



Gujarat Technological University
International Innovative University
Accredited with A+ Grade by NAAC

Affiliation Public Notice

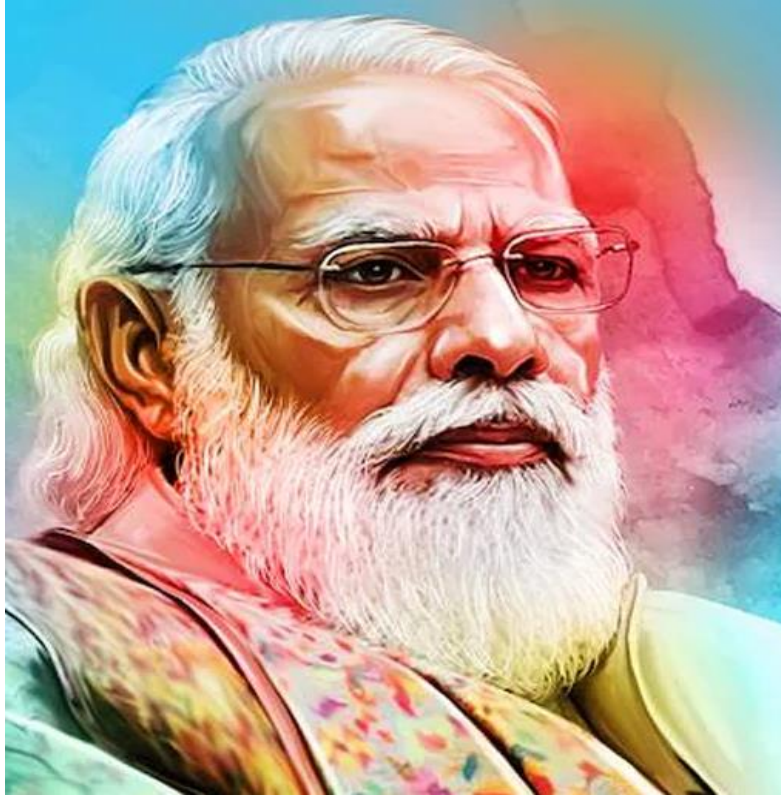


2024-25



Public Notice

2024-25



“Hon’ble Prime Minister Shri Narendra Modi had visualized the idea of Gujarat Technological University in the year 2007 when he was the chief Minister of Gujarat.”



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Accredited with A+ Grade by NAAC

Ref: GTU/AFFILIATION/AIC_LIC/2024-25/9334

Date: 26 /12/2023

AFFILIATION PROCESS 2024-25 (LIC/AIC)

This is to inform to All Director /Principal of institute, GTU Affiliated Colleges/GTU established college/Constitute Colleges/upcoming new institutes for information & necessary action that in accordance with the provision no. 26, 27 and other related provision of Gujarat Act no-20/2007, Gujarat Technological University invites affiliation application for the academic year 2024-25. The application form, procedure of application, fees structure of affiliation and other related information are as per below. Also it is available on GTU website Link:

<https://www.affiliation.gtu.ac.in>

1) Institute has to apply on Affiliation portal

Login Link : <http://affiliation.gtu.ac.in/login.aspx> for any of below services.

a) Setting Up New Technical Institutions.	j) Introducing / Continuing supernumerary seats for OCI/ PIO / FN
b) Extension of Affiliation.	k) Introduction / Continuing seats for sons / Daughters of NRI
c) Change of Site / Location	l) Change in name of the course
d) Closure of Institution / Programme/ Course	m) Addition New Programme
e) Conversion of Women's Institution into Co-Ed Institution and Vice-versa.	n)Reduction in Intake
f) Conversion of Diploma Level into Degree Level and Vice-versa.	o) Change in name of Institution
g) Increase in Intake / Additional Course(s).	p) Change in the name of University/De-Affiliation
h) Addition of Integrated /Dual Degree Course	q)Change in name of the Trust /Society / Company
i) Fellowship program in Management	r) Merger of the Institutions/Course.

Note: Institute may apply for establishment of new institute for Academic Year 2024-25, GTU will consider the application and will grant approval subject to approval of concern Apex Body i.e. AICTE /PCI/COA for Academic Year 2024-25.



Public Notice 2024-25

Accredited with A+ Grade by NAAC

|1|



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Accredited with A+ Grade by NAAC

2) Important Dates Regarding Affiliation and Academic/Local Inspection

(Read: University Circular No : GTU/Affi/Affiliation Calendar/2023-24/8229 Dt: 10/11/2023)

Sr. No.	Particulars / Activities	Date
01	Data Filling and submission of application on Affiliation Portal (For Existing and New Institutes)	26/12/2023 to 25/01/2024
02	Submission of Hard Copy along with affidavit by Institute on or before	02/02/2024
03	Download deficiency report by Institute on or before	07/02/2024
04	Submission of Compliance Report on Portal by Institute on or before	15/02/2024
05	Submission of Hard Copy of Compliance Report along with affidavit by Institute on or before	16/02/2024
06	Academic Inspection at Institutes	01/03/2024 to 06/04/2024
07	Dean Review Committee Meeting	10/04/2024 to 20/04/2024
08	Submission of compliance / representation by institute After Dean Review Committee's Recommendation (if any)	Not later than 10/05/2024
09	Grant of Affiliation of Existing Institutes (For BE/ME/B Pharm/D Pharm/M Pharm)	May month
10	Grant of Affiliation of Existing Institutes (For MBA/MCA/Diploma Engg. and any others)	June month
11	Grant of Affiliation of New Institutes (For any Program)	31/07/2024 or EOA received from concern council whichever is later





GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Accredited with A+ Grade by NAAC

3) Important Instructions' Regarding Affiliation and Academic Inspection

1. Each institute/college has to apply separately as per GTU institute code and separate fees is to be paid for each application.
2. Existing Institutes: Login to Link <http://affiliation.gtu.ac.in/login.aspx>
User name will be same as per your Admin Panel, while Pass word will be same as per Affiliation Portal.
3. New Institutes : Login to Link <https://affiliation.gtu.ac.in/sign.aspx> and follow the steps as mentioned in Annexure: 13
4. Institute has to fill data in the portal carefully and as per the schedule. Institute can lock the portal after uploading all necessary data. Portal will be automatically lock on 23:00 hrs on last date no further modification will be allow once the portal gets locked.
5. Institute has to strictly follow the schedule as mentioned in (2) Important Dates Regarding Affiliation and Academic/Local Inspection for submission of any necessary documents with applicable fees.
6. Applicable fees and Security deposit shall be paid on payment link: <http://gtu.ac.in/page.aspx?p=Payment>.
7. Institute/College has to pay all the fees before submission of file at GTU as per the fees structure of GTU relevant academic year.
8. Kindly note that if any Institute fails to submit data/compliance report in stipulated time, it will be considered that Institute is not interested to get/continue affiliation.
9. LIC is mandatory for New Institute. (Campus LIC/AIC will be carried out, if institutes are in the same old campus.)
10. AIC is mandatory for the existing affiliated Institute in the condition of Addition of New Course / Increase Seats / Site Change / Merger of Institute / Merger of Course etc. and Academic inspection will conduct as per university circular :
11. Dean Review meeting will be held for the recommendation of Affiliation.
12. Any institute has to take prior approval from Concern council AICTE/PCI/COA etc.
13. The University shall not grant conditional/partial affiliation to any institutions.
14. It is mandatory to submit a copy of endorsement letters of Director/Principal along with all teaching staff in file. Govt. Institute has to submit copy of DTE Orders/Govt. Orders.
15. New institute has to submit application details, deficiency report & all supportive documents if not submitted earlier at GTU till date for affiliation.
16. Institute/College has to choose only those programs which syllabus (with code) has been already approved by GTU only, however Institute may apply for the course which is not currently offered by GTU, with submission of draft teaching scheme & detailed syllabus along with application.
17. Institute has to take NOC (No Objection Certificate) from GTU for any Change in application with respect to previous year application. The application will not be accepted if the NOC is not issued by GTU.
18. Institute/College has to attach all the supportive documents & evidence duly signed & stamped by Director/Principal.
19. All the affidavits applicable should be as per the prescribe format & duly signed & stamped by Director/Principal/Trustees. (In case of Govt. Institutes necessary undertaking on the letter-head).
20. Copy of AICTE/NBA/PCI/COA approval letter of the last year at the time of file submission.

(P.T.O)





GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

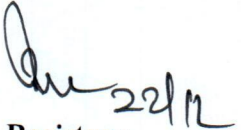
(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Accredited with A+ Grade by NAAC

21. In any case of more than one apex body, i.e. AICTE/PCI/COA/Any other, GTU will consider only minimum intake among of them.
22. Institute/College has to write a CD / DVD of filled affiliation form (PDF file). There must be name of institute/college with code number on the CD / DVD. Without CD / DVD, GTU will not accept the application.
23. Institutes Head are solemnly responsible for any information fill in portal & submitted to GTU.

Dates mentioned in 2) Important Dates Regarding Affiliation and Academic/Local Inspection may be changed. However GTU reserves the right to conduct inspection at any time during the year and take necessary action based on report/data/complain etc.

Institutions are advised to visit <http://gtu.ac.in/page.aspx?p=AE> frequently for latest information about the affiliation, also advised to exercise due care and caution while submitting online data and that they may do so well before the last date to avoid last minute rush.


Registrar

Note: Any queries/clarifications shall be sent ONLY to:

- 1) Pharmacy/Architecture : affi_bpharm@gtu.edu.in
- 2) Engineering/ Vocational : affi_be@gtu.edu.in
- 3) Diploma: affi_dip@gtu.edu.in
- 4) MCA: affi_mca@gtu.edu.in
- 5) MBA: affi_mba@gtu.edu.in
- 6) For General query: adm_affiliation@gtu.edu.in

Enclosures:

- 1) Annexure - 1 : Affidavit for Application (Existing Institutes)
- 2) Annexure - 2 : Affidavit For Submitting The Security Deposit Upon Establishment Of New Technical Institution/ New Programme / New Level
- 3) Annexure - 3 : Affidavit For Application For Closure Of Institute.
- 4) Annexure- 4: Affidavit for De- Affiliation/Change in name of the University
- 5) Annexure- 5 : Affidavit For Compliance
- 6) Annexure- 6 : Format for Trust Resolution
- 7) Annexure- 7 : Competent Authorities to issue Certificates with Respect to the Land/ Building
- 8) Annexure - 8: Certificate
- 9) Annexure - 9: Fee Structure
- 10) Annexure- 10 : Security Deposit
- 11) Annexure- 11 : Instructions for Closure of Course/Institute
- 12) Annexure- 12 : Explanation of Student Count Fee
- 13) Annexure- 13 : Instructions For New establish Institute
- 14) Annexure- 14 : List of Documents

Copy To: All Director/Principal/Managing Trustee of institute, GTU Affiliated Colleges /GTU established College/Constitute Colleges (for information & necessary action)

141

**Winners of: "Most Promising University of India 2020" ❖ "1" rank Among All Universities in Gujarat 2020 by Uni Rank"
"1" Rank in Gujarat State Institutional Ratings Framework (GSIRF) 2019" ❖ "National Leadership Excellence Award 2019 in
Technical Education" ❖ "India's Most Trusted State University 2019 " ❖ "Outstanding University in West India 2019"**

Head office : GTU Campus, Nr. Visat Three Road , Visat-Gandhinagar Road , Chandkheda, Ahmedabad - 382 424. Gujarat, India.

Phone : +91 79 23267504/570

e-mail: info@gtu.ac.in

Website: www.gtu.ac.in

AFFIDAVIT FOR APPLICATION (Existing Institutes)

(On Non-Judicial Stamp worth Rs.300/-affidavit for SFI/PPP or Undertaking for Govt./GIA/Constitute/ GTU established)

BY THE PRINCIPAL/DIRECTOR AND TRUSTEE/MANAGING TRUSTEE OF THE INSTITUTE/COLLEGE

I/ We, <name>, Chairman/ Secretary, <name of the Trust/ Society/ Company>, son of, Aged years and, resident of, <name>, Secretary, <name of the Trust/ Society/ Company>, son of, aged..... years and, resident of, <name>, Principal/ Director, <name of the Trust/ Society/ Company>, son of....., aged..... years and, resident of, in connection with our application dated made to GTU for, (retain items in the list below as applicable)

<p>a) Extension of Affiliation. b) Change of Site / Location c) Closure of Institution / Programme/ Course d) Conversion of Women's Institution into Co-Ed Institution and Vice-versa. e) Conversion of Diploma Level into Degree Level and Vice-versa. f) Increase in Intake / Additional Course(s). g) Addition of Integrated /Dual Degree Course h) Fellowship program in Management i) Introducing / Continuing supernumerary seats for OCI/ PIO / FN</p>	<p>j) Introduction / Continuing seats for sons / Daughters of NRI k) Change in name of the course l) Reduction in Intake m) Change in name of Institution n) Change in the name of University/De-Affiliation o) Change in name of the Trust /Society / Company p) Merger of the Institutions/Course under the same Trust/Society/Company operating in the same campus.</p>
---	--

Name of Institute:

Institute Code:

Do here by solemnly affirm, state and declare as under:

1. That the information given by <name(s)> in the application made to GTU is true and complete. Nothing is false and no material has been concealed.
2. That I/We hereby assure to pay the applicable fees, any dues, any penalties within stipulated time.
3. I/We assure to submit Copy of AICTE/NBA/PCI/COA approval letter of A.Y. 2024-25. If I/We failed to submit it in time, University may take any decision about Affiliation.
4. That if any of the information is found to be false, incomplete, misleading and/ or that the <name(s)> fail(s) to disclose all the information and/ or suppress any information and/ or misrepresent the information, the GTU shall also be free to take any action including Withdrawal of Approval and/ or any other action as deemed fit against the <name(s)> and others as the case may be and/ or the individuals associated with the Society/ Trust/ A Company established under Section 8 of Companies Act, 2013, and/ or the Institution.
5. That I/We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/our knowledge. No part of the same is false and no material has been concealed there from.

Signature of Principal/Director

Name:

Seal/Stamp of the Institute/College

Signature of Managing Trustee/Trustee

Name:

Seal/Stamp of the Trust



AFFIDAVIT

Annexure- 2

(For submitting the Security Deposit Upon establishment of New Technical Institution/ New Programme / New Level)

I/ We, <name>, Chairman/ Secretary,<name of the Trust/ Society/ Company>,son of , Aged years and, resident of , <name>, Secretary, <name of the Trust/ Society/ Company>,son of , aged..... years and, resident of , <name>, Principal/ Director, <name of the Trust/ Society/ Company>,son of..... , aged..... years and, resident of , in connection with our application dated made to GTU for application for establishment of New Technical Institution/ New Programme / New Level

Name of Institute:

Institute Code:

1. That I/we have applied for the establishment of Institution<Name and address of proposed Institution> vide application <application number> dated
2. That in accordance with the norms, procedures and conditions prescribed by GTU, an amount of Rs. was deposited by the <Name of the Trust/ Society/ Company> in GTU's account.
3. I/We know that the amount deposited by the institute shall remain with the GTU for at least 10 yrs. which may be extended as per GTU regulations. The interest accrued on this deposited amount shall be credited to GTU account. GTU may for fit the amount for violation of norms, conditions and requirements prescribed by GTU
4. That all remaining requirements prescribed by GTU under the Regulations shall be complied within one month from the date of issuance of the Affiliation letter.
5. That the Land measuring Acre, on which <Name of the proposed Institution>is located was not mortgaged for any purpose to any Institution on the date of filing the application and that status is continuing till date and shall continue till the date of issuance of the Affiliation letter (Not applicable for New Programme / New Level).
6. In the event of Non-Compliance by the <Name of the Trust/ Society/ Company>and/ or<Name of the proposed Institution>with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, GTU shall be free to take appropriate action, including withdrawal of its Affiliation without consideration of any related issues and that all liabilities arise out of such withdrawal shall solely be that of the (Society/ Institution); and
7. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.
8. That I/We hereby assure to pay the applicable fees, any dues, any penalties within stipulated time.
9. I/We assure to submit Copy of AICTE/NBA/PCI/COA approval letter of A.Y. 2024-25.If I/We failed to submit it in time, University may take any decision about Affiliation.
10. That if any of the information is found to be false, incomplete, misleading and/ or that the<name(s)>fail(s) to disclose all the information and/ or suppress any information and/ or misrepresent the information, the GTU shall also be free to take any action including Withdrawal of Approval and/ or any other action as deemed fit against the <name(s)>and others as the case may be and/ or the individuals associated with the Society/ Trust/ A Company established under Section 8 of Companies Act, 2013, and/ or the Institution.

Signature of Principal/Director
Name:
Seal/Stamp of the Institute/College

Signature of Managing Trustee/Trustee
Name:
Seal/Stamp of the Trust



AFFIDAVIT FOR APPLICATION FOR CLOSURE OF

**(On Non-Judicial Stamp worth Rs.300/-affidavit for SFI/PPP or Undertaking for Govt./GIA)
BY THE PRINCIPAL/DIRECTOR AND TRUSTEE/MANAGING TRUSTEE OF THE
INSTITUTE/COLLEGE**

I/ We, <name>, Chairman/ Secretary,<name of the Trust/ Society/ Company>,son of,
Aged years and, resident of, <name>, Secretary, <name of the Trust/
Society/ Company>,son of, aged..... years and, resident of
....., <name>, Principal/ Director, <name of the Trust/ Society/ Company>,son of.....,
aged..... years and, resident of, in connection with our application dated
..... made to GTU for, (retain items in the list below as applicable)

a) Name of Institute:

b) Institute Code:

Do here by solemnly affirm, state and declare as under:

1. That the information given by <name(s)> in the application made to GTU is true and complete. Nothing is false and no material has been concealed.
2. That I/We hereby assure to pay the applicable fees, any dues, any penalties within stipulated time.
3. That if any of the information is found to be false, incomplete, misleading and/ or that the<name(s)>fail(s) to disclose all the information and/ or suppress any information and/ or misrepresent the information, the GTU shall also be free to take any action including Withdrawal of Approval and/ or any other action as deemed fit against the <name(s)>and others as the case may be and/ or the individuals associated with the Society/ Trust/ A Company established under Section 8 of Companies Act, 2013, and/ or the Institution.
4. That I/We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/our knowledge. No part of the same is false and no material has been concealed there from.

Signature of Principal/Director

Name:

Seal/Stamp of the Institute/College

Signature of Managing Trustee/Trustee

Name:

Seal/Stamp of the Trust



**AFFIDAVIT FOR APPLICATION FOR DE-AFFILIATION CHANGE IN NAME OF THE UNIVERSITY
(On Non-Judicial Stamp worth Rs.300/-)**

**BY THE PRINCIPAL/DIRECTOR AND TRUSTEE/MANAGING TRUSTEE OF THE
INSTITUTE/COLLEGE**

I/ We, <name>, Chairman/ Secretary, <name of the Trust/ Society/ Company>, son of,
Aged years and, resident of, <name>, Secretary, <name of the Trust/
Society/ Company>, son of, aged..... years and, resident of
....., <name>, Principal/ Director, <name of the Trust/ Society/ Company>, son of.....,
aged..... years and, resident of, in connection with our application dated
..... made to GTU for, (retain items in the list below as applicable)

Change in name of the University (De-affiliation)

Name of Institute:

Institute Code:

Do here by solemnly affirm, state and declare as under:

1. That the information given by <name(s)> in the application made to GTU is true and complete. Nothing is false and no material has been concealed.
2. As this is progressive de-affiliation, the remaining years of courses shall continue its affiliation with GTU and shall be de-affiliate in coming academic year successively, we assure to pay affiliation fees_student @ Rs. 300/- (per student) & applicable affiliation fees till the last student enrolled with GTU.
3. That I/We hereby assure to pay the applicable fees, any dues, any penalties within stipulated time.
4. That if any of the information is found to be false, incomplete, misleading and/ or that the <name(s)> fail(s) to disclose all the information and/ or suppress any information and/ or misrepresent the information, the GTU shall also be free to take any action including Withdrawal of Approval and/ or any other action as deemed fit against the <name(s)> and others as the case may be and/ or the individuals associated with the Society/ Trust/ A Company established under Section 8 of Companies Act, 2013, and/ or the Institution.
5. That I/We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/our knowledge. No part of the same is false and no material has been concealed there from.

Signature of Principal/Director
Name:
Seal/Stamp of the Institute/College

Signature of Managing Trustee/Trustee
Name:
Seal/Stamp of the Trust



AFFIDAVIT FOR COMPLIANCE

Annexure - 5

(On Non-Judicial Stamp worth Rs.300/-affidavit for SFI/PPP or Undertaking for Govt./GIA/Constitute/
GTU established)

BY THE PRINCIPAL/DIRECTOR AND TRUSTEE/MANAGING TRUSTEE OF THE INSTITUTE/COLLEGE

I/ We, <name>, Chairman/ Secretary,<name of the Trust/ Society/ Company>,son of,
Aged years and, resident of,<name>, Secretary, <name of the Trust/
Society/ Company>,son of, aged..... years and, resident of
....., <name>, Principal/ Director, <name of the Trust/ Society/ Company>,son of.....,
aged..... years and, resident of, in connection with our application dated
..... made to GTU for, (retain items in the list below as applicable)

As per GTU deficiency report and the scrutiny of submitted documents for application following
deficiency/deficiencies has/have been observed.

Infrastructure Deficiency

- 1.
- 2.
3. Etc...

Faculty Deficiency

1. Endorsed teaching Staff
2. Endorsed Principal/Director

Note : Strike off whichever is not applicable.

Name of Institute:

Institute Code:

Do here by solemnly affirm, state and declare as under:

1. That I/We hereby assure to comply above deficiency/deficiencies within stipulated time.
2. That I/We hereby assure to comply any endorsed principal/endorse staff/endorsed principal & staff
deficiency/deficiencies within one month and if we fails to do so, we know that University will not give
affiliation to our institute.
3. That the information given by <name(s)>in the application made to GTU is true and complete. Nothing
is false and no material has been concealed.
4. That if any of the information is found to be false, incomplete, misleading and/ or that
the<name(s)>fail(s) to disclose all the information and/ or suppress any information and/ or misrepresent
the information, the GTU shall also be free to take any action including Withdrawal of Approval and/ or
any other action as deemed fit against the <name(s)>and others as the case may be and/ or the individuals
associated with the Society/ Trust/ A Company established under Section 8 of Companies Act, 2013,
and/ or the Institution.
5. That I/We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are
true to my/our knowledge. No part of the same is false and no material has been concealed there from.

Signature of Principal/Director

Name:

Seal/Stamp of the Institute/College

Signature of Managing Trustee/Trustee

Name:

Seal/Stamp of the Trust



FORMAT

(For submitting Trust resolution upon any variation or changes/establishment of New Technical Institution/ New Programme / New Level)

Name of Institute:

Institute Code:

That the Trust/ Society/ Company vide its Executive meeting held on at vide item no. have resolved, for the

- i. Establishment of new Technical Institution and application for approval to start<Name of the Institution>to offer Technical Education in<Programme>and shall allocate, Land at <complete address with survey numbers, plot numbers> measuring Acre, earmarked for the proposed <Name of the Technical Institution> at <full address> required funds for creation of carpet and Built-up area
- ii. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year
- iii. Introduction of NRIs in the following Programme(s)/Course(s)
- iv. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address>(new)
- v. Conversion of existing Women's Institution into Co-ed Institution/Co-ed Institution to Women's Institution in the Name of<proposed <Name of the Institution
- vi. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- vii. Starting of new Programme/ Level, Programme(s)<Course1.....(Intake)>
- viii. Merger of Institutions <Name of the Institution>at<address>, <Name of the Institution>at<address>, <Name of the Institution>at<address>, under the same Trust/ Society/ Company operating in the same Campus
- ix. Introduction of OCI/Foreign Nationals/Children of Indian workers in Gulf Countries in the following Programme(s)/Course(s)
- x. Increase in Intake in Course(s)/Additional Course(s)/Introduction of Integrated/Dual Degree Course/ Fellow Programme in Management
- xi. Closure of the Institution
- xii. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution>at<address>to<Name of the University>at<address>
- xiii. Change in the Name of the Course(s)/Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s)
- xiv. Change the Name of the Institution from<Name of the Institution>(Old)at<address>to<Name of the Institution>(new)
- xv. Change in the Minority Status of the Institution from <Type of the Institution> to <Type of the Institution>



- xvi. Change in the Name of the affiliating University/Board from<present University/Board>to the new University/ Board. Also it is resolved that, < Name of the Trust/ Society/ Company > shall apply for NOC to both the Universities
- xvii. Change in the Name of the Bank
- xviii. Change in the Name of the Trust/ Society/ Company from <Name of the Trust/ Society/ Company> (Old) at<address>to<Name of the Trust/ Society/Company>(new)
- xix. Introduction of Collaboration and Twinning Programme with <Name of the University/ Institution>/ Necessary facilities shall be provided to the students of <Name of the University/ Institution>
- xx. Application wrongly submitted for and to be changed from <Application for>to <Application for.....>/Not interested in applying for...../revoke the application submitted for <.....>.Paid the necessary TER Charges along with the Penalty for Late Submission, as applicable. < Name of the Institution>at<address>. <Name of the Trust/ Society/ Company>shall also allocate required funds for the creation of the requisite facilities such as procurement of.....Acre of Land ,additional carpet and Built-up area, appointment of required Faculty, procurement of Equipment, furniture, for creation of suitable hostel/residential accommodation for the students of Foreign Nationals/Overseas Citizen of India (OCI)/Children of Indian Workers in Gulf Countries and other required entities as applicable for the smooth functioning of the same.
- xxi. Change in the Name of the Course(s) in <Course1..... (Intake.....), Course2(Intake.....),>
- xxii. ReductioninIntakein<Course1>,from<currentIntake>to<reducedIntake>,<Course2>,from <current Intake> to <reduced Intake>
- xxiii. Closure of Programme<Programme1>, <Programme2>.
- xxiv. Closure of Course(s) <Course1>, <Course2>.

NOTE: Strike off whichever is not applicable

Signature of Managing Trustee/Trustee
Name:
Seal/Stamp of the Trust
Seal/Stamp of the Institute/College



**Competent Authorities to issue Certificates with Respect to the Land/ Building
(For New Institute Only)**

Land use Certificate	Site Plan	Building Plan	Occupation Certificate
Urban-Urban Development Authority/ Municipal Corporation; Rural Town Planner and Valuation Department	Urban-Town Planner; Rural Taluka Development Officer	Urban-Urban Development Authority/ Town Planner; Rural –Town Planner/Taluka Development Officer	Nagar Palika Town Planner, Nagar Panchayat Commissioner of Municipal Corporation, Collector

CERTIFICATE**Certificate of an Architect Registered with Council of Architecture**

(To be produced in the Letterhead of Architect)

The copies of the approved Site Plan and Building Plans in respect of application submitted by <Name and address of the Applicant> who is an Applicant for establishment of new Technical Institution<Name of the Institutions> at <address> were provided to me by <Name and address of the Applicant>for verification regarding their authenticity and appropriateness.

Details of Site Plan and Building Plans

Plans approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. The Competent Authority has approved the site Plan and Building Plans of an Educational Institution at the proposed site mentioned above is.....
2. I have verified the above-mentioned site Plan and Building Plans from the Office of <Competent Authority>.
3. The above-mentioned site Plan and Building Plans have been approved by the Competent Authority.
4. The above-mentioned site Plan and Building Plans are authentic.
5. Construction of Building admeasuring with the following details has been completed in all respects as per the approved Building Plan.

Sl. No.	Room No	Room type (mention Class Room/ Laboratory/ Toilet, etc.)	Carpet area (in m ²)	Completion of Flooring	Completion of Walls and painting	Completion Of Electrification and lighting

Details of the Occupancy/ Completion Certificate/ Building License/ Form D

Certificate approved by	
Approval Number	
Date of Approval	

Structural Stability Certificate

Certificate approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. The Competent Authority has approved the Occupancy/ Completion Certificate/ Building License/ Form - D and the Structural Stability Certificate, if applicable, mentioned above is.....
2. have verified the above-mentioned Certificates from the Office of <Competent Authority>.
3. The above-mentioned Certificates have been approved by the Competent Authority.
4. The above-mentioned Certificates are authentic.

Signature of the Advocate

Name of the Advocate Registration No.

Seal/ Stamp of the Architect

Name of the Architect

*Strike off whichever is not applicable



4) Fee structure for the affiliation of institute for the year 2024-25

Read: (1) Circular: GTU/Affiliation/PRC/2021-22/6919 Dt: 06/12/2021

(2) Circular: GTU/Affiliation/PRC/2021-22/7189 Dt: 17/12/2021

(A) University Affiliation Fees to be charged from the Colleges for various Courses :-

1. New Institutes:

(A)	Registration Fees	:		Rs. 5000/- All the New Institute
(B)	Application Processing Fee	:	(i)	Rs.25,000/- for all the New institutes.
(C)	Inspection (LIC) Fees	:	(i)	For Diploma / Post Diploma Degree Courses (PDDC) Rs.1,50,000/-
			(ii)	For UG and PG Courses Rs.2,00,000/-
(D)	Affiliation Fees	:		Rs.25,000/- for all the New institutes
(D)	Security Deposit	:		As per the GTU norms & Annexure – 10.

2. Existing Institutes :-

(A)	Extension of Affiliation Application Fees	:		Rs. 25,000/- for all the institutes. (Course /Code wise) i.e. Engineering/ Diploma/ MBA/ MCA/ Architecture/ Pharmacy/ Diploma Pharmacy/Design/ Hotel Management and Catering Technology
(B)	Inspection (LIC) Fees	:		NIL
(C)	Professional Regulatory Charges (PRC) for those students who enrolled in year 2021-22 and thereafter.	:		Rs. 300/- shall be paid by students directly on yearly basis along with odd semester Regular Exam form fees as per circular dated:17/12/2021.
(D)	Professional Regulatory Charges (Previously known as Affiliation Fee_ Student) for students other than mentioned above in 2 (C)	:		Rs. 300/- per enrolled student of all years as per Annexure - 12 (Shall be paid by institute)



3. Additional / Closure of Courses, Change in Site /Location, Change of name of Institute/ Trust/ University/ Society/Company, Merger of Institutions/Course, Closure of Institute and Conversion of Women College to Co-Ed College, Change in name of course, Variation of Intake, Conversion of Diploma Level into Degree Level and vice-versa. :-

(A)	Extension of Affiliation Application Fees	:	NIL
(B)	Noc Processing Fee	:	Rs.25,000/- for all the institutes.(Course / Code wise) i.e. Engineering/ Diploma/ MBA/ MCA/ Architecture/ Pharmacy/ Diploma Pharmacy/Design/Integrated)
(C)	Inspection (LIC) Fees	:	Rs.25,000/- for all the institutes.
(D)	Security Deposit _ Student_ Closer	:	As per the GTU Norms

4. Introduction of Vocational Education Programme(s) leading to Diploma / Degree in Vocational Education under NSQF:

(A)	Registration Fees	:	Rs. 5000/- Applicable to New Institute
(B)	Application Processing Fee	:	Rs.25,000/- for all the institutes.
(C)	Inspection (LIC) & Affiliation Fees	:	For Diploma / UG Courses Rs.1,00,000/- Applicable to Institute applying in A.Y. 2024-25.

(B) University Affiliation Fees to be charged from the Colleges in case of – Integrated Courses:-

Heads	(in INR)
Application Fee Integrated Courses	25000
Inspection Fee per unit for each program (for Institute applying in A.Y. 2024-25)	25000
Professional Regulatory Charges (PRC) for those students who enrolled in year 2021-22 and thereafter.	Rs. 300/- shall be paid by students directly on yearly basis along with odd semester Regular Exam form fees as per circular dated:17/12/2021.
Professional Regulatory Charges (Previously known as Affiliation Fee_ Student) for students other than mentioned above in 2 (C)	Rs. 300/- per enrolled student of all years as per Annexure - 12 (Shall be paid by institute)



- Above all fees are applicable irrespective of number of division(s)/ Course(s) applied for increase in intake and courses / closure of course and Programme/ Reduction in intake/Change of Name and Site.
- If the institute has not submitted application for the year 2023-24 or earlier, institute has to pay an additional fine of Rs. 25,000/- (for each year) with the application.
- If the Institute fails to submit application for the year 2024-25 in due time, institute has to pay additional fine of Rs. 25,000/- with the application.
- **The above all fees are non refundable.**
- Incomplete application, applications without applicable fees and applications received after last date will not be accepted.
- GTU Affiliation fees and application processing fees is applicable to all the SFI, GIA, PPP and Govt. institutions.



5) Security Deposit* for the affiliation of institute

(Passed by the BOG at its meeting held on 29.04.2017 agenda vide 13)

Read: Circular No.GTU/Affiliation/Amendment in security Deposit/2023-24/7253 dated 09/10/2023

All the upcoming new PPP/SFI institutes from academic year 2024-25 have to deposit certain amount as a security deposit mentioned as per below table :

Programme	Security Deposit Amount (In INR)
✚ Engineering & Technology (UG / PG)	▪ Rs. 28.00 Lakhs for Minority & Women institute ▪ Rs. 35.00 Lakhs for other institute
✚ Diploma Engineering	▪ Rs.12.00 Lakhs for Minority & Women institute ▪ Rs. 15.00 Lakhs for other institute
✚ Pharmacy (Diploma / UG / PG)	
✚ MBA	
✚ MCA	
✚ Architecture (Diploma / UG / PG)	▪ Rs. 5.00 Lakhs for Minority & Women institute ▪ Rs. 10.00 Lakhs for other institute
✚ Town Planning (Diploma / UG / PG)	
✚ Hotel Mgmt. (Diploma / UG / PG)	
✚ Catering (Diploma / UG / PG)	
✚ Design (Diploma/ UG/PG)	
✚ Interior Design (Diploma/ UG/PG)	
✚ Integrated MSc.IT	
✚ Vocational (Diploma/UG)	
✚ For any New Program or courses (Not mentioned in above)	

- Applicant, has to pay all fees like application processing fees, affiliation fees, Local inspection fees before submitting application. And also has to pay security deposit as per above table.
- Government institutions & university department are exempted.
- The amount deposited by the institute shall remain with the university for at least 10 yrs. which may be extended as per regulations. The interest accrued on this deposited amount shall be credited to university account.



- In case of FDR (Fixed Depository Receipt) has been encashed on completion of the terms, the copy of the FDR release issued by university to the colleges & institute has to re-submit a fresh FDR/Deposit amount to the university as may be prescribed at that time.

- The Principle amount shall be returned to the society/trust/a company established under Section 25 of Companies act 1956, at the time of closure of institute (Approval of respective apex body & NOC which indicates overall Zero student in respective institute). However, the term of deposited amount could be extended for a further period as may be decided on case to case basis and / or forfeited in case of any violation of norms, conditions & requirements (as per apex body norms) and / or non-performance by the institutions and / or compilations against the institution.



6) Instructions for Closure of Course/Closure of Institute

Read: Circular No.GTU/Affi/Closure/2017/4551 Dt. 30/06/2017

Link: https://s3-ap-southeast-1.amazonaws.com/gtusitecirculars/uploads/Closure_Circular.pdf

- ❖ All the heads/trustees of affiliated Institutes are hereby informed that now onwards for closure of institute/course, institute has to pay Rs. 5000/-per enrolled/existing student as security deposit.
- ❖ GTU will release the deposited amount once the enrolled student count found NIL and will receive closure approval letter of concern council.

- ❖ In addition, following list of documents require along with hard copy/file.

Required Document For Closure of Course / Institute:

- Challan copy of Rs. 25,000/-paid as NOC processing fees.
- Trust Resolution, pertaining to application for closure of Institution /Course as per Annexure -6
- Resignation letter copy of all teaching and non-teaching staff.
- Hand written original application of all enrolled students for college transfer with NOC from both Institutes (Enroll students are as per portal entry).
- Affidavit (Annexure - 3) of Rs. 300/-non-judicial stamp paper duly sworn before first class Judicial Magistrate or Notary or an Oath Commissioner to be submitted by the Institution its contains cover :-
 - i. Consequently, here I declare that the Trust is responsible for
 - Academic & Exam Related Work.
 - Administrative issues of students & all Staff (Teaching and Non-Teaching).
 - ii. There is no any court case is pending against GTU/ Concern Apex Body.
 - iii. There is no any Ragging case is pending.
 - iv. There is no any punishable action taken by GTU/ Concern Apex Body regarding non Compliance of norms.
 - v. Concern Council approval letter of Last Academic Year



7) Explanation of Student Count for payment of PRC Fee (2024-25)

Professional Regulatory Charges (PRC) Rs. 300/- per enrolled student of all the years must count as per the table. (Shall be paid by institute)

Programme	Course	Students Count	Explanation of student count
Engineering	BE	last one year	i.e. 2020-21.
Pharmacy	B.Pharm	last one year	i.e. 2020-21.
	Pharm.D	last three years	i.e. 2018-19,2019-20, 2020-21.
MBA	Integrated	last two years	i.e. 2019-20, 2020-21.
MCA			
Architecture			
Planning	B.Plan	last one year	i.e. 2020-21.
Hotel Management and Catering Technology	HM		

Note :- Enrolled Student Count will be considered as per the actual count shown on the day of portal start.



8) Instructions for the New established institutes

All the upcoming new institutes have to follow the below steps for their application for Affiliation.

Step -1) Institute has to apply on link: <https://affiliation.gtu.ac.in/sign.aspx>

Step-2) Payment of registration fees Rs. 5000/- to Payment link: <https://www.gtu.ac.in/page.aspx?p=Payment>

Step -3) Send an email on adm_affiliation@gtu.edu.in about request for affiliation application with challan copy of fees payment

Step -4) Application for No Objection Certificate (NOC) from GTU.

Step -5) Apply on Affiliation portal on link: <http://affiliation.gtu.ac.in/login.aspx> after receiving NOC.

Step -6) Submit application and fees payment challan on portal and also submit hard copies of the same to GTU as per the schedule mentioned in 2) Important Dates Regarding Affiliation and Academic/Local Inspection

Step -7) Payment of Security deposit (as per annexure - 10) within seven working days from the date of payment notice.

(1) Documents to be uploaded/submitted at the time of Application & also to be shown at the time of LIC

The Applicant shall present following supporting documents in original along with one copy, duly self-attested and other necessary information to the Local Inspection Committee. Supporting documents other than Affidavits shall be made and duly authenticated by the authorized signatory of Applicant or by the Head of the Institution.

- i. Fees challan copy of all necessary fees (as mentioned: Annexure – 7)
- ii. Building Plan of the Institution (Certificate-2) should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government/ UT (Annexure-13). The Institution should upload/submit two copies of Building Plan.
- iii. An Affidavit (Annexure -), on a Non-Judicial Stamp Paper/ e-stamp paper of Rs. 300/, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
- iv. Resolution of the Applicant Organization in Format (Annexure -).
- v. Certificate of Occupancy Certificate from the Competent Authority (as per standard format prescribed by the issuing Authority).
- vi. Certificate of Occupancy Certificate from the Competent Authority (as per standard format prescribed by the issuing Authority).
- vii. Certificate of Occupancy Certificate from the Competent Authority (as per standard format prescribed by the issuing Authority).
- viii. A valid Fire Safety Certificate issued by the Competent Authority.
- ix. A hard copy of the complete application as uploaded to Affiliation Portal.
- x. A 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.



- xi. In the case of a Company established under Section 8 of the 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.
- xii. Documents showing ownership of Land/ Building as per the provisions of Section 8 of the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Settlement Deed/ Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) (for a period of minimum 30 years) (including Commitment for continued lease) with at least live Lease of 5 years duration of programs at the time of submission of application.
- xiii. Certificate regarding Minority Status, if applicable at the time of application.
- xiv. Detailed Project Report (DPR).
- xv. 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.

In case, the Land documents are in vernacular Language, notarized English translation of the documents shall be produced.

(2) Documents to be submitted at the time of Local Inspection Committee

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

- i. Copy of the advertisement in one Gujarati, One English for recruitment of Principal/ Director and Faculty members.
- ii. Proof of provision of Internet bandwidth in Mbps
- iii. List giving titles of Books and Volumes of each purchased for the Library.
- iv. Copy of Invoice/ Cash Memo for Equipment and Library Books.
- v. Details of subscription of Journals as per Annexure-4 of this Approval Process Handbook.
- vi. Sanction of electrical load by electric supply provider Company.
- vii. A Certificate by an Architect, giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all-weather motorable approach roads.
- viii. Details of all other Educational Institutions run by the same Trust/ Society/ Company.
- ix. Video recording with brief outline of the Institute and its facilities (Front and Back side of the entire Institution Building(s) Internal portion of the Class Rooms, 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) as required by the committee shall be prepared in advance by Director/Principal and Video Recording of about 30 minutes shall be uploaded on YouTube and URL link shall be provided to GTU Affiliation portal.



LIST OF DOCUMENTS

01. Affidavit (as per prescribed format) on Rs. 300 stamp (For Govt./GIA Institutes Undertaking on letter-head.)
02. Challan copy of payment of necessary fees as per the fee structure.
03. Print out of Online Affiliation Portal's Report (duly signed by Principal/Director)
04. Necessary documents related to online report.
05. Copy of Endorsement's Letter of Principal/Director and all teaching staff.(For Govt./GIA Institutes appointment letter of DTE/Govt.)
06. Attested copy of Building Plan and Land documents.
07. CD/DVD of all submitted data in pdf format. (Institute code and name should be mentioned on CD/DVD.)
08. Approval letters of relative apex body i.e. AICTE/PCI/COA etc.
09. Only New Institute has to submit AICTE Part-1, Part-2 and Deficiency Report along with necessary documents without fail.



Flow Chart for establishment of New Technical Institute

