

AFFIDAVIT

To be submitted by the applicant on a non-judicial stamp paper of Rs.100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner

I/We, <name>, Chairman, <name of the Trust/Society>, son of,
aged..... years and, resident of, <name>, Secretary, <name of the
Trust/Society>, son of, aged..... years and, resident of
....., <name>, Principal / Director, <name of the Trust/Society>, son of
, aged years and, resident of, in connection with our application
dated made to Gujarat University for, (*retain items in the list below as applicable*)

1. Setting up new Faculty in Old Institution/ New Institution
2. Change of Site / Location
3. Closure of Institute
4. Conversion of Women's Institution into Co-Ed Institution
5. Extension of approval to existing Institution
6. Adding course/s in existing program
7. Closure of program / course
8. Change of name of the Institute
9. Permanent Affiliation

Hereby solemnly affirm and declare as under:

1. That I am <designation>, <applicant Institution>.
2. That the declaration, information and documents pertain to one location with building and infrastructure therein where the approval / Extension of Approval is sought.
3. That the information given by <name/s> in the application made to Gujarat University is true and complete. Nothing is false and nothing material has been concealed.
4. That the Gujarat University shall also be free to take any action including withdrawal of approval and / or any other action as deemed necessary against the <name/s> and others as the case may be and / or the individuals associated with the Trust /Society/Non-Profit entity, and/or the Institution.
5. That if any of the information is found to be false, incomplete, misleading and / or that the <name/s> fail/s to disclose all the information and / or suppress any information and / or misrepresent the information, I/we shall be liable to be prosecuted by the Gujarat University.

6. That the facts stated / attached in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

7. (i) That the applicant organization proposing to run the institution is either already a non-profit organization of trust or registered society or a non-profit company or any other such legal entity or has taken all legal formalities to be as such,

(ii) That the institution has in its name either in freehold or leasehold, adequate land and buildings, to provide for this programme building, library, halls of residences separately for male and female and sports complex both indoor and outdoor, so that it can effectively run professional law courses provided that in case of leasehold the lease is not less than ten years,

Provided that sufficient and adequate floor space area specially and completely devoted for this programme, based on the size of its student population, faculty requirement, adequate space required for infrastructure facilities can be considered sufficient accommodation for the purpose in a multi-faculty building on land possessed by the Management of a Society / Trust running multi-faculty institutions.

(iii) That the recruited or taken steps to recruit adequate number of full time and visiting faculty members to teach each subjects of studies, each faculty having at least a Master Degree in the respective subject as required under the UGC rules,

(iv) There is the separate this programme for the under a separate Principal who should be qualified under UGC and University/State Government/UGC/Apex Body (If required) rules,

(v) There is adequate space for reading in the library and there are required number of books and journals and adequate number of computers and computer terminals under a qualified librarian,

(vi) That if the prior permission of the state government is necessary, a no objection certificate is obtained to apply for affiliation,

(vii) That a minimum capital fund as may be required from time to time by the University/State Government/UGC/Apex Body (If required).

(viii) That all other conditions of affiliation under the university rules as well as the University/State Government/UGC/Apex Body (If required) rules are complied with.

<Fill only appropriate section/s related to application in the table below and write Not Applicable if in case>

Sr	Document	Duly attested Consecutive Page Numbers
	Trust /Society/Non-Profit entity/Government	
1	<p>Detailed Project Report with expected cash flow statement for the next five years (New Proposal Only)</p> <ol style="list-style-type: none"> a) Background of the Trust /Society/Non-Profit entity with reference to its experience in promoting, managing and operating educational institutions, details of its promoters including their background, its activities in the social, charitable and educational spheres since its inception and its vision and mission b) Development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students' intake and introduction of post graduate programmes / research and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty and other support facilities, including student amenities such as hostels, sports and recreational facilities c) Architectural master plan indicating the land use pattern including those for the future. d) Policy with regards to faculty recruitment, retention and development e) Structure of academic and administrative governance f) Sources of financing of capital and operating expenditure besides funds to be generated through students fees g) Resource projections and their utilization schedule. 	
2	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	
3	Composition of the Managing Trustee Committee/ Executive Committee of the Society/ Board of Governors with detailed particulars	
4	Resolution of Trust /Society/Non-Profit entity for establishment of New Institute (New Proposal Only)	
5	Statement of Accounts up to date with the Statement of Assets and Liabilities by registered Chartered Accountant	
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	Statement of the up-to-date Bank Account.	

8	Audited Account of the last three years and also unaudited account of the Year under review (for regular inspection)	
9	A copy of Income tax returns of last three years of applicant body.	
10	Other Registers, and Books of Account of the Institution (A Copy of first page and last page only)	
11	Annual Report and Audited Annual Accounts of the last three years including the year under review (for regular inspection)	
Land and Building		
12	Documents showing ownership in the name of the applicant Trust /Society/Non-Profit entity in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered) / Irrevocable Lease Deed (for a minimum period of 10 years) of land measuring not less than 1.5 acres if it is located in megacities, 2 acres if it is located in metropolitan cities and 5 acres if it is located in other areas. (As per the UGC [Affiliation of Colleges by Universities] (1 st Amendments) Regulation, 2012) In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced in addition.	
13	Land Use Certificate shall be obtained from the Competent Authority as designated by State Government / UT permitting the land to be used for educational purpose, along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the site of the Institution	
14	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	
15	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	
16	Certificate ¹ to be produced on Advocate's Letterhead	
17	Certificate ² to be produced on letterhead of Architect registered with Council of Architecture	
18	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.	
19	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.	
20	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.	
21	Building Use Certificate	
22	Building Plan and certificate of completion of the various structures housing the Institution including safety provisions at all floor.	
Staff		
23	Copies of Employment letter of the Principal of the Institution and joining letter.	
24	Copies of Employment letters of the faculty members or evidence of such appointment and their joining letters	
25	Copies of Employment letters of the administrative staff or evidence of such appointment and their joining letters	
26	List of Faculty members with qualification, experience and their conditions of Service with their passport size photographs.	
27	Last Three Years Advertisements For Recruitment (If Applicable)	
28	Salary Statements at the scale determined by the UGC / Pay Commission And Acknowledge of Concerned Bank	
29	P.F. Returns (Form 6-A,3-A & Monthly P.F. Challan)	
Library		
30	Adequate Library Facility (Accession Register/ Classified Register and Issue Register to be produced) (Attach first page and last page)	
31	Copy of Invoice / Cash Memo for equipment and Library Books	
32	Subscription to online database	Yes / No
33	At least 10 Internet point access points with desktop facilities	Yes / No
UNIVERSITY/STATE GOVERNMENT/UGC/APEX BODY (IF REQUIRED) Approval		
34	UNIVERSITY/STATE GOVERNMENT/UGC/APEX BODY (IF REQUIRED) Approval Letter For the Academic Year (if applicable)	
35	Infrastructure Details as per UNIVERSITY/STATE GOVERNMENT/UGC/APEX BODY (IF REQUIRED)	
36	Minimum Library Requirement UNIVERSITY/STATE GOVERNMENT/UGC/APEX BODY (IF REQUIRED)	Yes / No
University Affiliation		
37	Copy of Affiliation Certificate from the University / Application for	

	affiliation /Affiliation Committee's report	
	Government NOC	
38	NOC from the State Government, where applicable	
	Accreditation	
39	Accreditation Letter / Reaccreditation Letter No. (if applicable)	
	AISHE - MHRD	
40	Copy of AISHE report (Not applicable for New Institute)	
	UGC Letters	
41	College Covered Under 2(F) & 12(B) (if applicable)	
	Students Details	
42	Students' Attendance Registers for the current year/previous academic year. (First Page and Last Page)	
43	List of students passed out annually (for subsequent inspection)	
	Anti Ragging Cell	
44	Anti Ragging Cell information as per the Circular: UNIVERSITY/STATE GOVERNMENT/UGC/APEX BODY (IF REQUIRED):LE: 580/2014(Circular. No. 4/2014) dated 28/06/2014	
	WDC/ICC	
45	A Committee information in detail	
	Fees	
46	The fees structure	
	E – data	
47	CD which contain all above pages scanned in B/W Text (OCR) format of 300 dpi in A4 size in a single pdf file.	Yes
48	All above attachments/items in original will be put before LIC of the University	Yes
49	CD which contains Photographs and video recording of all infrastructure as per UNIVERSITY/STATE GOVERNMENT/UGC/APEX BODY (IF REQUIRED) requirement	Yes

(Name, Designation and Address of the Executants)

(seal)

DEPONENT

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at <name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(seal)

DEPONENT

FORMAT¹ on the letterhead of applicant body

Resolution for establishment of New Institution

That the Trust / Society vide its executive meeting held onat Vide item no. Have resolved that, <name of the trust / society> shall apply to Gujarat University for approval to start <name of the Institution> to offereducation and shall allocate, land at <complete address with survey numbers, plot numbers> measuring acres, earmarked for the proposed <name of the Institution> at <full address> required funds for creation of carpet and built up area in <name of the Institution> at <address>, as required for proposed Institute namely, <name of the Institution>, and shall allocate required funds for procurement of equipments, furniture and other required entities for smooth functioning of the same. The tabular contact information is as follows.

Name	
Address	
Taluka	
District	
Pin Code	
Phone No. with STD Code	
Fax No. with STD Code	
Email ID	
Web site	

(Signature and name of Chairman / Secretary, Trust / Society),

(Designation),

(Name of the organization)

CERTIFICATE¹ TO BE PRODUCED ON ADVOCATE'S LETTERHEAD

The copies of <Trust/Society> registration documents, land documents, land use certificate, land conversion certificate in respect of application submitted by <name & address of the applicant> who is an applicant for establishment of new Institution offering education programs were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness.

P. Trust/Society Registration Documents:

Registration Certificate No.	
Date of Registration	
Registered at	
Registered under act	

- 1 I have verified the above-mentioned Trust/Society registration documents from the office of <Competent Authority>.
- 2 The above-mentioned Trust/Society registration documents are/are not registered at the office of <Competent Authority>.
- 3 The above-mentioned Trust/Society Registration Documents are /are not authentic.

B. Land Documents:

Sr. No.	Document No.	Survey No.	Registration No. and Date	Land Area in acres
			Total Area (in acres)	

I hereby certify that:

- P. I have verified the above-mentioned land documents from the Sub Registrar Office <place>
2. The above-mentioned land documents are/are not registered at Sub Registrar Office <place>
3. The above-mentioned land documents are /are not authentic.
4. The above-mentioned land documents are / are not in the name of applicant.
5. The title of the land pertaining to the above-mentioned land documents is/ is not clear.

6. The applicant is / is not in lawful possession of the land pertaining to the abovementioned land documents.

C. Land Use Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

1. The competent Authority to issue the Land Use Certificate respect of Land under reference and for the Institution mentioned above is
2. It has / has not been approved by the competent authority.
3. I verified the above-mentioned land use certificate from the Office of <Competent Authority>.
4. The above-mentioned land use certificate is / is not authentic.
5. It has been / not been issued for the full extent of Land.

D. Land Conversion Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

1. The competent Authority to issue the Land Use Certificate respect of Land under reference and for the Institution mentioned above is
2. It has / has not been approved by the competent authority.
3. I verified the above-mentioned land use certificate from the Office of <Competent Authority>.
4. The above-mentioned land use certificate is / is not authentic.
5. It has been / not been issued for the full extent of Land.

Signature of the
Advocate

Seal / Stamp of the
advocate

Name of the
Advocate

Practicing at

Registration No.

Date

Place:

CERTIFICATE²
TO BE PRODUCED ON LETTERHEAD OF
ARCHITECT REGISTERED WITH COUNCIL FOR
ARCHITECTURE

The copies of approved site plan & building plans in respect of application submitted by <name & address of the applicant> who is an applicant for establishment of new Institution <name of the Institutions> at <address> were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness.

.....

Details of Site Plan & Building Plans

Plans approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. The competent authority for approving the site plan and building plans of an educational Institute at the site mentioned above is
2. I have verified the above-mentioned site plan & building plans from the office of <Competent Authority>.
3. The above-mentioned site plan & building plans have/have not been approved by the competent authority.
4. The above-mentioned site plan & building plans are /are not authentic.
5. Construction of building admeasuring with the following details has been completed in all respects as per the approved building plan.

Sr. No.	Room No	Room type (mention Class room / Lab / Toilet, etc.)	Carpet area (in sqft)	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting

Signature of the Architect _____ Seal _____

Name of the Architect _____

Registration No _____

Date : _____ Place : _____

