**Annexure-III**

**CHECKLIST OF CERTIFIED DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FOR AFFILIATION**

1. Clearance/ No Objection Certificate from the Government for opening a new /existing college.
2. Registration of the Society/Trust along with details of Constitution and Memorandum of Association.
3. Letter from the Competent Authority designated by the government concerned for classification of land and its location as Metropolitan or other areas.
4. Land Use Certificate from the Competent Authority designated by the Government concerned.
5. Registered land/ Govt. leased land documents in the name of the Society/Trust.
6. Appropriate order from the Govt. permitting the Society/Trust to start the college with details of the courses/programmes intended to be offered.
7. Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the Govt. concerned.
8. Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college.
9. Details of latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as specified in the application.
10. Detailed Project Report giving the following
    1. Background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions.
    2. Details of its promoters including their background
    3. Activities of the Society/ Trust in the social, charitable and educational spheres.
    4. Development plan of the college with timeline, spelling its growth plan over the first 10 year period in terms of phasing of academic programmes, increase of students intake and introduction of PG programmes/ research.
    5. Architectural master plan indicating the land use pattern including those for the future.
    6. Policy with regard to faculty recruitment, retention and development.
    7. Structure of academic and administrative governance.
    8. Sources of financing of capital and operating expenditure, besides funds to be generated through students.
    9. Resource projections and their utilization schedule.
11. Certified documents related to Compliance of the conditions related to affiliation of the colleges/ Institutions for extension/continuation of temporary affiliation to existing courses for the year 2024-25.