annually, and the stock position.

(d) Annual financial provision for purchase of books, journals and periodicals.

Seal & Signature
of the College
Authority

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