**New Program or New Level**

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| **Sr. No.** | **Document Name** |
| 1 | Any other Institution (AICTE approved/non approved) are being run/proposed to be run in the same patch of land shown for the present institution. |
| 2 | Any other institution (AICTE approved/not under AICTE ambit) are being run/proposed to be run in the same patch of land shown for the present institution |
| 3 | Any other programmes such as BBA/BCA/B.Sc. , M.Sc. etc. are being run/sharing in the premises (Land and building) of the present Institution (Affidavit). |
| 4 | Any other programmes such as BBA/BCA/B.Sc. , M.Sc. etc. are being run/sharing in the premises (Land and building) of the present Institution (Affidavit). |
| 5 | Approved bulding plan |
| 6 | Area of the Land earmarked for the proposed Institution |
| 7 | Attested/Certified copy of agreement/contract of PPP/BOT and certificates from concerned DM/SDM |
| 8 | Availability of the registered office of the company (any address proof) |
| 9 | Certificate by architect |
| 10 | Certificate issued by bank manager regarding financial status of applicant |
| 11 | Certificate of Registration of companies |
| 12 | Certificate regarding Minority Status (if applicable) |
| 13 | Classification of Land Certificate by the Competent Authority |
| 14 | Companies General Rules and Forms (Bye laws) |
| 15 | Complete Building Plan |
| 16 | Copy of Invoice / Cash Memo for equipments and Library Books |
| 17 | Copy of PAN card |
| 18 | Copy of Private lease min 30 years (if private lease) |
| 19 | Copy of TAN |
| 20 | Dead Stock Register |
| 21 | Details of all other eductional institutions under same society/trust/company |
| 22 | Details of Registration of the Trust/ Society/Company |
| 23 | Details of reprographic facility available for students |
| 24 | Distance between Farthest Pieces (Khasra Plan / Master Plan) |
| 25 | Documents showing possession of the land in the name of the Trust/ Society/Company |
| 26 | Fire and safety Certificate |
| 27 | Fire and safety Certificate |
| 28 | Floor plans |
| 29 | FSI / FAR certificate |
| 30 | General insurance with policy number |
| 31 | Khasra Plan (Master plan) issued by the Competent Authority |
| 32 | Land Conversion Certificate |
| 33 | Land shared with other Institution(s) |
| 34 | Latest Encumbrance Certificate |
| 35 | List and details of Hard Copy of International Journals subscribed |
| 36 | List and details of Hard Copy of National Journals Subscribed |
| 37 | List giving titles of books and volumes purchased for Library |
| 38 | Memorandum of association and articles of association |
| 39 | Municipality Tax paid receipts for last three years (if private lease) |
| 40 | Northern Hilly Area (Certificate of Architect) |
| 41 | Occupancy/ Completion/ Structural Stablity Certificate |
| 42 | Occupancy/ Completion/ Structural Stablity Certificate |
| 43 | Ownership or Government/Private Lease (Sale deed / lease deed) |
| 44 | Ownership type (Sale/Gift deed or Government / Private Lease ) |
| 45 | Phase-wise plan of construction certified by an Architect |
| 46 | Portal generated Affidavit 2 |
| 47 | Prescribed Certificate by Architect regarding approved Site and Building Plan |
| 48 | Prescribed Certificate issued by an advocate (Change of site) |
| 49 | Private lease of building, if applicable |
| 50 | Private lease of the Land, Encumbrance Certificate relating to the property, if applicable |
| 51 | Private lease of the Land, NOC of the Charity Commissioner/Registrar, if applicable |
| 52 | Private lease of the Land, Resolution of the Trust/Society/Company, if applicable |
| 53 | Private lease of the Land, Title documents of the leaser, if applicable |
| 54 | Proof about medical facility and counseling arrangements |
| 55 | Proof of availability of Nomenclature of Course(s) applied |
| 56 | Proof of Internet Bandwidth |
| 57 | Proof of Latitude and Longitude |
| 58 | Proof of telephone / Mobile connections |
| 59 | Proof of working capital (funds) |
| 60 | Receipt from an authorized signatory and seal of the Affiliating university/board |
| 61 | Registration document of the Society/Trust/ Company under Section-8 (Amendments, if any & Bye laws) |
| 62 | Resolution |
| 63 | River/ Canals/Rail Tracks/Highways/ High Tension line or any other such entity passing through the Site (Khasra Plan) |
| 64 | River/ Canals/Rail Tracks/Highways/ High Tension line or any other such entity passing through the Site (Khasra Plan) |
| 65 | Sanction of electrical load by electric supply provider company |
| 66 | site Plan |
| 67 | Stability Certificate from competent Authority (more than 30 years old bulding ) |
| 68 | TDS Certificate of all the faculty members |
| 69 | Approval Document for Online Scrutiny Process |
| 70 | Land Use Certificate |

**Increase In Intake or New Course**

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| **Sr. No.** | **Document Name** |
| 1 | Approval from PCI/COA |
| 2 | NOC from affiliating University / Board |
| 3 | Portal generated Affidavit |
| 4 | Resolution |
| 5 | NBA accreditation letter(s)/NAAC letter(Applicable for Category I & II University) |

**Essential Documents**

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| **Sr. No.** | **Question** |
| 1 | Establishment of Online Grievance Rederssal Mechanism |
| 2 | Establishment of Anti Ragging Committee |
| 3 | Establishment of Grievance Redressal Committee in the Institution and/or Appointment of OMBUDSMAN by the University |
| 4 | Establishment of Internal Complaint Committee (ICC) Committee |
| 5 | Establishment of Committee For SC/ST |
| 6 | Internal Quality Assurance Cell |
| 7 | Barrier free Environment |
| 8 | Fire and Safety Certificate |
| 9 | Implementation of mandatory Internship Policy for Students |
| 10 | Implementation of Teacher Training Policy |
| 11 | Implementation of Student Induction Programme |
| 12 | Atleast 5 MoUs with Industries? |
| 13 | Implementation of Examination Reforms |
| 14 | Whether the Institution has Implemented Safety and Security measures in the Campus? |
| 15 | Implementing Food Safety and Standard Act, 2006 in the Institution |
| 16 | Digital Payment for all Financial Transactions as per MHRD Directives |
| 17 | Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution |
| 18 | Potable Water Supply |
| 19 | Electrical Grid Power Supply Connection |
| 20 | Backup Electric Supply |
| 21 | Sports Facilities |
| 22 | Waste Management and environment improvement measures to ensure a sustainable Green Campus |
| 23 | Sewage Disposal System |
| 24 | Display Board within the premises as well as in the Website of the Institution Indicating the Feedback Facility of Students and Faculty Available in the AICTE Web Portal |
| 25 | First Aid |
| 26 | Insurance for Students |
| 27 | Group Accident Policy to be provided for the Employees |
| 28 | Provision to watch MOOCS Courses through Swayam |
| 29 | All Weather Approach(Motorized Road) |
| 30 | Institution-Industry Cell |
| 31 | Applied for Membership of National Digital Library |
| 32 | Copies of AICTE Approvals(LOA and EOA of subsequent years)obtained since Inception of Institution till date shall be placed in the Website of the Institution |
| 33 | Appointment of Student Counselor |
| 34 | Vehicle Parking |
| 35 | General Notice Board and Departmental Notice Boards |
| 36 | Display of Course(s) and “Approved Intake” in the Institution at the entrance of the Institution |

**Desirable Documents**

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| **Sr. No.** | **Question** |
| 1 | Implementation of the Schemes Announced by Government of India |
| 2 | Offering of Skill Development Courses Approved by the Council |
| 3 | Fabrication Facility Laboratory(FABLAB) Tinkering Laboratory/Innovation Laboratory |
| 4 | Installation of Grid Connected Solar Rooftops/Power Systems |
| 5 | Public Announcement System |
| 6 | ERP Software |
| 7 | Efforts to encourage Final Year Students to appear GATE examination |
| 8 | Efforts to encourage students to take-up internship and project work in Indian Knowledge System related Areas/Topics/Disaster Management |
| 9 | Transport Facility |
| 10 | Post & Banking/ATM |
| 11 | Projectors in Classrooms |
| 12 | Auditorium |
| 13 | Staff Quarters |
| 14 | Display of Course(s) and “Approved Intake” in the Institution at the entrance of the Institution. Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s) |
| 15 | General Insurance |
| 16 | Implementation of Unnat Bharat Abhiyan/Saansad Adarsh Gram Yojana (SAGY) |
| 17 | Implementation of Startup Policy |
| 18 | Innovation Cell/Club |
| 19 | Media Cell |
| 20 | Availability of Quality Sanitary Napkins through Sanitary Napkin Vending Machines and ensuring Safe and Environment friendly disposal of used Sanitary Napkin |
| 21 | Rain Water Harvesting |