

Documents List for New Colleges

Sr	Document	Page Nos. From To
1	Application Form	
2	Affidavit Form	
3	Deed of the Trust /Society/Non-Profit entity for examining whether the Institute is a Trust/ Society/Non-Profit entity or being run by a Trust/Society/Non-Profit Entity	
4	A Society Registered Under The Registration of Societies Act 1860 Through The Chairman or Secretary of Society or A Trust Registered Under The Charitable Trusts Act 1950 or Any other Relevant Acts Through The Chairman or Secretary of The Trust or A Company Established Under Section 25 of Companies Act 1956	
5	Resolution of Trust /Society/Non-Profit entity for establishment of New Institute (New Proposal Only)	
6	Certificate ³ to be produced on the Bank Letter Head duly signed by the Bank Manager of the Branch where the applicant has bank account	
7	Land Conversion Certificate shall be obtained from the Competent Authority as designated by State Government / UT 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 site of the Institution	
8	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 State Government / UT.	
9	Certificate ¹ to be produced on Advocate's Letterhead.	
10	Certificate ² to be produced on letterhead of Architect registered with Council of Architecture.	
11	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 / UT.	
12	Floor plans, sections and elevations of all proposed/existing buildings exclusively intended for use 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.	
13	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.	

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14	Building Plan and certificate of completion of the various structures housing the Institution including safety provisions at all floor.	
15	Land Use Certificate, 7/12 extract & NA Order	
16	Built Up Area Statement dully Signed By Architect	
17	NCTE/BCI Approval Letter For the Academic Year(If required)	
18	Attendance Register (Muster for Teaching & Non-Teaching)	
19	Roster of Teaching Staff (If Applicable)	
20	Roster of Non-Teaching Staff (If Applicable)	
21	Last Three Years Advertisements For Recruitment (If Applicable)	
22	Salary Statements And Acknowledge Of Concerned Bank	
23	P.F. Returns (Form 6-A,3-A & Monthly P.F. Challan)	
24	Summary of Library Details & Last Five Pages of Accession Register	
25	Summary of Equipment/Computer etc. & Last Three Pages of Dead Stock Register	
26	Balance Sheet with Audit Reports	
27	NBA Accreditation Letter / Reaccreditation Letter No.	
28	College Covered Under 2(F) & 12(B) (If Applicable)	
29	Pro-rata details (If Applicable)	
30	Fixed Deposit Receipts	
31	Last Year Affiliation Fees Receipt received from Gujarat University (If Applicable)	