

- Valid Structural Stability Certificate from the registered Structural Engineer, if the Building is more than thirty years from the issue of Completion Certificate that the Building is fit for human habitation.
- A valid Fire Safety Certificate issued by the Competent Authority.
- Satellite map, using suitable Web site, showing geographical location of the Land with latitude and longitude at the entrance of the main Building mentioned on it.
- Show Cause Notice issued by AICTE, if any, during the last two years.
- Details of the Court cases filed against AICTE and the order of the Court, if any.
- For Adjunct Faculty – One-page CV highlighting his/ her industrial experience, Willingness letter to handle the Course(s) including his/ her commitments in other Institutions, copy of appointment order and acceptance of appointment from him/her.
- Audited statement of accounts of the Trust/ Society/ Company for the previous year.
- 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 Course(s), has been entered as per the prescribed Format on the Web-Portal.

17.2 Additional documents to be uploaded for approval of the Introduction of seats for Non Resident Indian(s)

- Resolution of the Trust/ Society/ Company approving the Institution for Introduction of seats for Sons/ Daughters of Non Resident Indian(s) duly signed by the Chairman/ Secretary in the **Format 3**.

17.3 Additional documents to be submitted at the time of Scrutiny Committee for approval of an existing Institution applied for Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme/ Level in the existing Institutions

- All Documents as specified in **Appendix 16** of the Approval Process Handbook (Not applicable for the Conversion of Degree Level into Diploma Level).
- No Objection Certificate from Concerned State Government/ UT in the **Format 1** (Not applicable for the existing Institution to Start new Programme(s)/Level(s)).
- No Objection Certificate from affiliating University/ Board in the **Format 2**.
- In case of Conversion of Diploma Level into Degree Level and vice-versa, a receipt with the Official Seal from the authorized signatory of the (to be) affiliating University/Board as proof of submission of these documents.
- Resolution of the Trust/ Society/ Company approving the Institution for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year/ Change of Site/Location/Conversion of Women's Institution into Co-ed Institution and vice-versa/ Conversion of Diploma Level into Degree Level and vice-versa/To start new Programme/ Level in the existing Institutions, as applicable, duly signed by the Chairman/ Secretary in the **Format 3**.

NOTE: No Land relaxation and refund of additional FDR/ Security Deposit allowed in case of Conversion of Co-ed Institution to Women's Institution.

17.4 Additional documents to be submitted at the time of Scrutiny Committee for approval of an existing Institution applied for Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus

- All Documents as specified in **Appendix 16** of the Approval Process Handbook (except the Institutions fulfilling **Clause 2.10.2 (b)** of the Approval Process Handbook).