

CHECK LIST OF REQUIRED DOCUMENTS FOR SANCTION OF NEW JUNIOR COLLEGES

Read thoroughly notification and guidelines.

1. Online fee paid challan with details.
2. A copy of order of registration of sponsoring society under societies Act, list of members alongwith constitution and by-laws of the educational society. **(Scan & upload)**
3. A copy of registered ownership document / Registered lease deed for the college building. **(Scan & upload)**
4. A copy of approved building plan of the college building.
5. A copy of the permission letter from the competent authority to construct the college building.
6. A copy of the registered owner ship/registered lease document towards play ground or tie-up with organization with documentary evidence and showing exclusive right of possession of the property for utilization for the purpose of playground.
7. A copy of the sanitary certificate in respect of the college building issued by the competent authority.
8. A copy of the structural soundness certificate in respect of the college building issued by competent authority.
9. A copy of Fire Safety Certificate in respect of college building issued by competent authority
10. A copy of No Objection Certificate to run junior college in respect of college building issued competent authority.
11. A copy of sketch of provision of parking area in case the facility with in the college premises or an agreement with the owner if it is situated in other premises in urban areas.
12. A copy of the sketch plan of the land for playground duly certified by the concerned MRO.
13. Photographs of the proposed college building as detailed in the conditions list. **(Scan & upload 2 photographs representing frontal & lateral view)**
14. Photograph of the Secretary / Correspondent. **(scan and upload)**
15. Evidence for providing separate toilets for girls, boys and staff. (Photographs and Sanitary Certificate)
16. Evidence for providing drinking water facility. (Photographs and Sanitary Certificate)
17. A copy of certificate from electricity department as an evidence for power supply to the college.
18. A copy of list of furniture adequate to the needs of the students.
19. A copy of list of laboratory equipment etc., of all the Science departments adequate to the need of the students.
20. A copy of equipment in computer facility centre.

21. A list of library books (text & reference books) adequate to the need of the students.
22. A copy of details of location (rural / urban / tribal agency) issued by MRO/Competent authority.

Note: The following documents have to be scanned and arranged in a sequence as details below.

1. Photograph of Secretary / Correspondent of the society.(in jpg format)
2. Society Registration document.
3. Registered own / Lease deed document of the building
4. 2 photographs of the building representing frontal and lateral views.

The above 4 files are to be uploaded onto the website of the BIE after obtaining user id and password. All the original documents of the checklist for verification and 2 sets of Xerox copies of the same should be submitted along with filled in downloaded application form to the RIO concerned on dates to be specified.

SECRETARY