

Appendix 10

Format for Detailed Project Report (DPR) for establishment of new college

10.1 PREAMBLE

This Chapter is expected to cover the genesis of the proposal with respect to the background of the technical education and industry scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the promoters for preparation of the DPR

- 10.1.1 Introduction
- 10.1.2 Background of the Consultants
- 10.1.3 Technical Education & Industry Scenario

10.2 THE PROMOTING BODY

This Chapter is expected to cover the status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz. Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, Educational activities along with a list of major activities undertaken to date, its mission and vision.

- a Introduction to its Genesis including its Registration Status
- b Details of its Promoters including their Background
- c Activities of the Promoting Body including a listing of major educational
- d Promotion activities undertaken by it in the past
- e Mission of the Promoting Body
- f Vision of the Promoting Body

10.3 OBJECTIVES AND SCOPE OF THE PROPOSED COLLEGE

This Chapter is expected to cover the goal of the proposed college, Scope and Justification of its establishment in the light of the prevailing technical education and industry scenario in the State, availability of students for admission, particularly the number of students passing the qualifying examination viz.+2 Science in First Class and the number of seats already available in the particular course (B. E. / B. Pharm / B. Arch. / BHMCT / MCA etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available

- a Objectives of the college
- b General and Technical Education Scenario of the State
- c Status at Entry Level
- d Status of Technical Level manpower

- e Industrial Scenario of the State
- f Scope of the College vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.

10.4 **ACADEMIC PROGRAMS**

This Chapter is expected to cover the basic Academic Philosophy of the college and to list the identified Programs, targets, and various facilities

- a Basic Academic Philosophy of the college
- b Types of Programs
- c Identified Programs
- d Phase-wise Introduction of Programs & Intake
- e Target Date for Start of Academic Programs
- f Central Computing facility
- g Central library
- h Central Workshop
- i Central Instrumentation Facility
- j Affiliating Body
- k Scholarships

10.5 **SALIENT FEATURES OF ACADEMIC DIVISIONS**

This Chapter is expected to give phase-wise details of the Academic Programs / Divisions that the proposed college desires to setup in consonance with its Academic Philosophy including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division

- a Classification of Academic Divisions i.e. Departments, Centres, Schools, Central Academic Facilities
- b Details of each Academic Department / Centre, like:
 - Academic Objectives
 - Areas of Focus
 - Academic Program
 - Faculty Requirement & Phase-wise Recruitment
 - Requirement of Laboratories, Space and Equipment (cost)
 - Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

10.6 **QUALITY AND HUMAN RESOURCE DEVELOPMENT**

This Chapter is expected to cover the Human Resource Developmental aspects of the proposed Institution including the Policies of the Management to promote excellence among Faculty & Staff, Strategies to attract and retain bright faculty

and methodologies towards quality management and fostering of academic excellence

- a Academic Values
- b Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder
- c Policies for Teaching and Non-teaching Staff Development
- d Permanent and Contract Services for Teaching, Non-teaching and other support Personnel
- e Total Quality Management
- f Overall Teaching and Non-teaching Staff Requirements

10.7 **LINKAGES IN TECHNICAL EDUCATION**

This Chapter is expected to elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for contribution of the colleges to Society at large

- a Introduction
- b Linkages with industry
- c Linkages with the community
- d Linkages with other colleges in the region
- e Linkages with Institutions of excellence such as the IITs and IISc., Bangalore,
- f Linkages abroad
- g Linkages with R&D laboratories

10.8 **GOVERNANCE, ACADEMIC and ADMINISTRATIVE MANAGEMENT**

This Chapter is expected to cover the basic philosophy of governance and administrative management including the structure of its Board of Governors (BoG), the organizational chart for operational management along with responsibilities vested at various levels of administrative hierarchy. It is expected that a well thought out method of institutional governance and administration will be the key to its growth and success

- a Philosophy of Governance
- b Board of Governors
- c Organizational Structure & Chart for day-to-day Operations & Management
- d Role and Responsibilities of Key Senior Positions
- e Methods / Style of Administration / Management

10.9 **CONCEPTUAL MASTER PLAN FOR MAIN CAMPUS DEVELOPMENT**

This Chapter is expected to cover the details of the Master Plan for Campus Development starting from the selection of site to the proposed land use pattern and the Phase-wise construction of various facilities / utilities to the level of landscaping. Institutional aspects of development is expected to be taken up in consonance with the Master plan keeping in view various aspects of convenience, safety and utility of the facilities

- a The Site
- b Proposed Land Use Pattern
- c Design Concept
- d Buildings and Facilities in the Campus
- e External Services
- f Construction Systems and Materials
- g Landscape Proposal

10.10 **REQUIREMENT OF STAFF, SPACE and EQUIPMENT AND THEIR COST**

This Chapter is expected to make a consolidated estimate of phase-wise requirements of the staff, building, equipment and their cost, along with strategies for the mobilization of funds required

- a Introduction
- b Faculty Requirements
- c Non-teaching Staff Requirements
- d Building Requirements: Area and Costs
- e Estimated Cost of Equipment
- f Phase-wise Financial Requirements
- g Strategies for Financial Mobilization

10.11 **ACTION PLAN FOR IMPLEMENTATION**

This Chapter is expected to cover the Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation strategy including financial out lay

- a Activity Chart
- b Constraints
- c Financial Outlay
- d Strategy for Implementation

10.12 EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT

This Chapter is expected to present a Summary of the DPR as per the following format for ready reference

- a Details about the Promoting Body
- b Name and Address of the Promoting Body
- c Date of Registration / Establishment of the Promoting Body
- d Nature of the Promoting Body:
- e Activities of the Promoting Body since inception
- f Constitution of the Promoting Body

10.13 Faculty Data

Name	Academic qualifications	Nature of Association with the promoting body	Experience in academic institutions (in years)					
			Technical	Non Technical	Promotional	Management	Organisational	

10.14 Proposed Institution

- a Details about the proposed college
- b Development Plan for the proposed college
- c Vision of the Promoting Body
- d Mission of the Promoting Body

10.15

- a Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- b Give a bar chart indicating the recruitment of faculty (separately for Lecturer, Assistant Professor, Professor) for the proposed project at the time of establishment & for next 10 years at intervals of five years
- c Give a bar chart indicating creation of built up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment & for next 10 years at intervals of five years.
- d Give a bar chart indicating investment on equipment and machinery for the proposed project at the time of establishment & for next 10 years at intervals of five years.

10.16 Total Project cost (at the time of establishment and next five years)

10.17 Details for mobilization / source of funds (capital & recurring) (at the time of establishment and next five years) (Rs. in Lakhs)

10.18 Recruitment of faculty (at the time of establishment and next five years)

Year	Professor	Associate. Professor	Assistant Professor	Total

10.19 Recruitment of non-teaching staff (at the time of establishment and next five years)

Year	Recruitment		Total
	Technical	Administrator	

10.20 Proposed structure of governing body

Sr.	Trust / Society Representative	Academic background		Industry Rep.	Others
		Technical	Non- technical		

10.21 Industry Linkages (at the time of establishment, and next five years)

DECLARATION

I / We, on behalf of “.....” hereby confirm that this Detailed Project Report has been prepared for its proposed college under the name and style of ””. It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the proposal may be rejected.

(Authorized Signatory of the applicant)

Place:

Date:

Name

Designation

Seal

Appendix 12

Documents to be submitted for

- ❖ **Setting up new Technical College offering one or more Technical Programs at Degree, Post graduate Degree Level**
- ❖ **Adding new Technical Program/s at Degree Level in existing Colleges**
 - **Change of Site / Location**
 - **Closure of institute**
 - **Conversion of Women's Institution into Co-Ed Institution**

12.1 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 letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution

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 affidavit, in a format as prescribed by the University, 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 organisation in a format as prescribed by the University
- 4 Certificate issued by an advocate in a format as prescribed by the university
- 5 Certificate issued by an architect regarding approved building plans
- 6 Certificate issued by bank manager regarding financial status of applicant
- 7 A print of the complete application as prescribed by the university.

- 8 A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents.
- 9 Detailed Project Report (DPR) attached as a .pdf file.
- 10 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 Authority concerned.
- 11 Board of Governors of the college shall be constituted as per Appendix 14
- 12 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.
- 13 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.
- 14 Resolution by the applicant organisation, pertaining to starting the Technical College or adding new program and allocation of land / building / funds to proposed activities in the format as prescribed by the University.
- 15 Documents showing ownership in the name of the applicant in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered)/ Irrevocable lease (for a minimum of 99 years) by the Private Limited or Public Limited company or industry having turnover of at least Rs 100 Cr per year for previous 3 years / 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.
- 16 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.

- 17 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
- 18 Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
- 19 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.
- 20 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 recognised by Reserve Bank of India, along with a certificate issued by the Branch Manager of the Bank.
- 21 Audited statement of accounts of the applicant organization for last three years, as may be applicable.
- 22 Site Plan, Building Plan of proposed Technical College prepared by a an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority of the concerned State / UT administration
- 23 Floor plans, sections and elevations of all proposed/existing buildings exclusively intended for use for the proposed college 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.
- 24 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.
- 25 Copy of the syllabus of courses applied for.
- 26 Certificate regarding Minority Status, if applicable at the time of application. Any claim thereafter shall not be entertained.

- 27 Certificate of the competent authority indicating whether the land for the proposed new Institution / Technical College falls in the rural area or otherwise.

12.2 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 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 9
- 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 College
- 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.

12.3 Documents to be submitted after the issuance of Lol

- 1 New Institutions granted Letter of Intent or Temporary Affiliation and the existing Institutions granted permission 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 as the case may be, as per policy regarding minimum qualifications, pay scale etc, norms prescribed by the university and other technical supporting staff & administrative staff as per the schedule prescribed by the University.
- 2 Institutions other than minority Institutions shall appoint teaching staff / Principal 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 university.
- 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.

12.4 Additional documents to be submitted for closure of Institution

- 1 Resolution by the applicant Institution, pertaining to application for closure of Institution in the format as prescribed by the university.
- 2 No objection certificate from Concerned State Government in the given format.
3. A certificate from the college 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 by the university.
- 4 Details of the RPGF / Joint FDR / FD made with university / State Government /University for establishment of the Institution.

12.5 Additional documents required for seeking permission 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 State Government concerned.

12.6 Additional documents required while seeking permission 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 Money to be deposited as per the Regulations in lieu of return of the existing FDR, if any, as prescribed by the university.

6 Land related documents to be submitted as per the Regulations.

12.7

1 Non-encumbrance Certificate of the land issued by the Competent Authority.

Appendix 13

Documents to be submitted for

- Extension of affiliation to existing College
- 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
- Second Shift programs
- Part Time Programs

13.1 Documents to be submitted for issuance of EoA of Existing Institutions

The applicant Institution applying for Extension of Affiliation (EoA) shall submit to the university 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

- i. A print of the complete application and the Deficiency / Status report, shall be submitted to Affiliating University and State Government / UT concerned, 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.
- ii Stamped receipt from an authorized signatory of the State Government as proof of submission of these documents.
- iii Satellite map, using suitable website, showing geographical location of land with latitude and longitude mentioned on it.
- iv Copy of pay receipt in respect of Extension of Affiliation.
- v Show Cause Notice issued by University, if any, during the last two years, since the establishment of the college.
- vi Details of court cases filed against University and order of the Court, if any.
- vii An affidavit, in a format as prescribed by the university, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
- viii Copy of all the accreditation letters, if obtained in the last one year
- ix Certificate by the Head of the college 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

13.2 Documents to be submitted

The applicant college applying for Extension of Affiliation (EoA) shall submit to the university 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 college

- i A copy of the Registration Certificate and Trust Deed / Registration Certificate of the Society
- ii Memorandum of Association and Rules.
- iii Details of Board of Governors of the Institute constituted as per Appendix 14.
- iv 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;
- v 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.
- vi Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
- vii Final building and floor plan duly approved by the competent authority.
- viii Certificate from an architect registered with Council of architecture regarding total built up area of the building and carpet area of each room.
- ix The Letter of Affiliation, initially given by the university, at the time of establishment of the Institution approved by the university;
- x All subsequent Letter of Extension of Affiliation and/or letters indicating variation in intake.
- xi 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 and all faculty members.
- xii 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.
- xiii Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff.
- xiv 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.
- xv Certified income-expenditure statement for the last financial year.
- xvi Details regarding current approved fee structure and the approving body.
- xvii Details of operational funds as on date.

- xviii List giving numbers and details for major Equipment, computers, software, and printers.
- xix Last three pages of Accession Register for Library Books.
- xx Proof of subscription of E-Journals as per appendix 9 and Hard Copy of National Journals. However Hard Copy of International Journals is desirable.
- xxi 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.
- xxii Sanction of electrical load by electric supply provider company
- xxiii Details of provision of backup power supply
- xxiv 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.
- xxv Details and proof of telephone connections available at the college
- xxvi Details and proof about medical facility and counseling arrangements
- xxvii Details of reprographic facility available for students
- xxviii Details of transport facility available for students and staff
- xxix a Copy of the Receipt of Joint FDR, and copy of the FDR, that the Institute opened at the time of inception of the college.
 - 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 college.
- xxx 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:
 - xxxi 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.

13.3 Additional documents to be submitted for permission of Increase in intake in Existing Programs

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

- i Resolution by the applicant organisation, pertaining to starting additional courses /divisions in existing program and allocation of land / building / funds to proposed activities in the format as prescribed by the university.
- ii Building plans approved by competent authority mentioning additional carpet area fulfilment for additional intake applied.
- iii Certificate from an architect registered with Council of Architecture regarding additional built up area of the building and carpet area of each room.

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

- i Resolution by the applicant Institution, pertaining to application for reduction in intake or closure of course / program in the format as prescribed by the university.
- ii No objection certificate from State Government concerned in the given format.
- iii A certificate is required from the college 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 by the university.
- iv Details of the RPGF / Joint FDR / FD made with university / State Government /University for establishment of the Institution.

13.5 Additional documents to be submitted for permission to introduce supernumerary seats for PIO in Existing Institutions

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

13.6 Additional documents required for seeking permission for seats for sons/daughters of NRIs

- i Resolution by the applicant Institution, pertaining to application for Introducing seats for sons / daughters of NRIs in the format as prescribed by the university.

13.7 Additional documents required for seeking permission for change of Name of the college

- i Resolution by Governing Board Members approving change in name, duly signed by the Chairman of the Society / Trust.
- ii No objection certificate from State Government concerned.

13.8 Documents to be submitted to the Expert committee members during visit for permission of Change of Site / location, closure of college, Foreign Collaborations, Twinning Programs and Conversion of Women's college to Co – Ed college.

- i A copy of the application submitted to the university.
- ii List giving numbers and details for major Equipment, computers, printers and software.
- iii Last three pages of Accession Register for Library Books.
- iv Proof of Subscription of E-Journals and hard Copy of National & International journals
- v Examination Results and Statistics of previous two batches.
- vi 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.
- vii 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.
- viii Sanction of electrical load by electric supply provider company
- ix Details of provision of backup power supply
- x Details and proof about medical facility and counseling arrangements
- xi Its report on the same day of the visit.
- xii Video recording of Expert Committee visit as a part of the expert committee visit report.
- xiii 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 of the college who is present during the visit.