

ANNEXURE-2

Documents to be uploaded/submitted by Existing Institutions

2.1 Documents to be uploaded for the issuance of EoA based on Self-Disclosure/after a break in the preceding Academic Years/ Restoration of Intake

Supporting documents including the Affidavits shall be duly authenticated by the Chairman/ Secretary of the Trust/ Society/ Company in case of Self-Financing Institutions or by the Authorized person in case of the Government/ Government aided Institution.

In case of Buildings constructed by Government Departments are older than 50 years as on last date of application and the departments are unable to submit the original documents, a letter from the Competent Authority stating that the Building norms of AICTE are full filled, shall be produced to this effect.

- i. An **Affidavit 2** with digital signature of the Chairman/ Secretary of the Trust/ Society/ Company on an e-stamp paper of Rs. 100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
- ii. Copy of pay receipt print made on AICTE Web-Portal if any, in respect of Extension of Approval for the respective Academic Year.
- iii. As per **Clause 7.17** of the Approval Process Handbook, valid Occupancy/ Completion Certificate/ Building License/ Form D issued by the Competent Authority.
- iv. Valid Structural Stability Certificate from the registered Structural Engineer, if the Building is more than thirty years from the issue of Completion Certificate that the Building is fit for human habitation.
- v. A valid Fire Safety Certificate issued by the Competent Authority.
- vi. Satellite map, using suitable Web site, showing geographical location of the Land with latitude and longitude at the entrance of the main Building mentioned on it.
- vii. Audited statement of accounts of the Trust/ Society/ Company of the previous year.

2.2 Documents to be uploaded for approval of Introduction of seats for Non Resident Indian(s)

Resolution of the Trust/ Society/ Company approving the Institution for Introduction of seats for children of Non Resident Indian(s) duly signed by the Chairman/ Secretary in **Format 3**.

2.3 Documents to be submitted at the time of Scrutiny Committee for approval of an existing Institution applied for Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme / Level in the existing Institutions

- i. All Documents as specified in **Annexure-1** of the Approval Process Handbook (only for Change of Site/ Location).
- ii. No Objection Certificate from affiliating University/ Board in **Format 2**.
- iii. Resolution of the Trust/ Society/ Company approving the Institution for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year/ Change of Site/Location/ Conversion of Women's Institution into Co-ed Institution and vice- versa/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme/ Level in the existing Institutions, as applicable, duly signed by the Chairman/ Secretary in **Format 3**.

Note 1: No refund of additional FDR/ Security Deposit allowed in case of Conversion of Co-ed Institution to Women's Institution.

2: It is the sole responsibility of the Institution / Promoters to obtain NoC from State Government (if applicable) before starting of the academic session.

2.4 Documents to be submitted at the time of Scrutiny Committee for approval of an existing Institution applied for Merger of Institutions under the Same / Different Trust/ Society/ Company operating in the same campus

- i. All Documents as specified in **Annexure-2** of the Approval Process Handbook (except the Institutions fulfilling **Clause 2.10.2 (b)** of the Approval Process Handbook).
- ii. No Objection Certificate from affiliating University/ Board in **Format 2**.
- iii. Resolution of the Trust/ Society/ Company approving the Institution for Merger of Institutions under the Same / Different Trust/ Society/ Company operating in the same Campus, as applicable, duly signed by the Chairman/ Secretary in **Format 3**.
- iv. Documents which are applicable legally for merger of Institutions under Different Trust/ Society/ Companies per the prevailing Government Norms /Rules applicable for such merger.

2.5 Documents to be submitted at the time of Expert Visit Committee for approval of the Introduction of supernumerary seats for OCI/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries in existing Institutions

- i. Details regarding hostel facilities and hostel administration.
- ii. Office of the Internationals Affairs (OIA) to assist in all the matters related to OCI/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries.
- iii. Resolution of the Trust/ Society/ Company approving the Institution for Introduction of supernumerary seats for OCI Foreign Nationals/ Children of Indian Workers in the Gulf Countries duly signed by the Chairman/ Secretary in **Format 3**.

2.6 Documents to be submitted at the time of online Scrutiny Committee for approval of Increase in Intake/ Additional Course(s)/ Courses in Indian Language / Introduction of Integrated/ Dual Degree Course / Introduction of Fellow Program in Management, as applicable

- i. An **Affidavit 8** on a Non-Judicial Stamp Paper/e-stamp paper of Rs. 100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner (Not applicable for Extended EoA).
- ii. Proof for the existence of Faculty with Ph.D./Fellow qualification as per the number of seats, in case of Introduction of Fellow Program in Management.
- iii. Resolution of the Trust/ Society/ Company approving the Institution for starting additional Course(s)/ Division(s) in existing Program and allocation of Land/ Building/ Funds for the proposed activities duly signed by the Chairman/ Secretary in **Format 3**.

2.7 Documents to be submitted at the time of Scrutiny Committee for approval of Progressive Closure/ Complete Closure of the Institution

- i. No Objection Certificate from affiliating University/ Board in **Format 2** with clear mention about the provisions/ alternative arrangements made to take care of Education of existing students studying in the Institution.
- ii. Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all Faculty members and non-teaching Staff and Faculty: Student ratio.

- iii. Details of the RPGF/ Joint FDR made with AICTE.
- iv. Status of existing Students already studying in the Institution.
- v. Status of existing Faculty and Staff in the Institution and liabilities thereon.
- vi. **Affidavit 4** to be submitted by the Applicant on a Non-Judicial Stamp Paper/e-stamp paper of Rs. 100/- duly sworn before a First-Class Judicial Magistrate or Notary or an Oath Commissioner stating that the Applicant has no liability with respect to Faculty members, Staff, students etc.
- vii. Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution.
- viii. Resolution of the Trust/ Society/ Company approving the Closure of the Institution, duly signed by the Chairman/ Secretary in **Format 3**.

2.8 Documents to be submitted at the time of Scrutiny Committee for approval of Change of Type of Institution (Institution(s) converted into a University)

- i. An **Affidavit 2** on a Non-Judicial Stamp Paper/e-stamp paper of Rs.100/- , duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner (not applicable to Change of type of Institution).
- ii. No Objection Certificate from the affiliating University/ Board in **Format 2**.
- iii. Resolution of the Trust/ Society/ Company approving the Institution for the Change of Type of Institution (Institution(s) converted into a University)/ Conversion of Courses into allied Vocational Courses, duly signed by the Chairman/ Secretary in **Format 3**.

2.9 Documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s).

- i. No Objection Certificate from affiliating University/ Board with clear mention about provisions/ alternative arrangements made to take care of Education of existing students studying in the Institution in **Format 2** as prescribed on the Web-Portal (Applicable for Closure of Programme(s)/Course(s)).
- ii. Resolution of the Trust/Society/Company approving the Institution for Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ duly signed by the Chairman/ Secretary in **Format 3**.

Note: It is the sole responsibility of the Institution / Promoters to obtain NoC from State Government (if applicable) before starting of the academic session.

2.10 Documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of the Institution

- i. No Objection Certificate from affiliating University/ Board in **Format 2** or A receipt with the Official Seal from the authorized signatory of the affiliating University/ Board as proof of submission of these documents
- ii. Resolution of the Trust/Society/Company approving the Institution for Change in the Name of the Institution/ duly signed by the Chairman/ Secretary in **Format 3**.

2.11 Documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of the affiliating University/Board

- i. No Objection Certificate from affiliating University/ Board in **Format 2** or A receipt with the Official Seal from the authorized signatory of the affiliating University/ Board as proof of submission of these documents
- ii. Resolution of the Trust/Society/Company approving the Institution for Change in the Name of the affiliating University/ Board duly signed by the Chairman/ Secretary in **Format 3**.

2.12 Documents to be submitted at the time of Scrutiny Committee for approval of Change in the Bank Details

- i. A notarized **Affidavit 9** of the Chairperson/Secretary of the Trust/ Society/ Company stating the reasons for the Change in the Bank Details.
- ii. Resolution of the Trust/ Society/ Company approving the Institution for Change in the Bank Details duly signed by the Chairperson/ Secretary in **Format 3**.
- iii. In case of merger of banks, NOC/Certificate from the bank to the effect that two or more banks are merged subject to Government notification.

2.13 Documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name/Address of the Trust/ Society/ Company (subject to the existing Law)

- i. Approval from Charity Commissioner / Registrar of Societies / Registrar of Companies for Change in the Name/Address of the Trust/ Society/Company or merger of Trusts/Societies/Companies.
- ii. A notarized **Affidavit 10** of the Chairman/ Secretary of the Trust/ Society/ Company stating that there is no commercial or business angle for such change.
- iii. A registration document of the Trust/ Society/ Company indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Authority.
- iv. Details of the recommended BoG of the Institution constituted as per **Annexure-17** of the APH.
- v. In case of a Company established under Section 8 of the Companies Act, 2013, the MoA and Rules must contain a provision that the objective of the Company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institution.
- vi. Land Documents/ Lease Deeds showing ownership in the Name of the new Trust/ Society/Company.
- vii. In case of merger of Trust/ Society/ Company, the transferor of Trust/ Society/ Company should transfer its Land, assets and Infrastructure by a registered transfer/conveyance deed in the Name of the transferee Trust/ Society/Company.
- viii. Proof of working capital (funds) as stated in **Clause 1.5.3** of Chapter I of the Approval Process Handbook, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained in the Name of the new Trust/ Society/ Company in a Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank.
- ix. Approval from the Charity Commissioner/ Registrar of Societies/ Registrar of Companies regarding any change in the Name(s) of the Trustee(s)/Member(s).
- x. Resolution of the Trust/ Society/ Company approving Change in the Name of the Trust/ Society/ Company, mentioning the reasons for such Change in the Name duly signed by the Chairman/ Secretary in **Format 3**.

2.14 Documents to be submitted at the time of Scrutiny Committee for Approval of Collaboration and Twinning Programme(s)

- i. The Foreign University/ Institution shall furnish an authorized signatory letter declaring therein that the Diploma/Degree/ Post Diploma Certificate awarded to the students in India shall be recognized in the Parent Country and shall be treated equivalent to the corresponding Diploma/ Degree/ Post Diploma Certificate awarded by the University/ Institution at Parent Country.
- ii. Letter of the Trustee on the Fee to be charged and the Intake in each Course to be offered by a Foreign University/ Institution or the Technical Institution approved by the Council having Collaboration with Foreign University/ Institution, leading to a Diploma/ Degree/ Post Diploma Certificate.
- iii. A letter of the Trustee and the Foreign University/ Institution declaring the detailed guidelines for admission, entry Level qualifications, Fee of all kinds, the examination and evaluation and that there shall not be major deviations with the prescribed procedures in their Parent Country, vis-à-vis India.
- iv. A Letter of the Trustee wherein details of the Semesters that are conducted in India and Foreign Country as per **Clause 3.2** of the Approval Process Handbook.
- v. Bipartite agreement/ MoU between the Foreign University/ Institution and the Indian Partner Institution for this purpose.
- vi. Bipartite agreement/ MoU between the Indian Institution and the concerned affiliating University/ Board for this purpose.
- vii. **Affidavit 11** clearly mentioning among other provisions that the students failing to get Visa shall be accommodated in a similar Programme and that the University/Board shall register them for the purpose.
- viii. Attested Proof from Foreign University/ Institution that a similar Degree/ Diploma is offered in the Parent Country.
- ix. A letter from the participating Foreign University that the Degree would be awarded by the Foreign University/ Institution only in its Parent Country.
- x. Valid Certificate of NBA / NIRF ranking within Top 200 by Universities /Institutes in respect of the Course(s) to be offered under Collaboration and Twinning Programme.
- xi. Resolution of the Trust/ Society/ Company approving the Introduction of Collaboration and Twinning Programme in the Institution duly signed by the Chairman/ Secretary in **Format 3**.

2.15 Documents/Information to be submitted at the time of Scrutiny Committee for Approval of MBA/PGDM (IEV) course

Documents/Information to be submitted for MBA/PGDM (IEV) course as per the format are available in AICTE Website at www.aicte-india.org.

2.16 Documents/Information to be submitted at the time of Scrutiny Committee for Approval of Off-Campus.

Documents/Information to be submitted for Off-Campus are as per Annexure-1.