

APPENDIX B DOCUMENTS TO BE SUBMITTED FOR NEW COLLEGE / NEW COURSE

Setting up new College offering one or more Technical Programs at Degree, Post graduate Degree Level

Adding new Technical Program(s)/ Course(s) at Degree Level in existing Colleges

1.1 New Institute

Applicant shall submit the one duly attested copy of the following supporting documents along with the hard copy of the application form in the office of Director, College Development council, MRSPTU, Bathinda on or before the date as mentioned in the schedule.

Also the same documents must be presented in original and other necessary information to the Scrutiny Committee.

Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution

Documents to be submitted:

1. A print of the complete application as prescribed by the University.
2. A copy of all documents uploaded (signed by competent authority/ head of the institution) in the part-II of the online application form submitted
3. Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government.
4. An affidavit, in a format as prescribed by the University, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner
5. Resolution by the applicant organization in a format as prescribed by the University
6. Certificate issued by an advocate in a format as prescribed by the University
7. Certificate issued by an architect regarding approved building plans
8. Certificate issued by bank manager regarding financial status of applicant
9. A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents.
10. Detailed Project Report (DPR).

11. Registration document of the Society / Trust / A company established under Section 25 of Companies Act 1956 / PPP / BOT indicating its members, objectives and Memorandum of Associations and Rules, duly attested / certified by the Authority concerned.
12. Provided that in the case of a company established under Section 25 of Companies Act 1956, 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 the college.
13. Provided further that in case of an application made with a proposal of PPP / BOT applicant shall submit a certified copy / duly attested by a gazette officer of the agreement / contract regarding PPP / BOT. The applicant shall also submit a certificate or endorsement from the concerned District Magistrate or the SDM, regarding such a proposal pertaining to PPP / BOT in the said area with the applicant Society / Trust / A company established under Section 25 of Companies Act 1956.
14. Resolution by the applicant organization, pertaining to starting the College, adding new program and allocation of land / building / funds to proposed activities in the format as prescribed by the University.
15. Documents showing ownership in the name of the applicant in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered)/ Irrevocable lease (for a minimum of 99 years) by the Private Limited or Public Limited company or industry having turnover of at least Rs 100 Cr per year for previous 3 years / Irrevocable Government Lease (for a minimum period of 30 years) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced.
16. 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.

17. Land Conversion Certificate permitting the land to be used for educational purpose to establish a college, 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
18. Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
19. Wherever applicable, FSI / FAR certificate shall have been obtained from the Competent Authority as designated by concerned Municipal Corporation or the local authority that approves Building Plans, or the State Government.
20. Proof of working capital (funds) as stated in clause 2.5, 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.
21. Audited statement of accounts of the applicant organization for last three years, as may be applicable.
22. Site Plan, Building Plan of proposed College prepared by a an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority of the State administration
23. Floor plans, sections and elevations of all proposed/existing buildings exclusively intended for use for the proposed college at the permanent site with a table clearly mentioning all rooms, with carpet area of each in sq. m., 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.
24. Phase-wise plan of construction to achieve total carpet and built up area as required for conduct of all applied / existing courses from the first to final year. This shall be certified by Architect registered with the Council of Architecture.
25. Certificate regarding Minority Status, if applicable at the time of application. Any claim thereafter shall not be entertained.

26. Certificate of the competent authority indicating whether the land for the proposed new Institution / College falls in the rural area or otherwise.

1.2 Documents to be submitted at the time of Expert Committee

1. Applicant shall present following supporting documents **in original** along with one duly attested copy and other necessary information to the Visiting Expert Committee
2. Copy of the advertisement in at least one National Daily, for recruitment of Principal and faculty members
3. Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipment and other dead stock items.
4. Proof of provision of Internet bandwidth in Mbps and contention ratio.
5. List giving titles of books and volumes of each purchased for Library.
6. Copy of Invoice / Cash Memo for equipment and Library Books.
7. List and details of subscription of Journals.
8. Sanction of electrical load by electric supply provider company.
9. Details of provision of backup power supply.
10. A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
11. Details and proof of telephone connections available at the proposed college.
12. Details and proof about medical facility and counseling arrangements.
13. Details of reprographic facility available for students.
14. Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a member.
15. Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms, as mentioned in program-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.

1.3 Documents to be submitted after the issuance of LoI (Recommendation of Expert Committee Report)

1. New Institutions recommended for affiliation by the Expert Committee and the existing Institutions granted permission for introduction of new course/s program/s, and change in intake capacity, shall comply with appointment of teaching staff and Principal as the case may be, as per policy regarding minimum qualifications, pay scale etc, norms prescribed by the University and other technical supporting staff & administrative staff as per the schedule prescribed by the University.
2. Institutions other than minority Institutions shall appoint teaching staff / Principal and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the University particularly in case of selection procedures and selection committees.
3. The information about these appointments of staff in the prescribed format shall be submitted to the University.
4. In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.
5. Faculty and non teaching staff data shall be entered as per the prescribed format on the University portal.