

VERIFICATION OF DOCUMENTS FOR (TO BE TICKED)

REGION		APPLICATION ID	
NAME OF THE INSTITUTION		ADDRESS	
CITY/VILLAGE		DISTRICT	
STATE		PIN CODE	
NAME OF PARENT ORGANIZATION		DATE OF SCRUTINY COMMITTEE	

CASE PRESENTED BY	NAME	POSITION IN THE APPLICANT ORGANIZATION	MOBILE NO.	SIGNATURE
REPRESENTATIVE (1)				
REPRESENTATIVE (2)				

TABLE – A : APPLICATION SUMMARY:						
SL. NO.	PROGRAMME	LEVEL	COURSE(S)	DURATION	AFFILIATING BODY	INTAKE APPLIED 2021-22
1.						
2.						
3.						
4.						
5.						

TABLE – B : DETAILS OF THE OTHER INSTITUTION(S) UNDER THE SAME TRUST:				
SL. NO.	NAME OF THE INSTITUTION	ADDRESS OF THE INSTITUTION	PROGRAMME	YEAR OF ESTABLISHMENT
1.				
2.				
3.				

TABLE – C: VERIFICATION OF DOCUMENTS BY EXPERT (LEGAL)							
SL. NO.	PARTICULARS	AS PER THE APPLICATION (DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION FOR ALL THE POINTS)	ACCEPTED	NOT ACCEPTED	NOT PRESENTED	NOT APPLICABLE	REMARKS
1.	Affidavit 2(Refer APH)						
2.	Registration document of the Society/Trust/ Company under Section- 8 indicating its members, objectives and Memorandum of Associations and Rules, duly attested/certified by the concerned Authority						
3.	Details of Registration of the Trust/ Society/Company	REGISTRATION NO. & DATE					
4.	Certificate regarding Minority Status, if applicable at the time of Application						
5.	Resolution by the applicant Organization for <u>(category as per application to be captured)</u> and allocation of land/ building / funds for the proposed activities as prescribed in APH						
6.	Land Registration No. & Date	REGISTRATION NO. & DATE					
7.	Total Area of the Land (in acres)						
8.	Number of Pieces						
9.	Distance between Farthest Pieces						
10.	Ownership or Government/Private Lease						
11.	Northern Hilly Area(Yes/No)						
12.	Latitude and Longitude	LATITUDE					
		LONGITUDE					
13.	Is the Land Mortgaged						
14.	Latest Encumbrance certificate						
15.	Area of the Land earmarked for the proposed Institution						
16.	Whether High Tension line is passing through the Site of the institute. If yes safety arrangements made and certificate to the effect from the respective competent authority		YES / NO				
			If YES, DETAILS				
17.	Whether any River/ Canals/Rail Tracks/Highways/ or any other such entity passing through the Site of the institute. If Yes safety arrangements made and certificate to the effect from the respective competent authority		YES / NO				
			If YES, DETAILS				
			If YES, DETAILS				

SL. No.	PARTICULARS	AS PER THE APPLICATION (DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION FOR ALL THE POINTS)	ACCEPTED	NOT ACCEPTED	NOT PRESENTED	NOT APPLICABLE	REMARKS
18.	Whether any other programmes such as BBA/BCA/B.Sc. (S/W Engg.)/ M.Sc. (S/W Engg.) etc. are being run/sharing in the premises (Land and building) of the present Institution.		YES / NO				
19.	Certificate ¹ issued by an advocate in a format as prescribed in APH		If YES, DETAILS				
20.	Classification of Land Certificate by the Competent Authority (Mega/ Metro/ Urban / Rural)						
	a. Issuing Authority						
	b. Certificate No. & Date						
	c. Mention the classification						
21.	Documents showing possession of the land in the name of the Trust/ Society/ Company*. <u>Check khasara- khatauni/patta/chitta/143 for ownership of land</u>						
	a. Area made available for proposed InstitutionAcres					
		Survey No. & Acres					
22.	Ownership type (Sale/Gift deed or Government / Private Lease)						
23.	In case of Private lease of the Land						
	a. Private lease deed for a minimum of 30 years between Leaser and Lessee duly Registered with the Competent Authority [It should have validity of more than 25 years as on date of the notification issued by the Council.						
	b. Title documents of the leaser referring to its acquisition of lease hold rights through a lawful transaction						
	c. Encumbrance Certificate relating to the property on a date not later than the date of issue of notification by the Council.						
	d. Resolution of the Trust/Society/Company if leaser is either of those.						
	e. NOC of the Charity Commissioner/Registrar of Societies/ Registrar of Companies if the Leaser or Lessee is the Trust/Society/Company, respectively.						
	f. Municipality Tax paid receipts for last three years						
24.	Is this Land shared with other Institute	Yes/No					
	a. If yes, details of the Other Institution [Name & program] Permanent ID in case of AICTE approved Institution		Name of the Institution			Land Shared	
						SURVEY No	EXTENT
25.	Land Conversion Certificate						
	a. Issuing Authority and Designation						

	b.	Certificate No & Date						
	c.	Conversion details						
26.	Land Use Certificate							
	a.	Issuing Authority and Designation						
	b.	Certificate No & Date						
	c.	Permitted for use of [permission should be only for Educational/ Institutional]						
27.	Khasra Plan (Master plan) issued by the Competent Authority [Demarcating the entire land area duly highlighting the same]							
28.	In case of Private lease of Building (only for Metro Cities)							
	a.	Private lease deed for a minimum of 30 years between Leaser and Lessee duly Registered with the Competent Authority [It should have validity of more than 25 years as on date of the notification issued by the Council.						
	b.	Title documents of the leaser referring to its acquisition of lease hold rights through a lawful transaction						
	c.	Encumbrance Certificate relating to the property on a date not later than the date of issue of notification by the Council.						
	d.	Resolution of the Trust/Society/Company if leaser is either of those..						
	e.	NOC of the Charity Commissioner/Registrar of Societies/ Registrar of Companies if the Leaser or Lessee is the Trust/Society/Company, respectively.						
	f.	Municipality Tax paid receipts for last three years						

TABLE E : ADDITIONAL DOCUMENTS TO BE VERIFIED FOR APPLICANTS UNDER PPT/BOT MODE:

Sl. No.	ORIGINAL DOCUMENT VERIFICATION	ACCEPTED	NOT ACCEPTED	NOT PRESENTED	NOT APPLICABLE	REMARKS
1.	Certified copy/duly attested by a Gazetted officer of the agreement/contract regarding PPP/BOT. Certificate or endorsement from the concerned District Magistrate or the SDM regarding such a proposal pertaining to PPP/BOT in the said area					
2.	Certificate of Registration of companies					
3.	Memorandum of association and articles of association					
4.	Certificate of incorporation					
5.	Availability of the registered office of the company					
6.	Particulars of the Directors, Managers or Secretaries					
7.	PAN Number					
8.	TAN Number					
9.	Companies general rules and forms					
10.	NOC from Directors or promoters					

TABLE F :VERIFICATION OF ORIGINAL DOCUMENT BY EXPERT (ARCHITECT):

Sl. No.	ORIGINAL DOCUMENT VERIFICATION		ACCEPTED	NOT ACCEPTED	NOT PRESENTED	NOT APPLICABLE	REMARKS
1.	Site Plan of proposed/existing Technical Institute prepared by an Architect registered with Council for Architecture (COA)/licensed surveyor and duly approved by the Competent Plan Sanctioning Authority of the concerned State/UT Administration						
	a.	Approving Authority and Designation	(DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION)				
	b.	Approval No. & Date	(DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION)				
	c.	Permitted Use (Please mention specifically the usage]	(DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION)				
2.	Complete Building Plan of proposed/existing Technical Institute prepared by an Architect registered with Council for Architecture (COA) /licensed surveyor and duly approved by the Competent Authority of the concerned State / UT (Plans shall be verified for the entire duration of the course)						
	a.	Approving Authority and Designation	(DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION)				
	b.	Approval No. & Date	(DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION)				
	c.	Permitted Use (Please mention specifically the usage]	(DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION)				
3.	Floor plans, sections and elevations of all proposed// existing buildings exclusively intended for use of the proposed campus 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 COA. (Plans shall be verified for the entire duration of the course)						
4.	Phase-wise plan of construction to achieve total carpet and built up area as required for conduct of all applied courses from the first to final year.This shall be certified by an Architect registered with the COA.						
5.	Certificate 2 as per APH, issued by an Architect regarding approved Site and Building plans						
6.	FSI / FAR certificate obtained from the Competent Authority as designated by concerned Municipal Corporation or the Local Authority that approves Building Plans, or the State Government /UT applicable as on date		ISSUING AUTHORITY			FSI / FAR	
7.	Total built up area required as per applied intake in Sqm	(AS PER NORMS TO BE MENTIONED)					
8.	Total Built-Up area as per approved plan in Sqm	(DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION)					

TABLE F :VERIFICATION OF ORIGINAL DOCUMENT BY EXPERT (ARCHITECT):

SL. No.	ORIGINAL DOCUMENT VERIFICATION		ACCEPTED	NOT ACCEPTED	NOT PRESENTED	NOT APPLICABLE	REMARKS
9.	Total built up area constructed as per applied intake in Sqm	(DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION)					
10.	Occupancy/Completion certificate from the Competent Authority clearly stating that the building(s) is/are fully developed and ready in all aspects for the intended use considering the total built up area as required to run the programme and the divisions/departments						
11.	Stability Certificate from Competent Authority in case existing Buildings are of more than 30 years old						
12.	Fire Safety certificate from the Competent Authority						

Verification of building plan for availability / provision of Administrative area, Amenities area and Common facilities by Architect (should reflect the Built up area for the entire duration of the course.

IMPORTANT NOTE:

1 **Expert shall endorse the authenticity of the approved building plan by duly affixing his/her signature, which shall be verified/checked by EVC to confirm its matching with the actual building/infrastructure.**

ADMINISTRATIVE AREA:

PARTICULARS	NO. REQUIRED FOR ENTIRE DURATION OF THE COURSES	AREA REQUIRED FOR A ROOM AS PER NORMS (SQM)	TOTAL AREA REQUIRED (SQM)	AS PER APPROVED BUILDING PLAN AREA AVAILABLE (SQM)	SHORTAGE IN AREA, IF ANY (SQM)
	A	B	C=AxB		
Principal / Director Office					
Board Room					
Office All Inclusive					
Cabin for HOD & Dept. Office					
Faculty Rooms					
Central Store					
Maintenance					
Security					
Housekeeping					
Exam Control Office					
Training Placement Office					
	TOTAL:				

AMENITIES AREA:					
PARTICULARS	NO. REQUIRED FOR ENTIRE DURATION OF THE COURSES	AREA REQUIRED FOR A ROOM AS PER NORMS (SQM)	TOTAL AREA REQUIRED (SQM)	AS PER APPROVED BUILDING PLAN AREA AVAILABLE (SQM)	SHORTAGE IN AREA, IF ANY (SQM)
	A	B	C=AxB		
Boys Common Room					
Girls Common Room					
Cafeteria					
Stationery Store					
First aid cum Sick Room					
Toilets	Adequate				
	TOTAL:				

INSTRUCTIONAL AREA (COMMON FACILITIES):					
PARTICULARS	NO. REQUIRED FOR ENTIRE DURATION OF THE COURSES	AREA REQUIRED FOR A ROOM AS PER NORMS (SQM)	TOTAL AREA REQUIRED (SQM)	AS PER APPROVED BUILDING PLAN AREA AVAILABLE (SQM)	SHORTAGE IN AREA, IF ANY (SQM)
	A	B	C=AxB		
Computer Center					
Library & Reading Room					
Language Laboratory					
	TOTAL:				

INSTRUCTIONAL AREA:					
PARTICULARS	NO. REQUIRED FOR ENTIRE DURATION OF THE COURSES	AREA REQUIRED FOR A ROOM AS PER NORMS (SQM)	TOTAL AREA REQUIRED (SQM)	AS PER APPROVED BUILDING PLAN AREA AVAILABLE (SQM)	SHORTAGE IN AREA, IF ANY (SQM)
	A	B	C=AxB		
Class Rooms					
Tutorial Room					
Laboratories					
Additional Workshop/Labs					
Workshops-Basic					
Drawing Halls					
Seminar Hall					
	TOTAL:				

ADDITIONAL DOCUMENTS TO BE VERIFIED IF APPLIED FOR :**A) NEW INSTITUTION**

SL. No.	ORIGINAL DOCUMENT VERIFICATION	ACCEPTED	NOT ACCEPTED	NOT PRESENTED	NOT APPLICABLE	REMARKS
1.	Proof of availability of Nomenclature of Course(s) applied by the applicant in the Affiliating University/Board					
2.	Audited statement of accounts of applicant organization for last three years (exempted for new trust/society)					
3.	Proof of working capital (funds) (Refer APH)					
4.	Certificate issued by bank manager regarding financial status of applicant (Refer APH)					
5.	Hard Copy of the Application as uploaded in the AICTE Web-Portal.					
6.	Receipt from an authorized signatory with seal from the State Government as proof of Submission of the application.					
7.	Receipt from an authorized signatory and seal of the Affiliating Body as proof of submission of the application. (Not Applicable for PGDM institutions)					
8.	Detailed Project Report (DPR)					
9.	Details of Board of Governors as per APH (Applicable only for PGDM institutions)					

B) CHANGE OF SITE OF THE INSTITUTION

SL. NO.	ORIGINAL DOCUMENT VERIFICATION	ACCEPTED	NOT ACCEPTED	NOT PRESENTED	NOT APPLICABLE	REMARKS
1.	NOC from Concerned State Government/UT					
2.	NOC from Concerned Affiliating University/Board					
3.	Resolution by the applicant Organization for Change of site of the Institution as prescribed in APH					

C) CONVERSION OF WOMEN TO CO-ED & VICE- VERSA

SL. NO.	ORIGINAL DOCUMENT VERIFICATION	ACCEPTED	NOT ACCEPTED	NOT PRESENTED	NOT APPLICABLE	REMARKS
4.	NOC from Concerned State Government/UT					
5.	NOC from Concerned Affiliating University/Board					
6.	Resolution by the applicant Organization for Change of site of the Institution as prescribed in APH					

D)CONVERSION FROM DEGREE LEVEL TO DIPLOMA & VICE VERSA								
SL. No.	ORIGINAL DOCUMENT VERIFICATION			ACCEPTED	NOT ACCEPTED	NOT PRESENTED	NOT APPLICABLE	REMARKS
1.	Proof of availability of Nomenclature of Course(s) applied by the applicant in the Affiliating University/Board.							
2.	NOC from Concerned State Government/UT.							
3.	NOC from Concerned Affiliating University/Board from where the level is converted.							
4.	Receipt from an authorized signatory and seal of the Affiliating university/board to which the level is converted, as proof of submission of the application.							
5.	Resolution by the applicant Organization for Conversion from Degree level to Diploma level or Vice Versaas prescribed in APH.							
6.	Whether applied for Name Change of the Institution.			YES/NO				
	a.	Existing/Old name of the Institution.	(DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION)					
	b.	Proposed name of the Institution.	(DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION)					
	c.	Resolution by the applicant Organization for Change of name of the Institution as prescribed in APH.						

E)INTRODUCTION OF NEW PROGRAMME/LEVEL IN EXISTING TECHNICAL INSTITUTION								
SL. NO.	ORIGINAL DOCUMENT VERIFICATION			ACCEPTED	NOT ACCEPTED	NOT PRESENTED	NOT APPLICABLE	REMARKS
1.	Proof of availability of Nomenclature of Course(s) applied by the applicant in the Affiliating University/Board.							
2.	Proof of working capital (funds) (Refer APH).							
3.	Certificate issued by bank manager regarding Financial status of applicant (Refer APH).							
4.	Receipt from an authorized signatory and seal of the Affiliating Body to which the new Programme/level is proposed to be affiliated, as proof of submission of the application.							
5.	NOC from Concerned State Government/UT.							
6.	NOC from Concerned Affiliating University/Board.							
7.	Resolution by the applicant Organization for Introduction of New Programme/Level in existing Technical Institution as prescribed in APH.							
8.	Whether applied for Name Change of the Institution.			YES/No				
9.	a	Existing/Old name of the Institution.	(DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION)					
10.	b	Proposed name of the Institution.	(DETAILS TO BE CAPTURED FROM THE ONLINE APPLICATION)					
11.	c	Resolution by the applicant Organization for Change of name of the Institution as prescribed in APH.						

Note: All the certificates and Affidavit to be submitted in original to the concerned Regional office

RECOMMENDATION OF THE COMMITTEE:

APPLICANT ABSENT

Select this only when applicant is absent on day of scheduled scrutiny

DEFICIENCIES NOTED

Select this only when one or more required documents are not acceptable or not presented

RECOMMENDED FOR EVC

Select this only when all required documents are accepted in case of application for New Institution, change of site, conversion of diploma to degree, new programs/level.

RECOMMENDED TO RC

Select this only when only when all required documents are accepted in case of applications for Conversion from Degree to Diploma Level, women to Co-Ed and vice versa