

SHRI VISHWAKARMA SKILL UNIVERSITY

(First Government Skill University of India, Set-up by Government of Haryana)

CHECK LIST OF SUPPORTING DOCUMENTS FOR THE PROPOSAL OF SEEKING AFFILIATION

| S. No. | Name of the Document | YES/NO |
|-----------|---|--------|
| 1. | Proof of Registration of Society/ Trust | |
| 2. | Proof of Constitution of Governing Body of the Society/Trust. | |
| 3. | Proof of location of the Institute (Rural/ Urban) | |
| 4. | Copy of appointment letter of Director/Principal along with the joining report | |
| 5. | Copy of PAN/TAN/GST No. of Trust/Society/Company/Govt. Body | |
| 6. | Copy of the AADHAR Card of the signatory | |
| 7. | Resolution of the Society/ Trust regarding starting up a new Institute /Courses | |
| 8. | Latest Ownership Documents (Registered valid sale deed/lease deed) | |
| 9. | Land use certificate of confirming area (institutional land) from Competent Government Organization. | |
| 10. | Site plan, building plans, other relevant drawings approved by competent authority along with area statements. | |
| 11. | Structural safety certificate issued by the competent authority. | |
| 12. | Fire Safety certificate issued by the competent authority. | |
| 13. | No objection certificate issued by the University where Institute is already affiliated. | |
| 14. | Copy of the Recognition/Affiliation Certificates of all courses, as applicable | |
| 15. | Approval of already running programmes from the respective statuary bodies. | |
| 16. | Self-declaration/ Affidavit by the Chairman of the trust/ society that the Institute that it's not under any debt and has applied for insolvency. | |
| 17. | Certified financial statements for the last three years issued by the Charted Accountant. | |
| 18. | Electricity Load (Copy of the electricity Bill Showing the load) | |
| 19. | Annexure 1- Existing Courses (as per no. IV) | |
| 20. | Annexure 2 - New Courses/Additional Seats (as per no. V) | |
| 21. | Annexure 3- Details of Land and Building (as per no. VI) | |
| 22. | Annexure 4 - Other Facilities Available (as per no. VII) | |
| 23. | Annexure 5 - Details of Library (as per no. VIII) | |
| 24. | Annexure 6 - Details of the Labs/Workshops/Work stations (as per no. IX) | |
| 25. | Annexure 7 - Details of Computer Centre (as per no. X) | |
| 26. | Annexure 8 - Teaching Staff (as per no. XI) along with Appointment Letters and Joining Reports | |



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| 27. | Annexure 9 - Non-Teaching/Technical Supporting/ Ministerial Staff (as per no. XII) | | | | |
|---|--|---|--|--|--|
| 28. | Annexure 10 - Detail of Industry Partner(s) MOU/s (as per point no. XIII) | | | | |
| 29. | Annexure 11 – Students Placement Plan (as per point no. XIV) | | | | |
| 30. | Annexure 12 - Any new initiatives/achievements (as per point no. XV) | | | | |
| 31. | Annexure 13 - Details of Fee deposited (as per point no. XVI) | | | | |
| 32. | Annexure 14 - Resolution for Starting of New Skill Development/Vocational Training Courses | | | | |
| 33. | Annexure 15 - Resolution regarding Authorized Person | | | | |
| 34. | Annexure 16 - Self Declaration | | | | |
| 35. | Others, if any | | | | |
| Programme Specific: Ratio of area earmarked for the new proposed courses for which the affiliation is applied = Actual built up area available in campus/Area earmarked exclusively for the proposed programme (e.g.: xx/xx): | | | | | |
| Signature with Date: | | Signature with Date: | | | |
| Chairman/ Secretary of the Society/Trust | | Director/Principal of the Institute/College | | | |
| Name | : | Name: | | | |
| Designation: | | Designation: | | | |
| Seal of the Society: | | Seal of the Institute: | | | |