

SCRUTINY FORM FOR INCREASE IN SEATS/ NEW COURSES

Name and Address of the Institute: _____

College Code: _____

Course(s) Applied for (Increase in Intake/New Course)

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

1. Application form with supporting documents

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

Attached, Examined and found Satisfactory

Yes/No

2. Stamped receipt from an authorized signatory of the State Government as proof of submission of these documents (Only for the AICTE Courses)

Attached, Examined and found Satisfactory

Yes/No

3. Copy of payment receipt in respect of Affiliation Fee.

Attached, Examined and found Satisfactory

Yes/No

4. Show-Cause Notice issued by University, if any, during the last two years/ since the establishment of the college.

Attached, Examined and found Satisfactory

Yes/No

Signatures of Committee members

5. Details of court cases filed against University and order of the Court, if any.

Attached, Examined and found Satisfactory

Yes/No

6. 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

7. Copy of all the accreditation letters, if obtained in the last one year

Attached, Examined and found Satisfactory

Yes/No

8. The letter of affiliation of courses offered by the institution issued by the university for the last three academic years.

Attached and found Satisfactory

Yes/No

9. Certificate by the Head of the college to the effect that all Faculty and all non-teaching staff data, has been entered as per the prescribed format on the university Web Portal.

Attached, Examined and found Satisfactory

Yes/No

10. Latest salary sheet giving details such as scale of pay, gross pay, PF deduction, TDS for all teaching and non-teaching staff.

Attached, Examined and found Satisfactory

Yes/No

11. Audited statement of accounts of the Institution and applicant Society/ Trust/ A company established under Section 25 of Companies Act 1956, and existing College for last three years, if applicable.

Attached, Examined and found Satisfactory

Yes/No

Signatures of Committee members

12. Certified income-expenditure statement for the last financial year.

Attached, Examined and found Satisfactory Yes/No

13. Details regarding current approved fee structure.

Attached, Examined and found Satisfactory Yes/No

14. Details of operational funds as on date certified by the Bank as per format prescribed by the university.

Attached, Examined and found Satisfactory Yes/No

15. Resolution by the applicant organization, pertaining to increase in intake, starting additional courses/divisions in existing 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

16. Building plans approved by competent authority mentioning additional carpet area fulfillment for additional intake applied.

Attached, Examined and found Satisfactory Yes/No

17. Certificate from an architect registered with Council of Architecture regarding additional built up area of the building and carpet area of each room.

Attached, Examined and found Satisfactory Yes/No

18. Land/Building related documents (including Land Use Certificate if required) for the new course applied.

Attached, Examined and found Satisfactory Yes/No

Signatures of Committee members

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

Attached, Examined and found Satisfactory

Yes/No

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**