

# ANNEXURE-1

## Documents to be uploaded/submitted / shown for Setting up a New Technical Institution

### 1.1 Documents to be uploaded/submitted/shown at the time of the Scrutiny /Re-Scrutiny

The Applicant shall present following supporting documents in original along with one copy, duly self- attested and other necessary information to the Scrutiny Committee. As per **Affidavit 2** supporting documents other than Affidavits shall be made and duly authenticated by the authorized signatory of Applicant or by the Head of the Institution.

- i. Building Plan of the Institution (**Certificate-2**) should have been prepared by an Architect registered with Council of Architecture/ Licensed Surveyor (**Certificate-1**) and approved by the Competent Authority as designated by concerned State Government/ UT (**Annexure-14**). The Institution should upload/submit two copies of Building Plan.
- ii. 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.
- iii. Resolution of the Applicant Organization in **Format 3**.
- iv. Certificate of Occupancy Certificate/ Completion Certificate/ Building License/ Form D (as applicable) from the Competent Authority (as per standard format prescribed by the issuing Authority). For the rest, an Affidavit 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, that the same shall be produced on completion of the Building.
- v. A valid Fire Safety Certificate issued by the Competent Authority.
- vi. Certificate 3 issued by the Bank Manager regarding financial status of the Applicant.
- vii. A hard copy of the complete application as uploaded to AICTE Web-Portal.
- viii. A registration document of the Trust/ Society/ Company/ PPP/ BOT indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Competent Authority.
- ix. For Standalone PGDM Institutions, details of the recommended composition of the Board of Governors of the Institution constituted as per **Annexure-17** of the Approval Process Handbook.
- x. In the 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.
- xi. Documents to be submitted In case of an application made with a proposal of PPP/ BOT-Resolution of the Applicant Organization, pertaining to start a Technical Institution and allocation of Land/ Building/ funds to proposed activities in the **Format 3**.
- xii. Documents showing ownership of Land/ Building as per the provisions of Section 8 of the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Settlement Deed/ Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) (for a period of minimum 30 years) (including Commitment for continued lease) with at least live Lease of 5 years duration of programs at the time of submission of application.

That Joint **Affidavit 7** by the parties that the lease of Land is irrevocable for 30 years shall have to be given on a Non-Judicial stamp/ e-stamp paper of Rs. 100/- duly sworn before a First Class Judicial Magistrate/Notary/Oath Commissioner.

In case, the Land documents are in vernacular Language, notarized English translation of the documents shall be produced.

### **Documents to be submitted, in case of Private Lease of Land/ Building:**

#### **Private Lease of Land**

- i. Original document of Private Lease registered between the Lessor and Lessee with Competent Authority under the Registration Act (It should have a validity of 30 years as on date of the notification issued by the Council)
- ii. Land Conversion Certificate issued by the Competent Authority
- iii. Title documents of the Lessor referring to its acquisition of leasehold rights through a lawful transaction
- iv. Encumbrance Certificate relating to the property on a date not later than the date of issue of notification issued by the Council
- v. Resolution of the Trust/Society/ Company, if the Lessor is either of these.
- vi. In case of Sub Lease, the Lessor (then Lessee) should have the right to assign the leasehold right in the form of a registered document.
- vii. Mortgage of Land shall not be permissible.

#### **Private Lease of Building**

- i. Complete Building Plan approved by the Competent Authority. In case of Multi-storied where certain floors only are leased, then the complete floor plan shall be prepared by an Architect clearly indicating the details along with the Complete Building Plan approved by the Competent Authority.
- ii. Occupancy/ Completion Certificate relating to the property/ floors issued by the Competent Authority.
- iii. Title documents of the Land referring to the acquisition/leasehold right over the said property.
- iv. Lease deed registered by the Competent Authority under Registration Act.
- v. A valid Fire Safety Certificate issued by the Competent Authority.
- vi. Land Use Certificate permitting the Land to be used for Educational purpose, from the Competent Authority along with Topo sketch/ Village Map indicating Land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.
- vii. Floor Plans, sections and elevations of all proposed/ existing Buildings exclusively intended for use for the proposed Institution at the permanent site with a table clearly mentioning all rooms, with carpet area of each in m<sup>2</sup>, as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.
- viii. Proof of working capital (funds) as stated in **Clause 1.5.3** of the Approval Process Handbook, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained by the Applicant Organization 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. Audited statement of accounts of the Applicant Organization for last three years, as may be applicable.
- x. Certificate regarding Minority Status, if applicable at the time of application.
- xi. Detailed Project Report (DPR).
- xii. Undertaking from the Applicant to the effect that no high tension line is passing through the Campus including hostel. In case high tension line passes through the Campus/ hostel, a Certificate from the Competent Authority (Electricity Board) that it shall not affect the safety of the Building/ students/ Faculty/ Staff etc. is required.
- xiii. In case of Buildings constructed by Government Departments before 50 years, for Government/ Government aided Institutions/ State or Central University/ Defence Institutions where the documents could not be submitted, a letter from the Competent Authority that the Building norms of AICTE are fulfilled shall be produced to this effect.

## 1.2 Documents to be submitted at the time of Expert Visit Committee

The Applicant shall present following supporting documents in original along with one copy, duly attested by a First Class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Expert Visit Committee.

- i. Copy of the advertisement in at least one National Daily, for recruitment of Principal/ Director and Faculty members.
- ii. Proof of provision of Internet bandwidth in Mbps
- iii. List giving titles of Books and Volumes of each purchased for the Library.
- iv. Copy of Invoice/ Cash Memo for Equipment and Library Books.
- v. Details of subscription of Journals as per **Annexure-4** of this Approval Process Handbook.
- vi. Sanction of electrical load by electric supply provider Company.
- vii. A Certificate by an Architect, giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather motorable approach roads.
- viii. Details of all other Educational Institutions run by the same Trust/ Society/ Company.
- ix. Video recording with brief outline of the Institute and its facilities (Front and Back side of the entire Institution Building(s) Internal portion of the Class Rooms, Tutorial Rooms, Laboratories, Workshop, Drawing Hall, Computer Centre, Library, Reading Room, Seminar Hall and all other rooms, as mentioned in Programme wise Instructional area requirements, Internal portion of the principal's room, Board room, main Office, Departmental Offices, Faculty cabins/ seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, Cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas) as required by the EVC shall be prepared in advance by Director/Principal and Video Recording of about 30 minutes shall be uploaded on YouTube and URL link shall be provided in the AICTE portal for advance viewing by the committee members before the EVC.

## 1.3 Documents to be uploaded after the issuance of LoA

- 1.3.1 New Technical Institutions and Existing Institutions shall comply with appointment of Faculty members and Principal/ Director as the case may be, as per Policy regarding minimum qualifications pay scales, norms etc., as specified in the Approval Process Handbook.



- 1.3.2 For existing Institutions, applying for new programs/ courses and increase in intake/ division need to show availability of Infrastructure facilities and faculties as per the norms to EVC
- 1.3.3 Institutions shall appoint Principal/ Director/ Teaching Staff strictly in accordance with the norms prescribed by the Council and other Technical Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the concerned State Government/ UT, particularly in case of selection procedures and selection Committees.
- 1.3.4 The information about these appointments of Staff in the prescribed Format shall be uploaded in AICTE Web-Portal.
- 1.3.5 In no circumstance, unless the appointment of all Faculty members and other Staff is in place, the Institutions shall start the approved Technical Course(s).
- 1.3.6 Faculty and non-teaching Staff data shall be entered as per the prescribed Format.

#### **1.4 Documents to be submitted at the time of Scrutiny Committee for Closure of Institution and starting of a New Technical Institution in the same premises in the same year**

- 1.4.1 No Objection Certificate from affiliating University/ Board in **Format 2**.
- 1.4.2 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**.
- 1.4.3 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.
- 1.4.4 Details of the RPGF/ Joint FDR made with AICTE.
- 1.4.5 Status of existing Students already studying in the Institution.
- 1.4.6 Status of existing Faculty and Staff in the Institution and liabilities thereon.

#### **1.5 Documents to be submitted at the time of Scrutiny Committee for approval of the establishment of Institution set up by Section 8 of Companies Act-2013**

- 1.5.1 Certificate of Registration of companies
- 1.5.2 Memorandum of Association and Article of Association
- 1.5.3 Certificate of Incorporation
- 1.5.4 Availability of the registered office of the company
- 1.5.5 Particulars of the Directors, Managers or Secretaries
- 1.5.6 PAN number
- 1.5.7 TAN number
- 1.5.8 Companies General Rules and Forms
- 1.5.9 NOC from Directors or Promoters
- 1.5.10 Audited Statement for the last 3 years clearly indicating turnover through operations, if applicable