

**CHECK LIST FOR SUBMISSION OF PROPOSAL OF AN INSTITUTE /
COLLEGE FOR SEEKING AFFILIATION WITH
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Kashmere Gate, Delhi-110403 website: www.ipu.ac.in**

1. Registered Society / Trust (Details alongwith supporting document)
2. Allotment Papers of the **Permanent Campus** (PC)
3. Ownership Documents of PC - Registered sale deed/lease deed
4. Record of Possession of PC - To be verified through tax receipt (water/property tax / electricity bill / telephone connection)
5. Land use certificate of the confirming area (institutional land) from DDA or Competent Government Body.
6. Sanctioned plan of the built-up area of PC approved by DDA or Competent Government Body.
7. Actual built up area available in PC, exclusively for the proposed programme duly attested by the Authorized Signatory (permanent member) of the Society/Trust.
8. Constitution of Governing Body of the Society/Trust.
9. By laws or Memorandum of Association of the Society/Trust.
10. Safety Certificate of the Building of PC for establishment of an educational institution from the Competent Authority of the Government.
11. No Objection Certificate of State Government for PC/Programme with specific indication for affiliating University.
12. Approval of Statutory Body for PC / Programme(s).

Note:

- (i) All the above documents at the time of submission to the University should be duly attested by the Authorized Signatory of the Society / Trust.
- (ii) It is mandatory on the part of the Society / Trust:
 - To apprise the University about conduct of programmes / courses on the earmarked campus / institute in case it is an established organization catering programmes prior to seeking affiliation with this University. In case the institution is conducting programmes of any other University before affiliation of their institution with Guru Gobind Singh Indraprastha University, it has to be closed in a phased out manner and an undertaking subject to this effect will be submitted by the authorized signatory of the Society / Trust, also indicating that the Society / Trust promoting the institute shall abide by the rules and regulations of the University as and when required once affiliation is sought.
 - That an institution will not conduct any programme / course from the said campus affiliated to any other University once affiliation is granted by Guru Gobind Singh Indraprastha University for conduct of any programme.
 - The proposal is required to be submitted on the prescribed affiliation form of the University programme-wise (separately for each programme), which can be procured after submitting a receipt issued by Accounts Branch of the University on deposition of the requisite fee in the form of demand draft of Rs.10,000/- drawn in favour of Registrar, Guru Gobind Singh Indraprastha University. Institutions established / run by Central Govt., the Govt., State Govt., or fully funded by any of these bodies are exempted from submitting any fee for the affiliation form.
- (iii) The minimum size of the plot on which the building has been constructed shall not be less than 0.5 acres/ as per requirement of Statutory Body.
- (iv) Last date for submitting the application/proposal for consideration of provisional affiliation for session 2009-10 is 23rd March, 2009, 4:00 pm at Affiliation Branch, Room No.111, Administrative Block, GGSIP University, Kashmere Gate, Delhi-110403.