

SCRUTINY FORM FOR NEW COLLEGE

Name and Address of the Institute:

College Code: _____

Course(s) Applied for :

Sr. No.	Name of Course	Current Intake	Applied Intake	Nature of Application

1. Application form

To check all documents including infrastructure & faculty details for increase in seats/new course(s)

Attached, Examined and found Satisfactory

Yes/No

2. Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government.

Attached, Examined and found Satisfactory

Yes/No

3. An affidavit, in a format as prescribed by the University, on a Non-Judicial Stamp Paper of Rs.100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner

Attached, Examined and found Satisfactory

Yes/No

4. Resolution by the applicant organization in a format as prescribed by the University.

Attached, Examined and found Satisfactory

Yes/No

Signatures of Committee members

5. Certificate issued by an advocate in a format as prescribed by the university.

Attached, Examined and found Satisfactory Yes/No

6. Certificate issued by an architect regarding approved building plans.

Attached, Examined and found Satisfactory Yes/No

7. Certificate issued by bank manager regarding financial status of applicant.

Attached, Examined and found Satisfactory Yes/No

8. A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents.

Attached, Examined and found Satisfactory Yes/No

9. Detailed Project Report (DPR).

Attached, Examined and found Satisfactory Yes/No

10. Registration document of the Society/Trust/company established under Section 25 of Companies Act 1956/PPP/ BOT indicating its members, objectives and Memorandum of Associations and Rules, duly attested/certified by the Authority concerned.

Attached, Examined and found Satisfactory Yes/No

11. Board of Governors of the college.

Attached, Examined and found Satisfactory Yes/No

Signatures of Committee members

- 12.** Resolution by the applicant organization, pertaining to starting the Technical College/adding new program and all location of land / building / funds to proposed activities in the format as prescribed by the University.

Attached, Examined and found Satisfactory

Yes/No

- 13.** Documents showing ownership in the name of the applicant in the form of Registered Sale Deed/Irrevocable Gift Deed as per norms.

Attached, Examined and found Satisfactory

Yes/No

- 14.** Land Use and Land Conversion 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.

Attached, Examined and found Satisfactory

Yes/No

- 15.** Khasra plan (Masterplan) to show that the land is contiguous issued by the Competent Authority.

Attached, Examined and found Satisfactory

Yes/No

- 16.** Proof of working capital (funds) along with a certificate issued by the Branch Manager of the Bank.

Attached, Examined and found Satisfactory

Yes/No

- 17.** Audited statement of accounts of the applicant organization for last three years as may be applicable.

Attached, Examined and found Satisfactory

Yes/No

Signatures of Committee members

- 18.** Site Plan Building Plan of proposed Technical College prepared by an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority of the State administration.

Attached, Examined and found Satisfactory

Yes/No

- 19.** Floorplans, sections and elevations of all proposed/existing buildings exclusively intended for use for the proposed college 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 Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.

Attached, Examined and found Satisfactory

Yes/No

- 20.** Phase-wise plan of construction to achieve total carpet and built up area as required for conduct of all applied/existing courses from the first to final year. This shall be certified by Architect registered with the Council of Architecture.

Attached, Examined and found Satisfactory

Yes/No

- 21.** Certificate regarding Minority Status, if applicable at the time of application Any claim thereafter shall not be entertained.

Attached, Examined and found Satisfactory

Yes/No

- 22.** Certificate of the competent authority indicating whether the land for the proposed new Institution/Technical College falls in the rural area or otherwise.

Attached, Examined and found Satisfactory

Yes/No

Signatures of Committee members

23. The detailed resume and relevant certificates of qualifications and experience of the Head of the institution

Attached, Examined and found Satisfactory

Yes/No

ADDITIONAL OBSERVATIONS OF THE SCRUTINY COMMITTEE

RECOMMENDATIONS OF THE COMMITTEE:

Sr. No.	Name of Course	Applied Intake	Recommended Intake	Remarks(if any)

1. Recommended for Expert Visit
2. Recommended for Expert Visit with compliance of deficiencies to be submitted to Expert Visit Committee.
3. Rejected

SIGNATURES OF THE COMMITTEE MEMBERS:

Chairman

Expert #1

Expert#2

Expert#3

Expert#4

**Representative
of the University**

**Representative #1
of the applicant instt**

**Representative #2
of the applicant instt**