

List of Documents to be submitted along with LOI form

DOCUMENTS (SELF – ASSERTED) REQUIRED TO BE SUBMITTED FOR LOI ACCEPTANCE

1. Cover letter of an applicant institution.
2. Decision of Governing Body regarding to participate in QAA process
3. Document regarding to the Registration - Registered in the National Registry of Higher Education Provided - UGC*), Registered as per other areas, as applicable - Social Welfare Council, Office of the Company Registrar, Ministry of Education, Science and Technology, the evidence of establishment (Campus Statute/ Regulation/Act).
4. Decision of Governing Body on formation of IQAC, EMIS, and approval / endorsement of respective operational guidelines.
5. Letter of affiliations from respective university together together with the Evidences of regular renewal of academic programs from the affiliating university
6. Appointment/ Nomination letters of all the full time faculties and their JD/ToR.
7. Actual student enrollment record of last two academic years.
8. Annual Operating budget, with clear separation of research budget (5%) and institutional development budget (10%) if the institution is in leased property.
9. Strategic Plan (at least for the next 5 years).
10. Financial Audit Report of last three fiscal year.
11. Annual report of the last year of the campus.
12. Letter of recognition / list of approved programs from the respective professional council (applicable to the HEIs having professional programs) / and or from Medical Education Commission, in case HEI is offering programs of Health and Allied Sciences.
13. Organizational structure (organogram) of the institution, including of IQAC.
14. Official Declaration of CMC/BOD on non-existence of school-level programs, and programs under affiliation of different universities.
15. Copy of latest Accreditation Certificate, if accredited once.
16. Institutional Documents of showing VMGO of the institution
17. MOUs with International Academic Institutions, if any, (if claimed in the form above).
18. Awards / Certificate of recognition by Quality Assessing Agency, if any (if claimed in the form above).