

## **APPENDIX C DOCUMENTS TO BE SUBMITTED FOR**

C.1 Continuation of affiliation to existing College

C.2 Increase / reduction in intake in existing courses

C.3 Closure of Institute

C.4 Change of Site or Location

C.5 Conversion of Women's Institute into Co-Ed Institute

### **C.1 Documents to be submitted for issuance of Continuation of Affiliation of Existing Institutions**

The applicant Institution applying for Continuation of Affiliation (EoA) 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. Stamped receipt from an authorized signatory of the State Government as proof of submission of these documents.
4. Copy of payment receipt in respect of Continuation of Affiliation.
5. 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.
6. Copy of all the accreditation letters, if obtained in the last one year

7. The letter of affiliation of courses offered by the institution issued by the University for the current academic year
8. Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff.
9. Audited statement of accounts of the Institution and applicant Society / Trust / A company established under Section 25 of Companies Act 1956, and existing College for last three years, if applicable.

## **C.2 Additional documents to be submitted for permission of Increase in intake in Existing Programs**

1. Resolution by the applicant organization, pertaining to increase in intake, starting additional courses /divisions in existing program and allocation of land / building / funds to proposed activities in the format as prescribed by the University.
2. Building plans approved by competent authority mentioning additional carpet area fulfilment for additional intake applied.
3. Certificate from an architect registered with Council of Architecture regarding additional built up area of the building and carpet area of each room.
4. 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.
5. 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
6. Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.

**C.3 Additional documents to be submitted for closure of Existing Institutions**

1. Resolution by the applicant Institution, pertaining to application for reduction in intake or closure of course / program in the format as prescribed by the University.
2. Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).
3. A certificate is required from the college with clear mention about provisions / alternative arrangements made to take care of education of existing students studying in the Institute in the format as prescribed by the University.
4. Details of the RPGF / Joint FDR / FD made with the University for establishment of the Institution.

**C.4 Additional documents required for seeking permission for Change of Site / Location**

1. Resolution by Governing Board Members approving change in Site / Location, duly signed by the Chairman of the Society / Trust.
2. Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).
3. 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.
4. 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.
5. Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.

**C.5 Additional documents required while seeking permission for the Conversion of Women's Institute into Co-Ed Institute.**

1. A certificate stating that less than 40% admissions for three consecutive years issued by Competent Admission Authority.
2. A certificate stating the actual enrolment of students for the last three consecutive years.
3. Resolution of the Trust / Society / Board of Governors for the conversion from Women's Institution to Co-Ed Institution.
4. Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).
5. Money to be deposited as per the Regulations in lieu of return of the existing FDR, if any, as prescribed by the University.
6. Land related documents to be submitted as per the Regulations.