



## APPROVAL PROCESS 2018-19

# Documents (Annexure 16 & 17)

## Documents as per Annexure 16

### 16.1 Documents to be submitted at the time of Scrutiny Committee

Applicant shall present following supporting documents **in original** along with one copy, duly self- attested and other necessary information to the Scrutiny Committee. As per Affidavit<sup>4</sup> supporting documents other than Affidavits shall be made and duly authenticated by the authorized signatory of Applicant or by the Head of the Institution.

1. Building Plan of the Institution should have been prepared by an Architect registered with Council of Architecture/ Licensed Surveyor and approved by the Competent Authority as designated by concerned State Government/ UT. The Institution should bring two copies of Building Plan.
2. An Affidavit<sup>4</sup> as prescribed on the Web-Portal, on a Non-Judicial Stamp Paper/ e-stamp paper of ₹100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
3. Resolution by the Applicant Organization in a Format<sup>13</sup> as prescribed on the Web-Portal.
4. In Metro and Mega Cities, Certificate of Occupancy/ Completion (as applicable) from the Competent Authority (as per standard format prescribed by the issuing Authority). For the rest, an Affidavit on a Non-Judicial Stamp Paper/ e-stamp paper of ₹100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner, that the same shall be produced on completion of the Building.
5. Fire Safety Certificate issued by the Competent Authority.
6. Certificate<sup>1</sup> issued by an Advocate regarding Land related documents.
7. Certificate<sup>2</sup> issued by an Architect regarding approved Building Plans.
8. Certificate<sup>3</sup> issued by Bank Manager regarding financial status of Applicant.
9. A hard copy of the complete application as uploaded to the AICTE Web-Portal, printed thereon.
10. A receipt with Official Seal from the authorized signatory of the State Government/ UT as proof of submission of these documents.
11. A receipt with Official Seal from the authorized signatory of the Affiliating University as proof of submission of these documents **exempted for Institution applying for PGDM.**
12. Detailed Project Report (DPR).
13. Registration document of the Trust/ Society/ Company/ PPP/ BOT indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Competent Authority.
14. For Standalone PGDM Institutions, details of recommended composition of Board of Governors of the Institution constituted as per Appendix 18 of Approval Process Handbook 2018-19.
15. In the case of a Company established under Section 8 of Companies Act, 2013, 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 Institution.

16. 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 Trust/ Society/ Company.
17. Resolution by the Applicant Organization, pertaining to start a Technical Institution or add new Programme (in Pharmacy) and allocation of Land/ Building/ funds to proposed activities in the Format<sup>13</sup> prescribed on the Web-Portal.
18. Documents showing ownership of Land in the name of the Applicant in the form of Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Registered Government Lease (for a period of minimum 30 years with at least 25 years of live lease at the time of submission of application) by the concerned Competent 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.
19. 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.
20. Land Conversion Certificate permitting the Land to be used for educational purpose to establish a Institution, 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.
21. Khasra Plan (Master Plan) issued by the Competent Authority, earmarking the entire proposed Land to show that the Land is contiguous.
22. 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.
23. Proof of working capital (funds) as stated in Clause 1.9.2 of Chapter I of Approval Process Handbook 2018-19, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained by the Applicant Organization in a Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank.
24. Audited statement of accounts of the Applicant Organization for last three years, as may be applicable.
25. Site Plan, Building Plan of proposed Technical Institution prepared by an Architect registered with Council of Architecture (CoA)/ Licensed Surveyor and duly approved by the Competent Plan Sanctioning Authority of the concerned State Government/ UT administration.
26. Floor Plans, sections and elevations of all proposed/ existing Buildings exclusively intended for use for the proposed Institution at the permanent site with a table clearly mentioning all rooms, with carpet area of each in m<sup>2</sup>, 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.
27. Phase-wise Plan of construction to achieve total carpet and Built-up area as required for conduct of all applied/ existing Course(s) from the first to final year. This shall be certified by Architect registered with the Council of Architecture.
28. Proof of the availability of nomenclature of the applied Course(s) in the Affiliating University/ Board.
29. Minority Status Certificate, if applicable, at the time of application. Any claim thereafter shall not be entertained.
30. Certificate of the Competent Authority indicating whether the Land for the proposed new Institution/ Technical Campus falls in the rural area or otherwise.
31. Undertaking from the Applicant to the effect that no high tension line is passing through the Campus including hostel. In case high tension line passes through the Campus/ hostel, a Certificate from the Competent Authority (Electricity Board) that it shall not affect the safety of the Building/ students/ Faculty/ Staff etc. is required.

## **16.2 Documents to be submitted at the time of Expert Visit Committee**

Applicant shall present following supporting documents **in original** along with one copy, duly attested by a Gazette Officer or a First Class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Expert Visit Committee.

1. Copy of the advertisement in at least one National Daily, for recruitment of Principal/ Director and Faculty members.
2. Stock Register of dead stock items including Laboratory Equipment, Computers, system and application software, printers, Office Equipment 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 Equipment and Library Books.
6. List and details of hard copy of National Journals subscribed.
7. List and details of hard copy of International Journals subscribed.
8. Details of subscription of Journals as per Appendix 10 of Approval Process Handbook 2018-19.
9. Sanction of electrical load by electric supply provider Company.
10. 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.
11. Details and proof of telephone connections available at the proposed Technical Institution.
12. Details and proof about medical facility and counselling arrangements.
13. Details of reprographic facility available for students.
14. Details of all other educational Institutions run by the same Trust/ Society/ Company or by any other Trust/ Society/ Company to which the Chairman of the Applicant is a member.
15. Video recording with date and time of the entire proceedings of the Expert Visit Committee Visit, which shall form part of the Expert Visit Committee Report. This shall include a walk through video with date and time of shooting of all Infrastructural facilities created indicating the complete physical Infrastructure/ facilities, highlighting Front and Back side of the entire Institution 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 Programme-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.

## **16.3 Documents to be uploaded after the issue of Letter of Approval(LoA)**

1. New Institutions granted Letter of Approval(LoA) and the existing Institutions granted approval for Introduction of new Course(s) Division(s) Programme(s) and change in Intake capacity, shall comply with appointment of Faculty members and Principal/ Director as the case may be, as per Policy regarding minimum qualifications pay scales, norms etc., as prescribed in the Approval Process Handbook 2018-19.
2. Institutions other than Minority Institutions shall appoint Principal/ Director/ Teaching Staff strictly in accordance with the norms prescribed by the Council and other Technical Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the concerned State Government/ UT, particularly in case of selection procedures and selection Committees.

3. The information about these appointments of Staff in the prescribed Format shall be uploaded in the AICTE Web-Portal.
4. In no circumstance, unless the appointment of all Faculty members and other Staff is in place, the Institutions shall start the approved Technical Course(s).
5. Faculty and non-teaching Staff data shall be entered as per the prescribed Format.

#### **16.4 Additional documents to be submitted for approval of Change of Site/ Location**

1. No Objection Certificate from Concerned State Government/ UT in the Format<sup>1</sup>.
2. No Objection Certificate from Affiliating University/ Board in the Format<sup>2</sup>.
3. Resolution by the Trust/ Society/ Company approving the Institution for Change of Site/ Location, duly signed by the Chairman/ Secretary in the Format<sup>3</sup>.

#### **16.5 Additional documents to be submitted for approval of Progressive Closure/ Complete Closure of the Institution**

1. No Objection Certificate from Concerned State Government/ UT in the given Format<sup>4</sup>.
2. No Objection Certificate from Affiliating University/ Board in the Format<sup>5</sup> with clear mention about the provisions/ alternative arrangements made to take care of education of existing students studying in the Institution.
3. Resolution by the Trust/ Society/ Company approving the Closure of the Institution, duly signed by the Chairman/ Secretary in the Format<sup>6</sup>.
4. Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all Faculty members and non-teaching Staff and Faculty: Student ratio.
5. Details of the RPGF/ Joint FDR made with AICTE/ State Government/ UT/ University/ Board for establishment of the Institution.
6. Status of Students already studying in the Institution.
7. Status of Faculty and Staff in the Institution and liabilities thereon.
8. Affidavit<sup>2</sup> to be submitted by the Applicant on a non-Judicial Stamp Paper/ e-stamp paper of ₹100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner stating that the Applicant has no liability with respect to Faculty members, Staff, students etc.
9. Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution.

#### **16.6 Additional documents to be submitted for approval of Conversion of Women's Institution into Co- Ed Institution**

1. A Certificate stating that admission for three consecutive years are less than 60% 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/ Director of the Board.
3. No Objection Certificate (NOC) from State Government/ UT in the Format<sup>7</sup>.
4. No Objection Certificate (NOC) from Affiliating University/ Board in the Format<sup>8</sup>.
5. Resolution of the Trust/ Society/ Company/ Board of Governors in the Format<sup>9</sup> for the Conversion of Women's Institution into Co-Ed Institution.
6. Land related documents to be submitted as per the norms.

### **16.7 Additional documents to be submitted for approval of Conversion of Co-Ed Institution into Women's Institution**

1. No Objection Certificate (NOC) from State Government/ UT in the Format<sup>7</sup>.
2. No Objection Certificate (NOC) from Affiliating University/ Board in the Format<sup>8</sup>.
3. Resolution by the Trust/ Society/ Company approving the Institution for the Conversion of Co-Ed Institution into Women's Institution, duly signed by the Chairman/ Secretary in the Format<sup>9</sup>.

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

### **16.8 Additional documents to be submitted for the Conversion of Diploma Level into Degree Level and vice-versa**

1. No Objection Certificate (NOC) from the State Government/ UT in the Format<sup>10</sup>.
2. No Objection Certificate (NOC) from the Affiliating University and Board in the Format<sup>11</sup>.
3. Resolution by the Trust/ Society/ Company approving the Institution for the Conversion of Diploma Level into Degree Level and vice-versa, duly signed by the Chairman/ Secretary in the Format<sup>12</sup>.
4. Land related documents to be submitted as per the norms.

### **16.9 Additional documents to be submitted for approval of the establishment of the Institution set up by a Private Limited or Public Limited Company/ Industry**

1. Certificate of Registration of companies
2. Memorandum of Association and Article of Association
3. Certificate of incorporation
4. Situation of the registered Office of the Company
5. Particulars of the Directors, Managers or Secretaries
6. PAN number
7. TAN number
8. Companies general rules and forms
9. NOC from Directors or Promoters
10. Audited Statement for last 3 years clearly indicating turnover through operations

## Documents as per Annexure 17

### 17.1 Documents to be submitted for issuance of EoA of Existing Institutions/ Continuation of approval after a break in the preceding academic years/ Restoration

The Applicant Institution applying for Extension of approval (EoA) shall upload the scanned copies of the List of documents as given below on the AICTE Web-Portal.

Supporting documents including the Affidavits shall be duly authenticated by the Chairman/ Secretary of the Trust/ Society/ Company in case of Self-Financing Institutions or by the Authorized person in case of the Government/ Government aided Institution.

1. A hard copy of the complete application and the Deficiency Report, as available on the AICTE Web- Portal, printed there on, along with all enclosures as below, duly self-attested shall be submitted to Affiliating University/ Board and Concerned State Government/ UT.
2. Stamped receipt from an authorized signatory of the State Government/ UT as proof of submission of these documents.
3. Stamped receipt from an authorized signatory of the Affiliating University/ Board as proof of submission of these documents.
4. As per Clause 2.4.1.b of Chapter II of Approval Process Handbook 2018-19, Occupancy/ Completion Certificate/ Building License/ Form D/ Structural Stability Certificate issued by the Competent Authority.
5. A valid Fire Safety Certificate issued by the Competent Authority.
6. Satellite map, using suitable Web site, showing geographical location of Land with latitude and longitude mentioned on it.
7. Copy of pay receipt print made on the AICTE Web-Portal through corporate internet banking if any, in respect of Extension of Approval, Variation in Intake etc., for the Academic Year 2018-19.
8. Show Cause Notice issued by AICTE, if any, during the last two years.
9. Details of Court cases filed against AICTE and order of the Court, if any.
10. An Affidavit<sup>4</sup>, on a Non-Judicial Stamp Paper/ e-stamp paper of ₹100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
11. Copy of valid NBA accreditation letters.
12. 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.
13. Audited statement of accounts of the Trust/ Society/ Company for the previous year.
14. 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 submitted for approval of Extended EoA/ Increase in Intake/ Additional Course(s)/ Addition of Integrated/ Dual Degree Course/ Institutions having total “Approved Intake” less than the “Maximum Intake Allowed”/ Fellowship Programme in Management**

Additional documents shall be necessary while seeking approval for increase in Intake in existing Programme

1. Resolution by the Trust/ Society/ Company approving the Institution for starting additional Course(s)/ Divisions in existing Programme and allocation of Land/ Building/ funds to proposed activities duly signed by the Chairman/ Secretary in the Format<sup>14</sup>.
2. An Affidavit<sup>6</sup> on a Non-Judicial Stamp Paper/ e-stamp paper of ₹100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
3. Valid NBA Accreditation Certificate (not applicable for Institutions having total “Approved Intake” less than the “Maximum Intake Allowed”) for Institutions in existence for more than SEVEN YEARS/ FIVE YEARS for Standalone MCA/ MBA, from the date of establishment of the Institution.
4. No Objection Certificate from Affiliating University for Integrated/ Dual Degree Course(s) in the Format<sup>15</sup>.

**17.3 Additional documents to be submitted for approval of Institutions to start Diploma in Degree**

**Pharmacy Institutions and vice-versa**

1. No Objection Certificate from Concerned State Government/ UT in the Format<sup>10</sup>.
2. No Objection Certificate from Affiliating University and Board in the Format<sup>11</sup>.
3. Resolution by the Trust/ Society/ Company approving the Institution to start Diploma in Degree
4. Pharmacy Institution and vice-versa, duly signed by the Chairman/ Secretary in the Format<sup>12</sup>.
5. PCI approval and Affidavit<sup>6</sup> for Institutions already running Pharm.D.

**17.4 Additional documents to be submitted for approval of Conversion of Management Institutions running PGDM Course into MBA Course**

Resolution by the Trust/ Society/ Company approving the Management Institution for Conversion of PGDM Course into MBA Course, duly signed by the Chairman/ Secretary in the Format<sup>12</sup>.

**17.5 Additional documents to be submitted for approval of Conversion of Second Shift Course(s) into First Shift Course(s)**

1. No Objection Certificate from Concerned State Government/ UT in the Format<sup>10</sup>.
2. No Objection Certificate from Affiliating University/ Board in the Format<sup>11</sup>.
3. Resolution by the Trust/ Society/ Company approving the Institution for Conversion of Second
4. Shift Course(s) into First Shift Course(s), duly signed by the Chairman/ Secretary in the Format<sup>12</sup>.

**17.6 Additional documents to be submitted for approval of Introduction of supernumerary seats for OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries in Existing Institutions**

1. Resolution by the Trust/ Society/ Company approving the Institution for Introduction of supernumerary seats for OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries duly signed by the Chairman/ Secretary in the Format<sup>16</sup>.
2. Details regarding hostel rector and hostel administration.

**17.7 Additional documents to be submitted for approval of seats for Sons/ daughters of Non Resident Indian(s)**

Resolution by 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<sup>17</sup>.

**17.8 Additional documents to be submitted for approval of Change in name of Course(s)/ Reduction in Intake/ Closure of Course(s) and/ or Programme(s)**

1. No Objection Certificate from Concerned State Government/ UT in the given Format<sup>18</sup>.
2. No Objection Certificate from Affiliating University/ Board with clear mention about provisions/ alternative arrangements made to take care of education of existing students studying in the Institution in the Format<sup>19</sup> as prescribed on the Web-Portal.
3. Resolution by the Trust/ Society/ Company approving the Institution for Change in Name of the Course(s)/ Reduction in Intake or Closure of Course(s)/ Programme(s) duly signed by the Chairman/ Secretary in the Format<sup>20</sup>.
4. NOC shall not be required for closing of the Second Shift or reduction of Non-Zero Intake of Course(s)/ Programme(s) / reduction in number of Division(s).

**17.9 Additional documents to be submitted for approval of Change in the Name of the Institution**

1. No Objection Certificate from Concerned State Government/ UT in the Format<sup>21</sup>.
2. No Objection Certificate from Affiliating University/ Board in the Format<sup>22</sup>.
3. Resolution by the Trust/ Society/ Company approving the Institution for Change in name of the Institution duly signed by the Chairman/ Secretary in the Format<sup>23</sup>.

**17.10 Additional documents to be submitted for approval of Change in name of the Affiliating University/ Board**

1. No Objection Certificate from the Concerned State Government/ UT in the Format<sup>24</sup>.
2. No Objection Certificate (NOC) from the University/ Board where the Institution is affiliated in the Format<sup>25</sup>.
3. No Objection Certificate (NOC) from the University/ Board where the Institution seeks Affiliation in the Format<sup>26</sup>.
4. Resolution by the Trust/ Society/ Company approving the Institution for Change in name of Affiliating



University/ Board duly signed by the Chairman/ Secretary in the Format<sup>27</sup>.

### **17.11 Additional documents to be submitted for approval of Change in name of the Trust/ Society/ Company (subject to the law for the time being in force)**

1. Approval from Charity Commissioner/ Registrar of Societies/ Registrar of Companies for Change in name of the Trust/ Society/ Company or merging of Trusts/ Societies/ Companies.
2. No Objection Certificate from Concerned State Government/ UT in the Format<sup>28</sup>.
3. No Objection Certificate from Affiliating University/ Board in the Format<sup>29</sup>.
4. Resolution by the Trust/ Society/ Company approving Change in name of the Trust/ Society/ Company, mentioning the reasons for such Change in name duly signed by the Chairman/ Secretary in the Format<sup>30</sup>.
5. A notarized Affidavit<sup>7</sup> of the Chairman/ Secretary of the Trust/ Society/ Company stating that there is no commercial or business angle for such change.
6. Registration document of the Trust/ Society/ Company indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Authority.
7. Details of recommended Board of Governors of the Institution constituted as per Appendix 18 of Approval Process Handbook 2018-19.
8. In case of a Company established under Section 8 of Companies Act, 2013, 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 Institution.
9. Land Documents showing ownership in the name of the new Trust/ Society/ Company.
10. In case of merger of Trust/ Society/ Company, the transferor Trust/ Society/ Company should transfer its Land, assets and Infrastructure by a registered transfer/conveyance deed in the name of the transferee Trust/ Society/ Company.
11. Proof of working capital (funds) as stated in Clause 1.9.2 of Chapter I of Approval Process Handbook 2018-19, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained in the name of the new Trust/ Society/ Company in a Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank.
12. Approval from the Charity Commissioner/ Registrar of Societies/ Registrar of Companies regarding any change in the name(s) of the Trustee(s)/ Member(s).

### **17.12 Additional documents to be submitted for approval of Collaboration and Twinning Programme(s)**

1. The Foreign University/ Institution shall furnish an authorized signatory letter declaring therein that the Diploma/Degree/ Post Diploma awarded to the students in India shall be recognized in the Parent Country and shall be treated equivalent to the corresponding Diploma/ Degree/ Post Diploma awarded by the University/ Institution at Parent Country.
2. Letter of the Trustee on the fee to be charged and the Intake in each Course to be offered by a Foreign University/ Institution or the Technical Institution approved by the Council having Collaboration with Foreign University/ Institution, leading to a Diploma/ Degree/ Post Diploma shall be as prescribed by the Council, giving

due hearing to the concerned Foreign University/ Institution or the Technical Institution approved by the Council having Collaboration with Foreign University/ Institution.

3. A letter of the Trustee and the Foreign University/ Institution declaring the detailed guidelines for admission, entry level qualifications, fee of all kinds, the examination and evaluation and that there shall not be major deviations with the prescribed procedures in their Parent Country, vis-à-vis India.
4. A Letter of the Trustee wherein details of the Semesters that are conducted in India and those that are conducted in the Foreign Country as per Clause 3.3.e of Chapter III of Approval Process Handbook 2018-19.
5. Bipartite agreement/ MoU between the Foreign University/ Institution and the Indian Partner Institution for this purpose.
6. Bipartite agreement/ MoU between the Indian Institution and the concerned Affiliating University/ Board for this purpose.
7. Affidavit<sup>4</sup> clearly mentioning among other provisions that the students failing to get Visa shall be accommodated in a similar Programme and that the University/ Board would register them for the purpose.
8. Attested Proof from Foreign University/ Institution that a similar Degree/ Diploma is offered in the Parent Country.
9. Letter of affiliation of the Indian Partner Institution with the University/ Board as applicable.
10. A letter from the participating Foreign University that the Degree would be awarded by the Foreign University/ Institution only in its Parent Country.
11. No Objection Certificate (NOC) from concerned Embassy in India with a mention of genuineness of Foreign Educational Partnering Institution in the Country of origin.
12. Certificate of accreditation obtained by the Foreign University/ Institution in their Parent Country issued by a certified accreditation authority in that Country.
13. Valid NBA Certificate in respect of the Course(s) to be offered under Twinning Programme.