

## **Instruction for GTU Affiliation 2015-16**

- 1) User Id and password for existing institute is same, as for admin panel of GTU.
- 2) Each institute/college has to apply separately as per GTU institute code and separate fees is to be paid for each application.
- 3) All existing affiliated institutes have to update/modify the data & submit that file to GTU.
- 4) Institute/College has to pay all the fees before submission of file at GTU as per the fees structure of GTU.
- 5) All institutes have to submit Part 1, Part 2 & deficiency report only for all existing institutes.
- 6) New institutes have to submit application details, deficiency report, affidavits & all supportive documents if not submitted earlier at GTU.
- 7) Institute/College has to choose only those programs which syllabus (with code) is already approved by GTU only (List attached here with).
- 8) If there is application for a new course/syllabus, then institute/college has to take NOC (No Objection Certificate) from university.
- 9) GTU will not accept the application if the NOC is not given by university for the new course/syllabus.
- 10) Institute/College has to submit the whole file duly sign. & stamp by Director/Principal of that institute on every page.
- 11) Last academic year AICTE approval letter copy at the time of file submission.
- 12) Last academic year NBA/PCI/COA valid approval letter copy at the time of file submission.
- 13) 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.
- 14) Payment must be accepted via e-payment only.  
Link : <https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm>
- 15) Attach endorsement letters copy of Director/Principal & all teaching staff in file.
- 16) Late date for receiving the application is : 19<sup>th</sup> February, 2015 during office hours only.
- 17) **Incomplete fees/file will not accepted in any case.**

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

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