

Instruction for GTU Affiliation 2014-15

Important :

- **Every College / Institute /Campus which applied for affiliation with GTU may please note :-**
 - a) **It has to follow all the Rules, Regulation & Norms, as prescribed by GTU from time to time.**
 - b) **It has to cooperate fully with Controller of Examination for proper conduct of the examination, including timely assessment by the faculty and their execution of the orders by controller of examination for exam duties.**
 - c) **It has to work to improved the quality of education by participating actively in all the academic and other activities (like youth festival, sports festival, etc) initiated by the University.**
 - **All technical /professional colleges shall be eligible for a maximum of two divisions (or two changes) within the definition of division/program/level.**
- 1) User Id and password for existing institute is same, as for admin panel of GTU.
 - 2) Each institute/college has to apply separately for particular course/program as per GTU institute code and separate fees is to be paid for each application.
 - 3) Institute/College has to pay all the fees before submission of file at GTU as per the fees structure of GTU academic year 2014-15.
 - 4) Institute/College has to choose only those programs which syllabus (with code) is already approved by GTU only (List attached here with).
 - 5) If there is application for a new course/syllabus, then institute/college has to take NOC (No Objection Certificate) from university.
 - 6) GTU will not accept the application if the NOC is not given by university for the new course/syllabus.
 - 7) Institute/College has to attach all the supportive documents evidence and necessary affidavit or certificate at the time of file submission.
 - 8) Institute/College has to submit all the supportive documents duly sign. & stamp by Director/Principal of that institute on every page.
 - 9) Institute/College has to write a CD of filled affiliation form (PDF file). There must be name of institute/college with code number on the CD. Without CD, GTU will not accept the application.
 - 10) Payment must be accepted via e-payment only.
Link : <https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm>
 - 11) Attach endorsement letter copy of Director/Principal & all teaching staff in file.

Note : For any help/support, call on 079 - 23267517 / 18 during office hours.

Applicants must be submitted the following documents to Gujarat Technological University along with the application form in case of :-

- A. Setting up new Technical College / Institute**
- B. Adding New Program/s at Degree or Diploma Level in existing Colleges/ Institute**
- C. Change of Site / Location**
- D. Closure of institute**
- E. Conversion of Women's Institution into Co-Ed Institution**

A. New Institute :-

Applicant shall present following supporting documents **in original** along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Scrutiny Committee.

Supporting documents other than affidavits shall be made on the applicant's Letter heads and duly authenticated by the authorized signatory of applicant or by the head of the Institution

i. Documents to be submitted at the time of scrutiny Committee :-

1. 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 concerned State Government / UT
2. An affidavit¹, in a format as prescribed on the Web-Portal , on a Non- Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner
3. Resolution by the applicant organization in a format¹ as prescribed on the Web- Portal
4. Certificate¹ issued by an advocate in a format as prescribed on the Web-Portal
5. Certificate² issued by an architect regarding approved building plans
6. Certificate³ issued by bank manager regarding financial status of applicant
7. A print of the complete application as uploaded to the UNIVERSITY Web-Portal, printed there on.
8. A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents.
9. A receipt with official seal from the authorized signatory of the affiliating University as proof of submission of these documents
10. Detailed Project Report (DPR) attached as a .pdf file.
11. Registration document of the Society / Trust / A company established under Section 25 of Companies Act 1956 / PPP / BOT indicating its members, objectives and Memorandum of Associations and Rules, duly attested / certified by the concerned Authority
12. Details of Board of Governors of the Institute constituted as per Appendix 19.
13. Provided that in the case of a company established under Section 25 of Companies Act 1956, the MOA and Rules must contain a provision that the objective of the company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institute.
14. Provided further that in case of an application made with a proposal of PPP / BOT applicant shall submit a certified copy / duly attested by a gazette officer of the agreement / contract regarding PPP / BOT. The applicant shall also submit a certificate or endorsement from the concerned District Magistrate or the SDM,

- regarding such a proposal pertaining to PPP / BOT in the said area with the applicant Society / Trust / A company established under Section 25 of Companies Act 1956.
15. Resolution by the applicant organization, pertaining to starting the Technical Campus or adding new program and allocation of land / building / funds to proposed activities in the format prescribed on the Web-Portal
 16. Documents showing ownership in the name of the applicant in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered) / Irrevocable Government Lease (for a minimum period of 30 years) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced.
 17. Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.
 18. Land Conversion Certificate 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 proposed site of the Institution
 19. Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
 20. 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.
 21. Proof of working capital (funds) as stated in clause 2.5, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained by the applicant organization in a Nationalised Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a certificate issued by the Branch Manager of the Bank
 22. Audited statement of accounts of the applicant organization for last three years, as may be applicable
 23. Site Plan, Building Plan of proposed Technical Campus prepared by an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority of the concerned State / UT administration
 24. Floor plans, sections and elevations of all proposed/existing buildings exclusively intended for use for 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 Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.
 25. Phase-wise plan of construction to achieve total carpet and built up area as required for conduct of all applied / existing courses from the first to final year. This shall be certified by Architect registered with the Council of Architecture.
 26. Syllabus copy of affiliating University / Board related to the courses applied for
 27. Certificate regarding Minority Status, if applicable at the time of application. Any claim thereafter shall not be entertained
 28. Certificate of the competent authority indicating whether the land for the proposed new Institution / Technical Campus falls in the rural area or otherwise.

29 Certificate 4 issued by sub divisional Magistrate/ Collector /Tahasildar regarding Encumbrance of the land.

ii) Documents to be submitted at the time of Expert Committee

Applicant shall present following supporting documents **in original** along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Visiting Expert Committee

- 1 Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director and faculty members
- 2 Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other dead stock items.
- 3 Proof of provision of Internet bandwidth in Mbps and contention ratio
- 4 List giving titles of books and volumes of each purchased for Library
- 5 Copy of Invoice / Cash Memo for equipments and Library Books
- 6 Copy of Invoice / Cash Memo for equipments and Library Books
- 7 Details of subscription of E-Journals as per appendix 10
- 8 List and details of hard Copy of National Journals subscribed
- 9 List and details of hard Copy of International Journals subscribed
- 10 Sanction of electrical load by electric supply provider company
- 11 Details of provision of backup power supply
- 12 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.
- 13 Details and proof of telephone connections available at the proposed Technical Campus
- 14 Details and proof about medical facility and counseling arrangements
- 15 Details of reprographic facility available for students
- 16 Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a member.
- 17 Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.

iii) Documents to be submitted after the issuance of LOA

- 1 New Institutions granted Letter of Approval and the existing Institutions granted approval for introduction of new course/s division/s program/s second shift and change in intake capacity, shall comply with appointment of teaching staff and

Principal/Director as the case may be, as per policy regarding minimum qualifications pay scale etc, norms prescribed by the Council / UGC/University and other technical supporting staff & administrative staff as per the schedule prescribed in the approval process hand book.

- 2 Institutions other than minority Institutions shall appoint teaching staff / Principal / Director and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University particularly in case of selection procedures and selection committees.
- 3 The information about these appointments of staff in the prescribed format shall be submitted to the concerned Regional Office.
- 4 In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.
- 5 Faculty and non teaching staff data shall be entered as per the prescribed format.

B) Additional documents required for seeking approval for change of Change of Site / Location

- 1 Resolution by Governing Board Members approving change in Site / Location, duly signed by the Chairman of the Society / Trust.
- 2 No objection certificate from Concerned State Government in the given format.
- 3 No objection certificate from Affiliating University / Board.

C) Additional documents to be submitted for closure of Institution

- 1 Resolution by the applicant Institution, pertaining to application for closure of Institution in the format² as prescribed on the web portal.
- 2 No objection certificate from Concerned State Government in the given format.
- 3 No objection certificate from affiliating University / Board with clear mention about provisions / alternative arrangements made to take care of education of existing students studying in the Institute in the format as prescribed on the web portal.
- 4 Details of the RPGF / Joint FDR / FD made with UNIVERSITY / State Government /University for establishment of the Institution.

D) Additional documents required while seeking approval for the Conversion of Women's Institute into Co-Ed Institute.

- 1 A certificate stating that less than 40% admissions for three consecutive years issued by Competent Admission Authority.
- 2 A certificate stating the actual enrolment of students for the last three consecutive years, issued by the Registrar of the Affiliating University
- 3 Resolution of the Trust / Society / Board of Governors for the conversion from Women's Institution to Co-Ed Institution.
- 4 NOC of the State Government
- 5 NOC of the Affiliating University
- 6 Money to be deposited as per the Regulations in lieu of return of the existing FDR if any as provided for in Clause 6.3A, 6.4, 6.5 of Chapter I
- 7 Land related documents to be submitted as per the Regulations.

8 Encumbrance Certificate of the land for the last 30 Years issued by the Competent Authority.

E) Additional Documents required while seeking approval for approval for establishment of the Institute setup by such a Private Limited or Public Limited Company / Industry.

1. Certificate of Registration of companies
2. Memorandum association and article of association
3. Certificate of incorporation
4. Situation of the registered office of the company
5. Particulars of the Directors, Managers or Secretaries
6. PAN number
7. TAN number
8. Companies general rules and forms
9. NOC from Directors or Promoters
10. Audited statement for last 3 years clearly indicating turnover through operations

E) Documents to be submitted for

- **Extension of approval to existing College / Institute**
- **Increase / reduction in intake in existing courses**
- **Adding course/s in existing program**
- **Closure of program / course**
- **Mandatory provision of supernumerary seats for TFW**
- **Introducing / continuing / discontinuing supernumerary seats for PIO**
- **Introducing / continuing / discontinuing seats for sons/daughters of NRIs**
- **Change of name of the Institute**
- **Introducing a Foreign Collaboration with an UNIVERSITY approved Indian Institution**
- **Second Shift programs**

a) Documents to be submitted for issuance of EOA of Existing Institutions by all

The applicant Institution applying for Extension of approval (EOA) shall submit to the Regional Office the List of enclosures as given below duly attested by a gazetted officer or a first class Judicial Magistrate.

Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution

- 1 A print of the complete application and the Deficiency / Status report, as available on the UNIVERSITY Web-Portal, printed there on, shall be submitted to Affiliating University / Board and Concerned State Government / UT, along with all enclosures as below, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner on or before the date as mentioned in the schedule.
- 2 Stamped receipt from an authorized signatory of the State Government as proof of submission of these documents.
- 3 Stamped receipt from an authorized signatory of the affiliating University as proof of submission of these documents.
- 4 Satellite map, using suitable website, showing geographical location of land with latitude and longitude mentioned on it.
- 5 Copy of pay receipt print made on the portal through corporate internet banking if any, in respect of Extension of Approval, Variation in Intake etc. for the Academic Year

2013-14 and AICTE Approval letter & GTU Affiliation letter copy for the year 2013-14.

- 6 Show Cause Notice issued by UNIVERSITY, if any, during the last two years (2012 – 2014), since the establishment of the Institute.
- 7 Details of court cases filed against UNIVERSITY and order of the Court, if any.
- 8 An affidavit, in a format 1, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner
- 9 Copy of all the accreditation letters, if obtained in the last one year
- 10 Certificate by the Head of The Institution to the effect that all Faculty and all non teaching staff data and all student data of all years and all courses, has been entered as per the prescribed format on the Web Portal

Documents to be submitted if already not submitted in 2013– 2014

The applicant Institution applying for Extension of approval (EOA) shall submit to the Regional Office the List of enclosures as given below duly attested by a gazetted officer or a first class Judicial Magistrate.

Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution

- 1 A copy of the Registration Certificate and Trust Deed / Registration Certificate of the Society
- 2 Memorandum of Association and Rules.
- 3 Details of Board of Governors of the Institute constituted as per Appendix 19.
- 4 The registration document establishing that the land on which the concerned College is located is in legal possession of sponsoring trust / society as the case may be;
- 5 Land use certificate establishing that Competent Authority has allowed the use of the land on which the concerned Institution is located is for educational purpose and for the purpose of establishment of the Institution concerned.
- 6 Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
- 7 Final building and floor plan duly approved by the competent authority.
- 8 Certificate from an architect registered with Council of architecture regarding total built up area of the building and carpet area of each room.
- 9 The Letter of Approval, initially given by the UNIVERSITY, at the time of establishment of the Institution approved by the UNIVERSITY and AICTE;
- 10 All subsequent Letter of Extension of Approval and/or letters indicating Variation in Intake.
- 11 Appointment letter, joining report, UG, PG and other certificates, passport size photograph, biometric image of right or left thumb in the absence of right thumb of Principal / Director and all faculty members.
- 12 Details of administrative and support staff appointed with biometric image of right or left thumb in the absence of right thumb and photographs as done for teaching faculty.
- 13 Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff.
- 14 Audited statement of accounts of the Institution and applicant Society / Trust / A company established under Section 25 of Companies Act 1956, and existing College for last three years, if applicable.
- 15 Certified income-expenditure statement for the last financial year.
- 16 Details regarding current approved fee structure and the approving body.
- 17 Details of operational funds as on date.

- 18 List giving numbers and details for major Equipment, computers, software, and printers.
- 19 Last three pages of Accession Register for Library Books.
- 20 Proof of subscription of E-Journals as per appendix 10 and Hard Copy of National Journals. However Hard Copy of International Journals is desirable.
- 21 Information regarding availability of potable water supply with a test report issued by Government authority / Government. Recognized laboratory mentioning suitability of water for drinking purpose.
- 22 Sanction of electrical load by electric supply provider company
- 23 Details of provision of backup power supply
- 24 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.
- 25 Details and proof of telephone connections available at the Institute
- 26 Details and proof about medical facility and counseling arrangements
- 27 Details of reprographic facility available for students
- 28 Details of transport facility available for students and staff
- 29 a. Copy of the Receipt of Joint FDR, and copy of the FDR, that the Institute opened at the time of inception of the Institute.
b. In case the FDR has been encashed on completion of the eight year term, the copy of the FDR release letter issued by UNIVERSITY to the Institution.
- 30 A Video (Compatible with “Windows Media Player”) of maximum five minutes duration with date and time of shooting indicating the complete physical infrastructure / facilities and highlighting following:
 - a. Front & Back side of the entire building
 - b. Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms as mentioned in program-wise Instructional area requirements in Appendix 4.
 - c. Internal portion of the principal’s room, Board room, main office, departmental offices, faculty cabins/seating arrangement and all other rooms as mentioned in Administrative area requirements in Appendix 4.
 - d. Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
 - e. Circulation area details highlighting entrance lobby, passages, escalators, staircase and other common area.

b) Additional documents to be submitted for approval of Increase in intake in Existing Programs

Additional documents shall be necessary while seeking approval for increase in intake in existing program

- 1 Resolution by the applicant organization, pertaining to starting additional courses /divisions in existing program and allocation of land / building / funds to proposed activities in the format 2 prescribed on the Web-Portal.
- 2 Building plans approved by competent authority mentioning additional carpet area fulfillment for additional intake applied.
- 3 Certificate from an architect registered with Council of architecture regarding additional built up area of the building and carpet area of each room.

c) Additional documents to be submitted for closure of Programs / Courses in Existing Institutions

- 1 Resolution by the applicant Institution, pertaining to application for reduction in intake or closure of course / program in the format² as prescribed on the web portal.
- 2 No objection certificate from Concerned State Government in the given format.
- 3 No objection certificate from affiliating University / Board with clear mention about provisions / alternative arrangements made to take care of education of existing students studying in the Institute in the format as prescribed on the web portal.
- 4 Details of the RPGF / Joint FDR / FD made with UNIVERSITY / State Government /University for establishment of the Institution.

d) Additional documents to be submitted for approval of introducing supernumerary seats for PIO in Existing Institutions

- 1 Resolution by the applicant Institution, pertaining to application for Introducing supernumerary seats for PIO in the format as prescribed on the web portal.
- 2 Details regarding hostel rector and hostel administration.

e) Additional documents required for seeking approval for seats for sons/daughters of RIs

- 1 Resolution by the applicant Institution, pertaining to application for Introducing seats for sons / daughters of NRIs in the format² as prescribed on the web portal.

f) Additional documents required for seeking approval for change of Name of the Institute

- 1 Resolution by Governing Board Members approving change in name, duly signed by the Chairman of the Society / Trust.
- 2 No objection certificate from Concerned State Government
- 3 No objection certificate from Affiliating University / Board

g) Documents to be submitted to the Expert committee members during visit for approval of Change of Site / location, closure of Institute, Foreign Collaborations, Twinning Programs and Conversion of Women's Institution to Co – Ed Institution.

- 1 A copy of the application submitted to the University.
- 2 List giving numbers and details for major Equipment, computers, software, and printers.
- 3 Last three pages of Accession Register for Library Books.
- 4 Proof of Subscription of E-Journals and hard Copy of National & International journals
- 5 Examination Results and Statistics of previous two batches.
- 6 Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff and Teaching Staff: Student ratio.
- 7 UNIVERSITY and AICTE approval letters issued by UNIVERSITY for five previous years

- 8 Information regarding availability of potable water supply with a test report issued by Government. Authority / Government. Recognized laboratory mentioning suitability of water for drinking purpose.
- 9 Sanction of electrical load by electric supply provider company
- 10 Details of provision of backup power supply
- 11 Details and proof about medical facility and counseling arrangements
- 12 Its report on the same day of the visit.
- 13 Video recording of Expert Committee visit as a part of the expert committee visit report.
- 14 Attendance sheet in the format as prescribed, duly signed / digitally authenticated by, the Expert Committee members representatives of applicant Society / Trust present during the visit and Principal / Director of the Institution who is present during the visit.

h) Documents required for seeking approval of Foreign Collaborations/ Twinning Programs

- 1 The Foreign University / Institution shall furnish an authorized signatory letter declaring therein that the Degree / Diploma and Post Diploma awarded to the students in India shall be recognized in the parent Country and shall be treated equivalent to the corresponding Degrees / Diploma and Post Diploma awarded by the University / Institution at home.
- 2 Letter of the trustee on the fee to be charged and the intake in each course to be offered by a Foreign University / Institution or the College approved by the Council/ UGC having collaboration with Foreign University / Institution, leading to a Degree or Diploma and Post Diploma shall be as prescribed by the Council/ UGC, giving due hearing to the concerned Foreign University / Institution or the College approved by the Council/ UGC having collaboration with Foreign University / Institution
- 3 A letter of the trustee and the Foreign University / Institution declaring the detailed guidelines for admission, entry level qualifications, fees of all kinds, the examination and evaluation and that there shall not be major deviations with the prescribed procedures in their parent Country, vis-à-vis India.
- 4 A Letter of the trustee wherein details of the semesters that are conducted in India and those that are conducted in the foreign country are given. (The students admitted to the Program should spend at least one semester of the course work of the Program in the Foreign University / Institution in its parent Country)
- 5 MOU between the Foreign University / Institution, the Indian partner Institution and the concerned affiliating University or Board of Technical Education in the respective States clearly mentioning among other provisions that the students failing to get VISA shall be accommodated in a similar program and that the University would register them for the purpose.
- 6 Letter of affiliation of the Indian partner Institution with the University under whose jurisdiction it is located or Board of Technical Education in the respective States in which the Institute is located as applicable.
- 7 For Courses where University approval is not mandatory, MOU between the Foreign University / Institution, the Indian partner Institution clearly mentioning among other provisions that the students failing to get VISA shall be accommodated in a similar program and that the University would register them for the purpose.
- 8 For Courses where Board of Technical Education in the respective State, approval is not mandatory, MOU between the Foreign University / Institution, the Indian partner

Institution clearly mentioning among other provisions that the students failing to get VISA shall be accommodated in a similar program and that the Board would register them for the purpose.

- 9 A letter from the participating Foreign University that the Degree would be awarded by the Foreign University / Institution only in its parent Country
- 10 No Objection certificate (NOC), from concerned embassy in India with mention of genuineness of foreign educational partnering Institution in the country of origin.

- Necessary Affidavit, Certificate and Format matter is under

AFFIDAVIT 1

**Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of
Rs.100/- duly sworn before first class judicial magistrate or Notary or an Oath
Commissioner**

<name>, **Chairman**, <name of the Trust Society>, **Son of** _____, / we 2, 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 GTU for,(retain
items in the list below as applicable)

1. Setting up new technical Institution offering Technical Program at Degree / Post Graduate Degree and / or Diploma and Post Diploma Level .
2. Change of Site / Location
3. Closure of Institute
4. Conversion of Woman's Institution into Co-Ed Institution
5. Extension of approval to existing Technical Institution / Technical Campus
6. Increase / reduction in intake in existing courses
7. Adding course /s in existing program
8. Closure of program / course
9. Mandatory provision of supernumerary seats for TFW
10. Introducing / continuing / discontinuing supernumerary seats for PIO
11. Introducing / continuing / discontinuing supernumerary seats for sons / daughters of NIRs
12. Change of name of the Institute
13. Second Shift Program
14. Adding Dual Degree Course
15. Adding Integrated course
16. Collaboration & Twinning Programme between Indian and Foreign Universities / Institutions in the field of Technical Education, Research and Training.

Hereby solemnly affirm and declare as under :

1. That I am <designation> , <application Institution>.
2. That the declaration , information and documents pertain to one location (3 location in case of Hilly Area in North Eastern states) 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 GTU is true and complete.

Nothing is false and nothing material has been concealed.

4. 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 University.
5. That the 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 other as the case may be And / or the individuals associated with the Society/ trust / A company established under Section 25 of companies Act 1956, and/ or the Institution.
6. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there form.

<Reproduce only appropriate section/s related to application in the table below>

Sr. No	Document No.	Date of Registration	Plot No.	Address(village) Dist.	Area in acres
				Total Area in Acres	

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

(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

AFFIDAVIT 2- Establishment of institute

**Format of affidavit to be submitted by the applicant on a
non-judicial stamp paper of Rs.100/-
duly sworn before first class Judicial Magistrate or Notary or an Oath Commissioner
along with deposit of requisite amount**

I/ We <name>, **Chairman**, <name of the Trust Society>, **Secretary**, <name of the trust/Society>, **Son of** _____, aged _____, resident of _____, do hereby solemnly affirm, state and undertake to comply with the following in connection with my / our application <application number> to GTU for establishment of Institution <name and address of proposed Institution>.

1. That in accordance with the norms, procedures and conditions prescribed by the GTU, an amount of RS. _____ Shall be required to be deposited by the <name of the Trust/ Society> in GTU account, for a period of 10 years.
2. That the interest accrued on the deposit shall be retained by GTU
3. That the GTU in its discretion may extend the term of the deposit for a further period and / Or forfeit the amount for violation of norms, conditions and requirements prescribed by the GTU and / or non-performance by the Institution and / or closure of the Institution due to Withdrawal or GTU approval or for any other reason. In an event of forfeiture, the proceeds Of the fixed deposit shall be utilized for meeting the expenditure towards rewards to the Students and others.
4. That all remaining requirements as mentioned under the regulations and the approval process Mentioned in UGC Draft regulation, applicable <name and address of proposed Institution> will be complied Within one month from the date of issuance of the approval letter.
5. That the land measuring _____ acres, on which <name of the proposed Institution> is Located was not mortgaged for any purpose to any Institution on the date of filling the Application and that status is continuing till date and will continue till the date of issuance of the letter of approval.
6. In the event of non –compliance by the <name of the Trust/Society> and/or <name of the proposed Institution> with regard to guidelines, norms and conditions prescribed, as also in The event of violation of any of the undertaking mentioned herein, the GTU shall be free to Take appropriate action including withdrawal of its approval without consideration of any

Related issues and that all liabilities arising out of such withdrawal shall be that of the
(Society / Institute / College).

7. That the fact stated in this affidavit are true to my/ our knowledge. No part of the same is
False and nothing material has been concealed there form.

Name of the authorized person executing the undertaking along with his/ her official
Position) with (SEAL)

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

AFFIDAVIT 3- Closure of Institute / programs / Course

**Format of affidavit to be submitted by the applicant on a
non-judicial stamp paper of Rs.100/-**

duly sworn before first class Judicial Magistrate or Notary or an Oath Commissioner

I/ We <name>, **Chairman**, <name of the Trust Society>, **Secretary**, <name of the trust/Society>, **Son of** _____, aged _____, resident of _____,do hereby solemnly affirm, state and undertake to comply with the following in connection with our application of < College Name and Address >to GTU for Closure of Programme / Course/Institute < Name of Course /Programme>,

1. Consequently, here I declare that the Trust (Name of Trust and Full Address) is responsible for
 - The Education & Exam Related Work.
 - Administrative issues of students & all Staff (Teaching and Non Teaching).
2. There is no any court case is pending against AICTE/ GTU.
3. There is no any Ragging case is pending.
4. There is no any punishable action taken by AICTE / GTU regarding non Compliance of norms.

Name of the authorized person executing the undertaking along with his/ her official
Position) with (SEAL)

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

AFFIDAVIT 4- 2nd shift Programs

**Format of affidavit to be submitted by the applicant on a
non-judicial stamp paper of Rs.100/-
duly sworn before first class Judicial Magistrate or Notary or an Oath Commissioner
along with deposit of requisite amount**

I/ We <name>, **Chairman**, <name of the Trust Society>, **Secretary**, <name of the trust/Society>, **Son of** _____, aged _____, resident of _____, do hereby solemnly affirm, state and undertake to comply with the following in connection with my / our application <application number> to GTU for conduct of 2nd Shift programs in our Institution <name and address of proposed Institution>,

1. I will abide by all terms and conditions as laid down in the approval UGC Regulation.
2. That the GTU in its discretion may extend the term of the deposit for a further period and /Or forfeit the amount for violation of norms, conditions and requirements prescribed by the GTU and / or non-performance by the Institution and / or closure of the Institution due to Withdrawal of GTU approval or for any other reason. In an event of forfeiture, the proceeds Of the fixed deposit shall be utilized for meeting the expenditure towards refunds to the students and others.
3. That all remaining requirements as mentioned under the regulations and the UGC Draft regulation process 2014-2015, applicable <name and address of Institution> will be complied within One month from the date of issuance of the approval letter.
4. In the event of non-compliance by the <name of the Trust / Society> and / or <name of the Proposed Institution> with regard to guidelines, norms and conditions prescribed, and also in The event of violation of any of the undertaking mentioned herein, the GTU shall be free to Take appropriate action including withdrawal out of such withdrawal shall solely be that of the (Society / Institute / College).
5. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is False and nothing material has been concealed there from.

Name of the authorized person executing the undertaking along with his/ her official
Position) with (SEAL)

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

AFFIDAVIT 5- 2nd shift programs

**Format of affidavit to be submitted by the applicant on a
non-judicial stamp paper of Rs.100/-
duly sworn before first class Judicial Magistrate or Notary or an Oath Commissioner
along with deposit of requisite amount**

I/ We <name>, **Chairman**, <name of the Trust Society>, **Secretary**, <name of the trust/Society>, **Son of** _____, aged _____, resident of _____, do hereby solemnly affirm, state and undertake to comply with the following in connection with my / our application <application number> to GTU for conduct of 2nd Shift programs in our Institution <name and address of proposed Institution>,

1. I will abide by all terms and conditions as laid down in the approval UGC Regulation.
2. That the GTU in its discretion may extend the term of the deposit for a further period and / Or forfeit the amount for violation of norms, conditions and requirements prescribed by the GTU and / or non-performance by the Institution and / or closure of the Institution due to Withdrawal of GTU approval or for any other reason. In an event of forfeiture, the proceeds Of the fixed deposit shall be utilized for meeting the expenditure towards refunds to the students and others.
3. That all remaining requirements as mentioned under the regulations and the approval UGC Regulation 2014-2015, applicable <name and address of Institution> will be complied within One month from the date of issuance of the approval letter.
4. In the event of non-compliance by the <name of the Trust / Society> and / or <name of the Proposed Institution> with regard to guidelines, norms and conditions prescribed, and also in The event of violation of any of the undertaking mentioned herein, the GTU shall be free to Take appropriate action including withdrawal out of such withdrawal shall solely be that of the (Society / Institute / College).
5. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is False and nothing material has been concealed there from.

Name of the authorized person executing the undertaking along with his/ her official
Position) with (SEAL)

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

CERTIFICATE- 1

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 technical institution offering technical education programs were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness.

A. 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:

1. I have verified the above –mentioned land Documents from the Sub Registrar Office <Place>
2. The above –mentioned land Documents are /are not 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 above-mentioned land documents.

C. Land Use Certificate:

Latter 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 proposed 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:

Latter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

1. The competent Authority to issue the Land Conversion Certificate respect of Land , Under reference and for the proposed Institution mentioned above is.....
2. It has/ has not been approved by the competent authority.
3. I verified the above –mentioned land conversion certificate from the office of < Competent Authority >.
4. The above –mentioned land conversion 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:

CERTIFICATE 2

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 technical 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 proposed 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.	Room No	Room Type (mention class room/lab/toilet etc.)	Carpet area (in sqm)	Completion of Flooring	Completion of walls and painting	Completion of Electrification and Lighting

Signature of the Architect	Seal
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Name of the Architect

Registration No.

Date:	Place:
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CERTIFICATE 3

**TO BE PRODUCED ON THE BANK LETTERHEAD DULY SIGNED BY THE
BANK MANAGER OF THE BRANCH
WHERE THE APPLICANT HAS BANK ACCOUNT**

The copies of documents pertaining to the funds position i.e. the bank statement and/ or fixed deposit receipts in respect of application submitted by < name & address of the applicant > who is an applicant for establishment of new technical institution < name of the institution > at < address > were provided to me by < name & address of the applicant > for verification regarding their authenticity and appropriateness.

A. Bank Statement

Name of Account Holder	
Account Number	
Name & address of the Bank	

It is certified that,

1. I verified the above –mentioned bank account from<name & address of bank >.
2. The above –mentioned bank account is in the name of.....
3. The above – mentioned bank account is /is not authentic.
4. The Balance In the above –mentioned bank account as on today, i. e.< DD/MM/YYYY> is Rs.....

B. Fixed Deposits

Sr. No.	FDR Number	Date of Deposit	Date of Maturity	Amount	Name & Address of Bank
			Total Amount		

It is certified that,

1. I have verified the above –mentioned FDRs from our Branch /Bank.

2. The above –mentioned FDRs are/ are not in the name of the applicant under reference mentioned above.
3. The above – mentioned FDRs are / are not authentic.

Signature of the Bank Manager	Seal
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Name of the Bank Manager

Date:

Place:

CERTIFICATE 4

CERTIFICATE OF SUB DIVISIONAL MAGISTRATE OR Collector of Tahasildar

This is certify that land measuring(acre) bearing Plot no /Survey No(give details of land) situated atis registered in the name ofSociety /Trust/Company vide Registration bearing Document No. Dated by way of ownership / Government Lease.

There is no dispute pertaining to the said land and the land is free from all encumbrances . The building plan for the building Constructed on the aforesaid land is duly approved by..... Authority which is competent to approve the said building plan inarea. The land and building is fit to be used for running a Technical Institution.

(sub Divisional Magistrate/ Collector/ Tahasildar)

FORMAT 1

Resolution for establishment of New Technical Institution (Trust/ Society Letter-Ped)

That the Trust/ Society vide its executive meeting held on at vide item no.have resolved that, <name of the trust / society> shall apply to GTI for approval to start <name of the Institution> to offer technical education in <Program> and shall allocate,

Land at <complete address with survey numbers, plot numbers> measuring Acres, earmarked for the proposed <name of the technical institution> at <full address>

Required fund for creation of carpet and built up area in <name of the institution> at <address>, as required for proposed Technical Institute namely, < name of the institution>, and shall allocate required funds for the procurement of equipments, furniture and other required entities for smooth functioning of the same.

(Signature and name of the Chairman / Secretary, Trust/**Society**),
(Designation), (Name of the Organization)

FORMAT 2

Resolution for Additional Program additional intake / additional course

That the Trust / Society vide its executive meeting held on at vide item no. Have resolved that, <name of the trust / society> shall allocate required funds for creation of additional carpet and built up area in <name of the Institution > at <address>, as required for <additional program> / <additional course> / <additional intake in ... course> in < name of the institution>, and shall allocate required funds for procurement of equipments, furniture and other required entities for smooth functioning of the same.

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

(Designation), (Name of the Organization)

FORMAT 3

Resolution for Closure and Courses / Programs / Reduction in Intake

<retain paragraphs as applicable>

That the Trust / Society vide its executive meeting held on at
.....vide item no. Have resolved
that,

<name of the trust / society> shall allocate required funds for creation of additional carpet and
built up area in <name of the institution> at <address>, as required for <additional program> /
<additional course> / <additional intake in course> in <name of the Institution>, and
shall allocate required funds for procurement of equipments, furniture and other required
entities for smooth functioning of the same.

<name of the institution > shall apply for,

- Reduction in intake in <course1> from <current intake> to <reduced intake>,
<course2> from <current intake> to <reduced intake>
- Closure of program <Program1>, <Program2> ...
- Closure of course/s <course1>, <course2>...

<name of the institution> shall apply for approval for introduction of supernumerary seat for
PIO from <academic year>.

<name of the institution> shall apply for approval for introduction of seats for sons/daughters
of NRIs

<name of the institution> shall apply for approval for change of name of the Institute.

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

(Designation), (Name of the Organization)

GTU Approved Titles of Courses :-**Programme:** Engineering and Technology**Level: Bachelor Degree Engineering (B.E.)**

Sr. No	Branch Code	Branch Name	Sr No	Branch Code	Branch Name
1	01	Aeronautical Engineering	16	17	Instrumentation & Control Engineering
2	02	Automobile Engineering	17	19	Mechanical Engineering
3	03	Bio Medical Engineering	18	20	Mechatronics Engineering
4	04	Bio- Technology	19	21	Metallurgy Engineering
5	05	Chemical Engineering	20	22	Mining Engineering
6	06	Civil Engineering	21	23	Plastic Technology
7	07	Computer Engineering	22	24	Power Electronics
8	08	Electrical & Electronics Engineering	23	25	Production Engineering
9	09	Electrical Engineering	24	26	Rubber Technology
10	10	Electronics Engineering	25	28	Textile Processing
11	11	Electronics & Communication Engineering	26	29	Textile Technology
12	13	Environmental Engineering	27	32	Information & Communication Technology
13	14	Food Processing & Technology	28	34	Manufacturing Engineering
14	15	Industrial Engineering	29	36	Chemical Technology
15	16	Information Technology	30	39	Nano Technology

Level: Master of Engineering (M.E.)

Sr. No	Branch Code	Branch Name	Main Branch
1	2	Computer Engineering (Software Engineering)	Computer
2	3	Instrumentation and Control (Applied Instrumentation)	IC
3	4	Electronics & Communication (Communication Systems Engineering)	EC
4	7	Electrical Engineering	Electrical
5	8	Mechanical (CAD/CAM)	Mechanical
6	9	Mechanical (Machine Design)	Mechanical
7	10	Mechanical (Cryogenic Engineering)	Mechanical
8	11	Mechanical (I.C. Engine & Automobile Engineering)	Mechanical
9	13	Civil (Transportation Engineering)	Civil

10	14	Civil (Construction Engineering)	Civil
11	15	Civil (Computer Aided Structural Analysis & Design)	Civil
12	16	Chemical Engineering (Computer Aided Process Design)	Chemical
13	17	Environmental Engineering	Environmental
14	18	Environmental Management	Environmental
15	21	Mechanical (Thermal Engineering)	Mechanical
16	23	Information Technology	IT
17	24	Plastic Engineering	Plastic
18	25	Textile Engineering	Textile
19	26	Electronics & Communication (Signal Processing And VLSI Technology)	EC
20	27	Electronics & Communication (Wireless Communication Systems & Networks)	EC
21	28	Mechanical (Production Engineering)	Mechanical
22	29	Power Electronics	Electrical
23	30	Chemical Engineering	Chemical
24	31	Bio Medical Engineering	Bio Medical
25	33	Civil (Water Resources Engineering)	Civil
26	39	Energy Engineering	
27	40	Rubber Engineering	Rubber
28	41	Electronics & Communication (Signal Processing & Communication)	EC
29	42	Electronics & Communication (VLSI System Design)	EC
30	43	Civil (Geotechnical Engineering)	Civil
31	44	Electronics & Communication (Wireless Communication Technology)	EC
32	45	Power Electronics & Electrical Drives	Electrical
33	46	Mechanical (Industrial Engineering)	Mechanical
34	47	Mechatronics	Mechatronics
35	48	Civil (Town & Country Planning)	Civil
36	50	Mechanical (Advance Manufacturing System)	Mechanical
37	51	Computer Engineering (Network Security)	Computer (GTU Courses)
38	52	Electronics & Communication (VLSI & Embedded Systems)	EC (GTU Courses)
39	53	Computer Engineering (Wireless Mobile Computing)	Computer (GTU Courses)
40	54	Electronics & Communication (Embedded System)	EC

Level: Diploma Engineering (Polytechnic)

Sr. No	Branch Code	Branch Name	Sr. No	Branch Code	Branch Name
1	02	Automobile Engineering	14	22	Mining Engineering
2	03	Biomedical Engineering	15	23	Plastic Engineering
3	05	Chemical Engineering	16	24	Power Electronics
4	06	Civil Engineering	17	28	Textile Processing Technology
5	07	Computer Engineering	18	29	Textile Manufacturing Technology
6	09	Electrical Engineering	19	50	Architectural Assistantship
7	11	Electronics & Communication Engineering	20	51	Computer Aided Costume Design & Dress Making
8	13	Environment Engineering	21	52	Ceramic Engineering
9	16	Information Technology	22	55	Fabrication Technology
10	17	Instrumentation & Control Engineering	23	58	Printing Technology
11	19	Mechanical Engineering	24	59	Textile Designing
12	20	Mechatronics Engineering	25	60	Transportation Engineering
13	21	Metallurgy Engineering			

Level: PDDC

Sr. No	Branch Name	Sr. No	Branch Name
1	Civil Engineering	3	Mechanical Engineering
2	Electrical Engineering	4	Electronic & Communication Engineering

Programme: MANAGEMENT**Level: MBA (MASTER OF BUSIENSS ADMINISTRATION.)**

Sr. No	Branch Name	Sr. No	Branch Name
1	Marketing Management	6	Banking & Insurance
2	Finance Management	7	Rural & Agro-Based Management
3	Human Resource Management	8	Asian Business
4	Information Systems Management	9	Sustainable Global Enterprise
5	International Business Management	10	Entrepreneurship and Family Business

Programme: PHARMACY

Level: PG Pharmacy (MASTER OF PHARMACY.)

Sr. No	Branch Name	Sr. No	Branch Name
1	Quality Assurance and Farm Regulatory Affairs	9	Clinical Pharmacy
2	Pharmaceutical Management and Regulatory Affairs	10	Pharmaceutical Quality Assurance
3	Pharmaceutics	11	Pharmaceutical Technology
4	Pharm. Chemistry	12	Pharmacology & Toxicology
5	Pharmaceutical Tech. and Pharmaceutics	13	Industrial Pharmacy
6	Pharmacology	14	Quality Assurance Technique
7	Qual. Assurance	15	Medical Chemistry
8	Pharmacognosy	16	Pharmaceutical Analysis
