



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 statutory 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 Chartered 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	



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	

*All the documents are required to be duly attested by the concerned Authorized Signatory of the College/Institute/Society/Trust at the time of submission to the University.

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): _____

Note: Attach a Map showing and complete building plan and building earmarked for the proposed course(s) in colored/shaded.

Signature with Date:

Chairman/ Secretary of the Society/Trust

Name:

Designation:

Seal of the Society:

Signature with Date:

Director/Principal of the Institute/College

Name:

Designation:

Seal of the Institute: