

Revised set of Documents for scrutiny for various categories under chapter I & II

Sr No	Category Name	Document Name
1	Bank Name Change	Resolution of the Trust
		Portal generated affidavit-9
2	Change of Site/Location	Approved building plan
		Portal generated Affidavit 2
		Resolution of the Trust
		Distance between Farthest Pieces (Khasra Plan / Master Plan)
		Ownership or Government/Private Lease (Sale deed / lease deed)
		Proof of Latitude and Longitude
		Area of the Land earmarked for the proposed Institution
		Safety arrangement and Certificate if any River/ Canals/Rail Tracks/Highways/ High Tension line or any other such entity hampering continuity of land is passing through the Site of the institute.
		Prescribed Certificate issued by an advocate (Change of site)
		Private lease of the Land, Title documents of the leaser, if applicable
		Private lease of the Land, Resolution of the Trust/Society/Company, if applicable
		Land Use Certificate
		Private lease of building, if applicable
		Attested/Certified copy of agreement/contract of PPP/BOT and certificates from concerned DM/SDM
		Certificate of Registration of companies
		Memorandum of association and articles of association
		Availability of the registered office of the company (any address proof)
		Copy of PAN card
		Copy of TAN
		Companies General Rules and Forms (Bye laws)
		Site Plan
		Complete Building Plan
		Floor plans
		Phase-wise plan of construction certified by an Architect
		Prescribed Certificate by Architect regarding approved Site and Building Plan
		FSI / FAR certificate

		Occupancy/ Completion/ Structural Stability Certificate (more than 30 years old building)
		Fire and safety Certificate
3	Closure of Institution	NOC from the affiliating University/Board
		NOC from the concerned State Government / UT
		Resolution Society/Trust/Company under section 8
		Latest salary sheet (scale of pay, gross pay, PF deduction, TDS for all faculty members and non-teaching staff)
		Details of RPGF / Joint FDR / Security Deposit / online Transaction details
		Status of students already studying in the Institution
		Status of Faculty members & Staff in the Institution and liabilities there on
		Portal generated Affidavit-4
		Undertaking for Pending Court cases and serious charges, Violation of norms, Pending ragging cases against the Institution
4	Conversion of Co-ed Institution to Women's Institution	Portal generated Affidavit
		Resolution of the trust
5	Conversion of Diploma to Degree & vice-versa	Portal generated Affidavit
		Status of students already studying in the Institution
		Whether the Institution has applied for Progressive/ Complete Closure of MCA Regular/ First Shift and Second Shift/ Part-time (if any) and Introduction of MBA/PGDM and Vice-versa
		Status of Students (Letter issued by Affiliating body)
		Resolution of the trust
6	Conversion of Institution into Deemed to be/State Private University	Portal generated Affidavit
		approval of UGC/State act for establishment of State Private University
		Resolution of the trust
7	Course Name Change	Resolution
8		Resolution of the trust

	Increase in Intake or New Course	Portal generated Affidavit
9	Institution Name Change	Resolution of the trust
10	Twinning & Collaboration Program	Letter from Govt. declaring the Institutions as National Importance
		Resolution of the trust
		Valid Certificate of NBA
		Certificate of accreditation obtained by the Foreign university/Institution
		Letter with effect that Diploma / Degree / Post Diploma Certificate awarded to the students in India shall be recognized in the parent country.
		Letter of the Trustee on the fee to be charged and the Intake
		Detailed guidelines for admission, entry level qualifications, fee of all kinds, the examination and evaluation.
		Letter of the Trustee wherein details of the semesters that are conducted in India and Foreign Country
		Copy of Bipartite agreement / MoU (Foreign University and Indian partner institution)
		Copy of Bipartite agreement / MoU (Indian Institution and affiliating body)
		Portal generated Affidavit
		Proof from Foreign university similar degree / Diploma is offered in the parent Country
11	Introduction of OCI	Resolution of the trust
12	Management Fellowship	Resolution of the trust
		Portal generated Affidavit-8
		Faculty Details with qualification
		List of Journals in Business Management Area
13	Merger of Course	Resolution of the trust
14	Merger of Institution	Resolution of the trust
		portal generated Affidavit
15	Minority Status Change	Govt. Order from Concerned State Government/UT/National commission for minorities mentioning the specific period.

		Resolution of the trust
		Approval from the National Commission for Minority Educational Institutions along with the specified duration (if any).
16	New Institution	Registration document of the Society/Trust/ Company under Section-8 (Amendments, if any & Bye laws)
		Certificate regarding Minority Status (if applicable)
		Resolution of the trust
		Ownership or Government/Private Lease (Sale deed / lease deed)
		Safety arrangement and Certificate if any River/ Canals/Rail Tracks/Highways/ High Tension line or any other such entity hampering continuity of land is passing through the Site of the institute.
		Prescribed Certificate issued by an advocate
		Land Use Certificate
		Site Plan
		Complete Building Plan
		Floor plans
		Phase-wise plan of construction certified by an Architect
		Prescribed Certificate by Architect regarding approved Site and Building Plan
		FSI / FAR certificate
		Proof of availability of Nomenclature of Course(s) applied by the applicant in the Affiliating University/Board
		Audited statement of accounts of applicant organization for last three years.
		Certificate issued by bank manager regarding financial status of applicant
17	New Level/New Programme	Resolution
		site Plan
		Complete Building Plan
		Floor plans
		Phase-wise plan of construction certified by an Architect
		Prescribed Certificate by Architect regarding approved Site and Building Plan
		FSI / FAR certificate
		Proof of availability of Nomenclature of Course(s) applied

18	New Regional Course	Portal generated Affidavit
		Resolution of the trust
19	Reduction in Intake or Closure of Course	Resolution
20	Reduction/Closure in ODL	Resolution
21	Trust/ Society/ Company Name Change	Approval from the Charity Commissioner/ Registrar of Societies/ Registrar of Companies regarding any change in the name(s) of the Trustee(s)/ Member(s)
		Resolution
		Portal generated Affidavit
		Registration document of the New Society/Trust/ company/PPP/BOT indicating its members, objectives and Memorandum of Associations and Rules, duly attested/ certified by the concerned Authority.
		Details of Board of Governors of the Institution constituted