

LIST OF ENCLOSURES WITH APPLICATION FORM FOR AFFILIATION

1. Copy of Registration and Constitution of the Society / Trust
2. Copy of No Objection Certificate from State Government and affiliation Certificate of GGT University
3. Copy of Land documents
4. Building with photographs
 - 1) Front portion of the entire building in close view
 - 2) Back side of the entire building in close view
 - 3) Internal Portion of at least one class room
 - 4) Internal Portion of computer room along with computers.
 - 5) Internal Portion of entire College / Institute with College / Institution's name board in close view
 - 6) Internal Portion of every lab.
 - 7) Internal Portion of library.
 - 8) Internal Portion of faculty room.
 - 9) Play Ground and Indoor / Outdoor games facilities.
 - 10) Front portion of the entire building of Hostel and internal portion of at least one room of Hostel, if hostel facility is available.
5. Copy of Bills for Books & Journals with first and last page of Accession Register and statement showing total expenditure on it.
6. One page Bio-data of Principal
7. Copy of Advertisement for recruitment of faculty / list of faculty appointed / identified with qualification and experience / Joining Report / consent of the faculty with aadhar No.
8. List of Non-teaching Staff and Class IV Staff with experience and salary appointed.
9. List of equipments procured with copy of bills and a statement showing expenditure on it with a copy of first and last page of stock register.
10. List of Furniture & Fixture with copy of bills and a statement showing expenditure on it.
11. A copy of Audited Balance Sheet for the last financial year.
12. List of the Management Committee of the College.
13. Fire Safety & Building Safety Certificate from authorized Govt. office

The applicant is required to have completed all the necessary infrastructure / facilities for the proposed College/ Institution such as :

1. The land of the proposed College/Institution must have been developed with clear demarcation with either by a boundary wall / barbed wire fencing and an all weather approach road to the College/ institution.
2. Building complete in all respects including plumbing, electricity etc. at least adequate for first year of the programme.
3. Equipment as per syllabus of first year must have been procured and equipment should be in operational stage.
4. There should be adequate potable water available along with water testing report from an authorized lab.
5. All the required furniture and fixtures must be in place as per requirements.
6. Book and Journals as per Norms and Standards must have been procured and entered in the accession register.
7. Director/ Principal must have been appointed and at least 75% of faculty as per University norms identified and consent obtained.

The applicant is required to make available following documents to the visiting Expert Committee :

1. Registration documents of the Society / Trust.
2. Minutes of the Meetings of Society / Trust.
3. Original Land documents.
4. Building Plan
5. List of equipment required as per syllabus and equipment available
6. Stock Register of Equipments.
7. Accession Register for Library Books.
8. Copy of Invoice / Cash Memo for equipment of faculty.
9. Copy of the advertisement for recruitment of faculty.
10. Letter of appointment / offer letter issued to faculty.
11. List of Faculty appointed / identified with qualification and experience.
12. Joining report / consent of faculty member.
13. One page bio-data of Principal / Director.
14. Fund position / original FDR and Bank Certificate.
15. Audited Statement of accounts of the Society / Trust.
16. Photograph of the College / Institution :
 - a. Front portion of the entire building in close view
 - b. Back side of the entire building in close view
 - c. Internal Portion of at least one class room
 - d. Internal Portion of computer room along with computers.
 - e. Internal Portion of entire College/ Institute with College / Institution's name board in close view.
 - f. Internal Portion of one lab.
 - g. Internal Portion of Principal room
 - h. Internal Portion of library
 - i. Internal Portion of faculty room.

The expert committee will verify all the above mentioned facilities / documents and submit its report along with the relevant documents to the University.