

List of Documents to be Uploaded on Portal by New Institution and Existing Institutions (Chapter-1: Change of Site /Conversion from Women to Co-Ed / Conversion from Diploma to Degree/ Merger of Institution / Addition of New Programme-Level)
(If The Ownership of Land Is Sale/Gift/Lease from Govt.)

1	Affidavit II (Refer APH)
2	Registration document of the Society/Trust/ Company under Section-8 indicating its members, objectives and Memorandum of Associations and Rules, duly attested/ certified by the concerned Authority
3	Certificate regarding Minority Status, if applicable at the time of Application
4	Resolution by the applicant Organization for allocation of land/ building / funds for the proposed activities as prescribed in APH
5	Land Registration Document(s)
6	Document(s) showing ownership of land
7	Latest Encumbrance Certificate
8	Certificate issued by an Advocate in a format as prescribed in APH
9	Document Showing Classification of land/ land Classification Certificate by the competent authority (Mega/Metro/Urban/Rural)
10	Document showing possession of the land in the name of the Trust/Society/Company
11	Land Conversion Certificate
12	Land Use Certificate
13	Khasra Plan (Master Plan) issued by the competent authority (demarcating the entire land area duly highlighting the same)
14	Site Plan of proposed/existing Technical Institution(s) prepared by an Architect registered with Council for Architecture (COA)/licensed surveyor and duly approved by the Competent Plan Sanctioning Authority of the concerned State/UT Administration
15	<i>Complete Building Plan of proposed/ existing Technical Institution(s) prepared by an Architect registered with Council for Architecture (COA) / licensed surveyor and duly approved by the Competent Authority of the concerned State / UT (Plans shall be verified for the entire duration of the course)</i>
16	Floor plans, sections and elevations of all proposed// existing buildings exclusively intended for use of 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 COA. (Plans shall be verified for the entire duration of the course)
17	Phase-wise plan of construction to achieve total carpet and built up area as required for conduct of all applied courses from the first to final year. This shall be certified by an Architect registered with the COA.
18	Certificate 2 as per APH, issued by an Architect regarding approved Site and Building plans
19	FSI / FAR certificate obtained from the Competent Authority as designated by concerned Municipal Corporation or the Local Authority that approves Building Plans, or the State Government /UT applicable as on date
20	Occupancy/Completion certificate from the Competent Authority clearly stating that the building(s) is/are fully developed and ready in all aspects for the intended use considering the total built up area as required to run the programme and the divisions/departments
21	Stability Certificate from Competent Authority in case existing Buildings are of more than 30 years old
22	Fire Safety certificate from the Competent Authority

Additional DOCUMENTS (*) to be Uploaded by New Institutes (Not Applicable for Existing Institutions)

23*	Proof of availability of Nomenclature of Course(s) applied by the applicant in the Affiliating University/Board
24*	Audited statement of accounts of applicant organization for last three years (exempted for new trust/society)
25*	Proof of working capital (funds) (Refer APH)
26*	Certificate issued by bank manager regarding financial status of applicant (Refer APH)
27*	Hard Copy of the Application as uploaded in the AICTE Web-Portal.
28*	Receipt from an authorized signatory with seal from the State Government as proof of Submission of the application.
29*	Receipt from an authorized signatory and seal of the Affiliating Body as proof of submission of the application. (Not Applicable for PGDM institutions)
30*	Detailed Project Report (DPR)
31*	Details of Board of Governors as per APH (Applicable only for PGDM institutions)

An undertaking to be submitted regarding the following items:

01. Details of other institutions under the same trust.
02. Whether any River, Canal, Rail Track, Highway or any other such entity passing through the campus.
If Yes then certificate from the competent authority regarding the safety provision.
03. Whether High Tension line is passing through the site of the institution. If yes then safety certificate from the competent authority
04. Any other programme such as BBA/BCA is being run in the same campus by sharing the premises.
05. Whether the land is mortgaged or not. If Yes, the details.

NOTE: In case of institutions applied for merger of institution but not asking for relaxation of land, no need for verifying the above said documents only an Affidavit shall serve the purpose.

List of Documents to be Uploaded on Portal by New Institution & Existing Institutions (Chapter-1: Change of Site /Conversion from Women to Co-Ed / Conversion from Diploma to Degree/ Merger of Institution / Addition of New Programme – Level)

(if the ownership of land is a private lease)

1	Affidavit II (Refer APH)
2	Registration document of the Society/Trust/ Company under Section-8 indicating its members, objectives and Memorandum of Associations and Rules, duly attested/ certified by the concerned Authority
3	Certificate regarding Minority Status, if applicable at the time of Application
4	Resolution by the applicant Organization for allocation of land/ building / funds for the proposed activities as prescribed in APH
5	Land Registration Document(s)
6	Original document of private lease registered between the lessor and lessee with competent authority under the registration act (it should have validity of more than 25 years as on date of the notification issued by the Council)
7	Certificate issued by an Advocate in a format as prescribed in APH
8	Document Showing Classification of land/ land Classification Certificate by the competent authority (Mega/Metro/Urban/Rural)
9	Title document of the lessor referring to its acquisition of its lease hold rights through a lawful transaction
10	Land Conversion Certificate
11	Land Use Certificate
12	Encumbrance certificate relating to the property on a date not later than the date of issue of notification by the council
13	Resolution of the Trust/Society/Company, if the lessor is either of those
14	NOC from the charity commissioner if the lessor is a trust and NOC from the Registrar of Co-operative Societies if the lessor is a society
15	Khasra Plan (Master Plan) issued by the competent authority (demarcating the entire land area duly highlighting the same)
16	Site Plan of proposed/existing Technical Institution(s) prepared by an Architect registered with Council for Architecture (COA)/licensed surveyor and duly approved by the Competent Plan Sanctioning Authority of the concerned State/UT Administration
17	<i>Complete Building Plan of proposed/ existing Technical Institution(s) prepared by an Architect registered with Council for Architecture (COA) / licensed surveyor and duly approved by the Competent Authority of the concerned State / UT (Plans shall be verified for the entire duration of the course)</i>
18	Floor plans, sections and elevations of all proposed// existing buildings exclusively intended for use of 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 COA. (Plans shall be verified for the entire duration of the course)
19	Phase-wise plan of construction to achieve total carpet and built up area as required for conduct of all applied courses from the first to final year. This shall be certified by an Architect registered with the COA.
20	Certificate 2 as per APH, issued by an Architect regarding approved Site and Building plans
21	FSI / FAR certificate obtained from the Competent Authority as designated by concerned Municipal Corporation or the Local Authority that approves Building Plans, or the State Government /UT applicable as on date

22	Occupancy/Completion certificate from the Competent Authority clearly stating that the building(s) is/are fully developed and ready in all aspects for the intended use considering the total built up area as required to run the programme and the divisions/departments
23	Stability Certificate from Competent Authority in case existing Buildings are of more than 30 years old
24	Fire Safety certificate from the Competent Authority

Additional DOCUMENTS (*) to be Uploaded on the Portal by New Institutions (Not Applicable for Existing Institutes)

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32*	Detailed Project Report (DPR)
33*	Details of Board of Governors as per APH (Applicable only for PGDM institutions)

An undertaking to be submitted regarding the following items

1. Details of other institutions under the same trust
2. Whether any River, canal, Rail Track, Highway or any other such entity passing through the campus. If Yes, then certificate from the competent authority regarding the safety provision.
3. Whether High Tension line is passing through the site of the institution. If yes then safety certificate from the competent authority.
4. Any other programme such as BBA/BCA is being run in the same campus by sharing the premises.
5. Whether the land is mortgaged or not. If Yes, the details.

NOTE: In case of institutions applied for merger of institution but not asking for relaxation of land, no need for verifying the above said documents only an Affidavit shall serve the purpose.

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(In Case of Private Lease Of Building)

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4	Resolution by the applicant Organization for allocation of land/ building / funds for the proposed activities as prescribed in APH
5	Land Registration Document(s)
6	Original document of private lease registered between the lessor and lessee with competent authority under the registration act (it should have validity of more than 25 years as on date of the notification issued by the Council)
7	Certificate issued by an Advocate in a format as prescribed in APH
8	Document Showing Classification of land/ land Classification Certificate by the competent authority (Mega/Metro/Urban/Rural)
9	If the building is multi-storied and certain floors only are leased, then then complete floor plan prepared by an Architect clearly indicating the details in addition to the complete building plan approved by the competent authority
10	Occupancy / Completion Certificate relating to the property / floors issued by the competent authority
11	Building permission Certificate issued by the competent authority (if the permitted use is residential, then the application to be rejected)
12	Title documents of the land referring to the acquisition/leasehold right over the said property.
13	Lease Deed registered by the competent authority under the Registration Act.
14	Non-Agricultural Cess paid receipt for the last 3 years
15	Municipal Taxes paid receipt for the last 3 years
16	Land Conversion Certificate
17	Land Use Certificate
18	Encumbrance certificate relating to the property on a date not later than the date of issue of notification by the council
19	Resolution of the Trust/Society/Company, if the lessor is either of those
20	NOC from the charity commissioner if the lessor is a trust and NOC from the Registrar of Co-operative Societies if the lessor is a society
21	Khasra Plan (Master Plan) issued by the competent authority (demarcating the entire land area duly highlighting the same)
22	Site Plan of proposed/existing Technical Institution(s) prepared by an Architect registered with Council for Architecture (COA)/licensed surveyor and duly approved by the Competent Plan Sanctioning Authority of the concerned State/UT Administration
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Following Additional Documents (*) to be Uploaded Only by New Institutions (Not Applicable for Existing Institutes)

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