

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. 3,00,000/- 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. Accommodation in the College/ Higher Secondary School. :
 - a) (i) Whether there is permanent pucca building for the College/Higher Secondary School ?

(2)

- (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 accommodation available with specification :
- (b) If there is no permanent pucca building the present accommodation 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.

(3)

12. Teachers of the College /Higher Secondary School (Detailed information 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

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 ?