

ACCREDITED WITH

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GRADE BY NAAC



Gujarat
Technological
University

INTERNATIONAL INNOVATIVE UNIVERSITY

AFFILIATION PUBLIC NOTICE

2026-27



GUJARAT TECHNOLOGICAL
UNIVERSITY

NR.VISHWAKARMA GOVERNMENT
ENGINEERING COLLEGE NR.VISAT
THREE ROADS, VISAT -
GANDHINAGAR HIGHWAY
CHANDKHEDA, AHMEDABAD -
382424 - GUJARAT



www.gtu.ac.in





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)

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Ref: GTU/AFFILIATION/AIC_LIC/2026-27/8819

Date:24/11/2025

Read: 1) Regulation No.14 , GTU Regulation 2017

2) Circular No : GTU/Affi/Affiliation Calendar/2026-27/2025/8627 Dt:15/11/2025

3) Circular “GTU/Affi/Pharmacy/2025/7967” Dt:14/10/2025

AFFILIATION PROCESS 2026-27 (LIC/AIC).

This is to inform to All Director/Principal of 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 2026-27. 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.

- | | |
|--|--|
| <ul style="list-style-type: none"> a) Setting Up New Technical Institutions. b) Extension of Affiliation. c) Extension of Affiliation for Three Years d) Change of Site / Location e) Closure of Institution / Programme/ Course f) Conversion of Women's Institution into Co-Ed Institution and Vice-versa. g) Conversion of Diploma Level into Degree Level and Vice-versa. h) Increase in Intake / Additional Course(s). i) Addition of Integrated /Dual Degree Course j) Fellowship program in Management k) Introducing / Continuing supernumerary seats for OCI/ PIO / FN | <ul style="list-style-type: none"> l) Introduction /Continuing seats for sons / Daughters of NRI m) Change in name of the course/Institute/Trust n) Addition New Programme o) Reduction in Intake p) Change in name of Institution q) Change in the name of University/De-Affiliation r) Change in name of the Trust /Society / Company s) Merger of the Institutions/Course. t) Application for the Minor/ Hons. Program |
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2) Important Dates Regarding Affiliation and Academic/Local Inspection

(Read: University Circular No : GTU/Affi/Affiliation Calendar/2026-27/2025/8627 Dt:15/11/2025)

Sr.No.	Particulars/Activities	Date
01	Data Filling and submission of application on Affiliation Portal	
	(a) For all Existing Institutes - which do not want to make any changes/variation	on or before to 17/01/2026
	(b) For all Existing Institutes - which want to make any changes/variation	on or before 02/02/2026
	(c) For New institutes of all Programmes	
02	Submission of Hard Copy along with affidavit by Institute	on or before 07/02/2026
03	Download deficiency report by Institute	on or before 14/02/2026
04	Submission of Compliance Report on Portal by Institute	on or before 19/02/2026
05	Submission of Hard Copy of Compliance Report along with affidavit by Institute	on or before 19/02/2026
06	Academic Inspection at Institutes	02/03/2026 to 13/04/2026
07	Dean Review Committee Meeting	15/04/2026 to 25/04/2026
08	Submission of compliance / representation by institute after Dean Review Committee's Recommendation (if any)	Not later than 05/05/2026
09	Last date for Grant of Affiliation of Existing Institutes (For BE/ME/BBA/BCA/B.Pharm/D.Pharm/M.Pharm)	09/05/2026 or the date when EOA received from concern council
10	Last date for Grant of Affiliation of Existing Institutes (For MBA/MCA/Diploma Engg./B. Des./B.I.D/B.Arch. and any others)	10/06/2026 or the date when EOA received from concern council
11	(a) Last date for Grant of Affiliation of New Institutes (For Pharmacy Program Only)	15/06/2026 or the date when EOA received from concern council
	(a) Last date for Grant of Affiliation of New Institutes (For all institutes (excluding Pharmacy))	31/07/2026 or the date when EOA received from concern council





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3) Important Instructions' Regarding Affiliation and Academic Inspection

For New Institute :-

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. 5900/- (including 18% GST) 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) LIC is mandatory for New Institute. (Campus LIC/AIC will be carried out, if institutes are in the same old campus.)

Step -8) New institute has to submit application details, deficiency report & all supportive documents if not submitted earlier at GTU till date for affiliation.

Step -9) New Institute has to submit AICTE Part-1, Part-2 and Deficiency Report along with necessary documents without fail.

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

Important Notes for New Institutes only:

- NOC / Consent of Affiliation will be issued **only for A.Y. 2026–27**.
- Institutes whose applications are considered by concerned council for **A.Y. 2027–28** must **re-apply to GTU** with applicable fees.
- Any **revision in prescribed fees** must be duly paid; otherwise, the application will not be processed.
- The issued NOC/Consent of Affiliation shall be valid **only for submission to the concerned Apex Body**. It is **mandatory** to obtain approval from the respective Apex Body, i.e., **AICTE / PCI / COA**, for the Academic Year 2026–27. Gujarat Technological University will conduct inspections as per prescribed norms prior to granting affiliation.





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For Existing Institute :-

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. 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.
4. 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.
5. Applicable fees and Security deposit shall be paid on payment link: <http://gtu.ac.in/page.aspx?p=Payment>.
6. Institute/College has to pay all the fees before submission of file at GTU as per the fees structure of GTU relevant academic year.
7. 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/to continue affiliation.
8. 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 :
9. Dean Review meeting will be held for the recommendation of Affiliation.
10. Any institute has to take prior approval from Concern council AICTE/PCI/COA etc.
11. The University shall not grant conditional/partial affiliation to any institutions.
12. It is mandatory to submit a copy of endorsement letters of Director/Principal along with all teaching staff in file (in case of SFI /GIA institutes). Govt. Institute has to submit copy of DTE Orders/Govt. Orders.
13. 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.
14. 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, refer University circular “Amendment in additional regulations for Affiliation/Endorsement dated 06/02/2021” on dated 16/10/2023.
15. As per 50th Academic council resolution new affiliation for Vocational courses (B.Voc. & D.Voc.) will not be granted form AY 2025-26 however existing institutes may continue their affiliation for AY 2026-27 with payment of applicable affiliation fees.
16. As per 54th Academic council resolution new affiliation for Bachelor of Interior Design (B.I.D.) program shall not be granted form AY 2026-27 as there is no mention of such courses in APH or COA. However existing institutes may continue their affiliation for AY 2026-27 with payment of applicable affiliation fees.
17. Institute/College has to attach all the supportive documents & evidence duly signed & stamped by Director/Principal.
18. 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).
19. At the time of file submission copy of AICTE/PCI/COA approval letter of the last year is required to submit.





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20. 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.
21. Institute has to update current mobile number which should be in working condition.
22. Institute has to update Faculty deficiency page.
23. Institute has to upload Institute details with duly filled and signed.
24. Institute has to attach/upload valid Fire Safety NOC certificate issued by competent authority.
25. Institute has to upload Land details and its copy with duly signed.

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.

[Signature]
24/11/20
Registrar

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

- | | |
|---|--|
| 1) Pharmacy : affi_bpharm@gtu.edu.in | 5) BCA : affi_bca@gtu.edu.in |
| 2) Engineering & Integrated Msc.IT : affi_be@gtu.edu.in | 6) MCA : affi_mca@gtu.edu.in |
| 3) Diploma & D.Arch.: affi_dip@gtu.edu.in | 7) MBA & HMCT: affi_mba@gtu.edu.in |
| 4) BBA, B.Design., M.Arch. & B.Arch. : affi_bba@gtu.edu.in | 8) 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 : Declaration for New Technical Institution
- 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 : Format of Certificate
- 9) Annexure - 9 : Fee Structure
- 10) Annexure - 10 : Security Deposit
- 11) Annexure - 11 : Instructions for Closure of Course/Institute
- 12) Annexure - 12 : Instructions for colleges which conferred Autonomous status by UGC
- 13) Annexure - 13 : Instructions for Grant of Affiliation for Three Years for Existing Institutes
- 14) Annexure - 14 : Instructions for AI Certification Course
- 15) Annexure - 15 : Instructions for Application for Minor / Honors Program
- 16) Annexure - 16 : Instructions For New establishment of Institute
- 17) Annexure - 17 : List of Documents/Checklist
- 18) Annexure - 18 : Declaration (Existing institute only)

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

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 :- +91 079-23267521/570 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)

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

Institute Code:

Name of Programme/Course :

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. 1. 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. 2026-27.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
6. 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 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:

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. 2026-27.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 discloseall 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

Declaration for New Technical Institution

I/We hereby declare and undertake the following:

- 1.I/We hereby undertake to produce or present the original documents related to land and building as and when required. I/We understand that failure to do so will result in GTU not granting affiliation.
- 2.I/We understand that the issued NOC / Consent of Affiliation shall be valid only for submission to the concerned council. GTU will conduct inspections as per GTU and concerned council norms before granting affiliation.
- 3.I/We understand that if the concerned council considers our application for the Academic Year 2027–28, we shall have to reapply to GTU with the applicable fees.
- 4.I/We hereby undertake that the faculty member(s), Principal, and/or Director assigned for Inspection Duty and/or as VC Nominee will be duly relieved by the institute to perform the said duties as per the instructions of the University. In the event that any faculty member, Principal, or Director refuses or fails to comply with the assigned duty, the institute shall seek an appropriate explanation from the concerned individual and, if necessary, initiate suitable action as deemed fit.
- 5.I/We hereby undertake to pay any difference amount arising from a revision in the prescribed fees. I/We further declare that I/We am/are fully aware that failure to pay the said difference amount will result in the application not being processed.
- 6.I/We hereby undertake to pay any difference amount arising from a revision in the penalties / additional fine. I/We further declare that I/We am/are fully aware that failure to pay the said difference amount will result in the application not being processed.
- 7.I/We hereby undertake to pay the applicable security deposit within 30 days of receiving the NOC from GTU.

Place: _____ Date: _____

Signature of Principal / Director

Name:

Name of the Institute:

Seal/Stamp of the Institute/College

Signature of Managing Trustee / Trustee

Name:

Name of the Trust:

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

(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 OF TRUST RESOLUTION

(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

FORMAT of 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
6. per the approved Building Plan.

Sl. No.	Room No	Room type (mention Class Room/ Laboratory/ Toilet, etc.)	Carpet area (in m2)	Completion of Flooring	Completion of Walls and painting	Completion Of Electrification and lighting

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

Plans approved by	
Approval Number	
Date of Approval	

Structural Stability Certificate

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 2026-27

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

(3) Passed by the 62nd BOG at its meeting held on 24.03.2025 agenda vide 62.12

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

1. New Institutes:

(A)	Registration Fees	:		Rs. 5900/-(including 18% GST)
(B)	Application Processing Fee	:	(i)	Rs.29,500/- (including 18% GST)
(C)	Inspection (LIC) Fees	:	(ii)	For Diploma Courses Rs.1,77,000/- (including 18% GST)
		:	(iii)	For UG and PG Courses Rs.2,36,000/-(including 18% GST)
(D)	Affiliation Fees	:		Rs. 29,500/- (including 18% GST)
(E)	Security Deposit	:		As per the GTU norms & Annexure – 10.

2. Existing Institutes:

(A)	Extension of Affiliation Application Fees	:		Rs. 29,500/- (including 18% GST) for all the institutes. (Course /Code wise) i.e. Engineering/ Diploma/ MBA/ MCA/ BBA/BCA/Architecture/ Pharmacy/ Diploma Pharmacy/Design/ Interior Design, Hotel Management and Catering Technology
(B)	Inspection (AIC) 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 Dt:17/12/2021.

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. 29,500/- (including 18% GST) for all the institutes.(Course / Code wise) i.e. Engineering/ Diploma/ MBA/ MCA/ Architecture/ Pharmacy/ Diploma Pharmacy/Design/Integrated/BBA/BCA)
(C)	Inspection (AIC) Fees	:	Rs. 29,500/- (including 18% GST) for all the institutes.
(D)	Security Deposit _ Student _ Closer	:	As per the GTU Norms (Refer Annexure-11)

4. Vocational Programme (s) (B. Voc. and D. Voc.) [For Existing Institutes only]

Read: (1) As per Resolution of 50th Academic Council Dt: 24/01/2025

(A)	Application Processing Fee	:	Rs. 29,500/- (including 18% GST) for all the institutes.
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(B) University Affiliation Fees to be charged from the Colleges in case of – Integrated Courses:-

Heads	(in INR)
Application Fee Integrated Courses	29,500/- (including 18% GST)
Inspection Fee per unit for each program (for Institute applying in A.Y. 2024-25)	29,500/- (including 18% GST)
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 Dt:17/12/2021.

4. Introduction of Minor/Honour degree in Emerging Area

(A)	Application Fee for Minor/Honour degree Programme	:	Rs.11,800/- (including 18% GST)
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- **Instructions for all institutes:**

- 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 2025-26 or earlier, institute has to pay an additional fine of Rs. 29,500/- (including 18% GST) for each year with the application.
- If the Institute fails to submit application for the year 2026-27 in due time, institute has to pay additional fine of Rs. 29,500/- (including 18% GST) with the application.
- Any revision in prescribed additional fine / penalty for the application must be duly paid; otherwise, the application will not be processed.
- Any revision in prescribed fees must be duly paid; otherwise, the application will not be processed.
- **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 Dt:09/10/2023

- All the upcoming new PPP/SFI institutes from academic year 2026-27 have to deposit certain amount as a security deposit mentioned as per below table .
- All PPP/SFI institutes already affiliated with GTU shall also have to pay the security deposit for introduction/addition of any new Programme in the institutes as per below table.

Programme	SecurityDeposit 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 encased 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/gtusitecirculares/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. 29,500/- (including 18% GST) 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 - 1) 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) Instructions for colleges which conferred Autonomous status by UGC

**Read: (1) Circular Ref: - GTU/ Affi/SOP- Autonomous /2024/ 8946
(2) Resolution of 50th Academic Council Dt: 24/12/2024**

Dt: 07/11/2024

Link:https://s3-ap-southeast-1.amazonaws.com/gtusitecirculares/uploadsSOP%20for%20Autonomus%20Colleges%20-%20Circular_863548_414543.pdf

- Institute which received autonomous endorsement by GTU and conferment by UGC need not required to pay extension of affiliation fees to GTU but has to apply and submit necessary details to the GTU for Affiliation as per above circular - Standard Operating Procedure '2024.

8) Instructions for Grant of Affiliation for Three Years for Existing Institutes which come under AICTE

Read: (1) Circular Ref: - GTU/Norms to grant affiliation for three years/2024/9980 Dt: 30/11/2024
(2) AICTE Approval Process Handbook 2024-27
(3) Resolution of 48th Academic Council Dt: 01/08/2024

Link: [https://s3-ap-southeast-1.amazonaws.com/gtusitecirculares/uploads](https://s3-ap-southeast-1.amazonaws.com/gtusitecirculares/uploads/Norms%20to%20Grant%20Affiliation%20for%20Three%20Years_0001_622365.pdf)
Norms%20to%20Grant%20Affiliation%20for%20Three%20Years_0001_622365.pdf

- Existing Institutes which come under AICTE may apply for Grant of Affiliation for Three Years as per above circular **NORMS TO GRANT AFFILIATION FOR THREE YEARS Dt: 30/11/2024.**

9) Instructions regarding faculty endorsement norms about mandatory requirements of Artificial Intelligence Certificate Course

Read: (1) Circular Ref: -GTU/Academic/AI-Certification2025/7889 Dt: 13/10/2025
(2) Resolution of 54th Academic Council Dt: 09/09/2025

Link:[https://s3-ap-southeast-](https://s3-ap-southeast-1.amazonaws.com/gtusitecircularg/uploads/Circular_AI_for%20All%20Faculty-combined_205037.pdf)

[1.amazonaws.com/gtusitecircularg/uploads/Circular_AI_for%20All%20Faculty-combined_205037.pdf](https://s3-ap-southeast-1.amazonaws.com/gtusitecircularg/uploads/Circular_AI_for%20All%20Faculty-combined_205037.pdf)

1. As per Academic Resolution no. 54.28 of 54th Academic Council Meeting dated 07/10/2025 & circular “Amendment to the Circular on Mandatory Certified Course of Artificial Intelligence in respective domain for All Faculty Members of Affiliated Institutes” dated 13/10/2025, it is mandatory requirement of completion & certificate course / training / FDP / workshop in Artificial Intelligence for Faculty endorsed in all GTU Affiliated Institute.
2. The AI course / training / FDP / workshop shall be of a minimum duration of one week and must be undertaken only from nationally or internationally recognized platforms or institutes such as SWAYAM, SWAYAM +, NPTEL, IITs, IIITs, IISc, AICTE Training and Learning (ATAL) FDP, GTU approved Training / FDP, Coursera, INFLIBNET, NITs / NITTTR / Central Universities etc.
3. The Course / training / workshop / FDP completed in the Academic Year 2024-25 onwards from these platforms / institutes shall be considered valid for the purpose of faculty endorsement.
4. During the Academic inspection conducted by the University, the institute shall disclose the details of its faculty members, clearly indicating the number of faculty members who have completed the AI course and the timeline of completion for the remaining faculty members which will be reviewed as per regular process of affiliation.

10) Instructions for Application for Minor / Honors Program

**Read: (1) Circular Ref: -GTU/FacultyNorms/Emerging Areas-Revised/2024/7622 Dt: 27/09/2024
(2) AICTE Letter about Minor / Hons. Degree- reg Dt: 27/03/2023**

Link:[https://s3-ap-southeast-](https://s3-ap-southeast-1.amazonaws.com/gtusitecirculars/uploads/Revised%20guidelines%20for%20%20Faculty%20Teaching%20Course%20in%20Emerging%20Area444467.pdf)

[1.amazonaws.com/gtusitecirculars/uploads/Revised%20guidelines%20for%20%20Faculty%20Teaching%20Course%20in%20Emerging%20Area444467.pdf](https://s3-ap-southeast-1.amazonaws.com/gtusitecirculars/uploads/Revised%20guidelines%20for%20%20Faculty%20Teaching%20Course%20in%20Emerging%20Area444467.pdf)

- Existing Degree Engineering Institutes (B.E.) can apply for new Minor / Honors Program which can be started from AY 2026-27 with payment of application fees Rs. 11800/- (eleven thousand eight hundred rupees only) (including 18 % GST)
- Institutes are informed to see GTU website frequently for the detailed guidelines / norms.

11) Important Instructions Regarding Affiliation and Local Inspection for the New Institutes

(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 – 9)
- ii. Building Plan of the Institution 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-8). The Institution should upload/submit two copies of Building Plan.
- iii. An Affidavit (Annexure -1), 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 Trust Applicant Organization in Format (Annexure -6).
- v. Copy of Occupancy Certificate from the Competent Authority (as per standard format prescribed by the issuing Authority).
- vi. A valid Fire Safety Certificate issued by the Competent Authority.
- vii. A hard copy of the complete application as uploaded to Affiliation Portal.
- viii. 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.
- ix. 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.
- x. 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.
- xi. Copy of certificate regarding Minority Status, if applicable at the time of application.
- xii. Copy of Detailed Project Report (DPR).
- xiii. 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

- 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 the norms of concerned council.
- 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 / CHECKLIST

Sr. No.	Name of Document	Yes/No
1.	Affidavit (as per prescribed format) on Rs. 300 stamp (For SFI Institutes only) OR Undertaking (For Govt./GIA Institutes only)	
2.	Challan copy of payment of necessary fees as per the fee structure.	
3.	Print out of Online Affiliation Portal's Report (duly signed by Principal/Director)	
4.	Trust registration copy and charity commissioner's order copy. (applicable to SFI)	
5.	Principal/ Director & Old_Principal / Director details with duly filled and Signed	
6.	Programme / courses details with duly filled and signed	
7.	Teaching staff / staff details with duly filled and signed	
8.	Copies of the endorsement letters of the Principal/Director and all currently working teaching staff (for SFI institutes only) OR Copies of the orders/letters issued by DTE/Government regarding appointments, promotions, transfers, relieving, etc., for all currently working teaching staff & Principal (for Government/GIA institutes only).	
9.	Copy of Declaration as per Annexure -3 (for New Institutes) OR Copy of Declaration as per Annexure -18 (for Existing Institutes)	
10.	Copy Update Placement details in https://affiliation.gtu.ac.in/Placement_Details.aspx & how many students are placed in Academic Year 2024-25? in https://affiliation.gtu.ac.in/S_ID_InstOtherDetails.aspx	
11.	Grant Received detail copy with duly signed.	
12.	Attested copy of Building Plan and Land Documents. (Only for New Institute)	
13.	Copy of certificate of registered architecture. (Annexure -8) (Only for New Institute)	
14.	Copies of the affiliation letters for all years from the year of establishment up to Academic Year 2015-16. (not applicable to institutes established on or after AY 2020-21)	
15.	Copies of the approval letters issued by the concerned councils (AICTE/PCI/COA, etc.) from the year of establishment up to Academic Year 2015-16. (not applicable to institutes established on or after AY 2020-21)	
16.	Copies of the endorsement letters of all teaching staff and the Principal/Director received from the year of establishment up to Academic Year 2019-20. (not applicable to institutes established on or after AY 2020-21; (applicable to SFI/GIA institutes only) OR Copies of the orders/letters issued by DTE/Government regarding appointments, promotions, transfers, relieving, etc., of all teaching staff and the Principal, from the year of establishment up to Academic Year 2019-20. (applicable to Govt. institutes only)	

I, hereby declare that I have checked that the above mentioned documents are uploaded in Affiliation portal & their hard copies are attached in the Affiliation Process AY 2026-27 file.

Place: _____ Date: _____

Signature of Principal / Director/Head of Institute

Name:

Name of the Institute (Institute Code) :

Seal/Stamp of the Institute/College



Declaration (Existing institute only)

I/We hereby declare and undertake the following:

1. I/We hereby undertake that I/We have read the GTU Circular “Amendment to the circular on mandatory certified course of Artificial Intelligence in respective domain for All Faculty members of Affiliated Institutes” dated 13/10/2025. As per the said circular, _____ faculty members have successfully completed the AI course out of the total endorsed faculties (in case of SFI/GIA Institute) _____ / total regular faculties (in case of Government Institute) _____.

Further, I/We undertake that the remaining _____ faculty members will complete the said course on or before _____.

2. I/We hereby undertake that the faculty member(s), Principal, and/or Director assigned for Inspection Duty and/or as VC Nominee will be duly relieved by the institute to perform the said duties as per the instructions of the University. In the event that any faculty member, Principal, or Director refuses or fails to comply with the assigned duty, the institute shall seek an appropriate explanation from the concerned individual and, if necessary, initiate suitable action as deemed fit.

3. I/We hereby undertake that the information regarding the designation, experience, educational qualifications, etc., has been duly updated in the Affiliation Portal up to date for all the currently working endorsed faculties and the endorsed Principal/Director (for SFI/GIA institutes only). Further, the details of faculties, Principal and Director who have left, been relieved, transferred or retired from the institute have also been duly deleted from the portal.

OR

3. I/We hereby undertake that the information regarding the designation, experience, educational qualifications, etc., has been duly updated in the Affiliation Portal up to date for all the currently working regular faculties and the Principal (for Government institutes only). Further, the details of faculties, Principal and Director who have left, been relieved, transferred or retired from the institute have also been duly deleted from the portal.

4. I/We hereby undertake to pay any difference amount arising from a revision in the prescribed fees. I/We further declare that I/We am/are fully aware that failure to pay the said difference amount will result in the application not being processed.

5. I/We hereby undertake to pay any difference amount arising from a revision in the penalties / additional fine. I/We further declare that I/We am/are fully aware that failure to pay the said difference amount will result in the application not being processed.

Place: _____ Date: _____

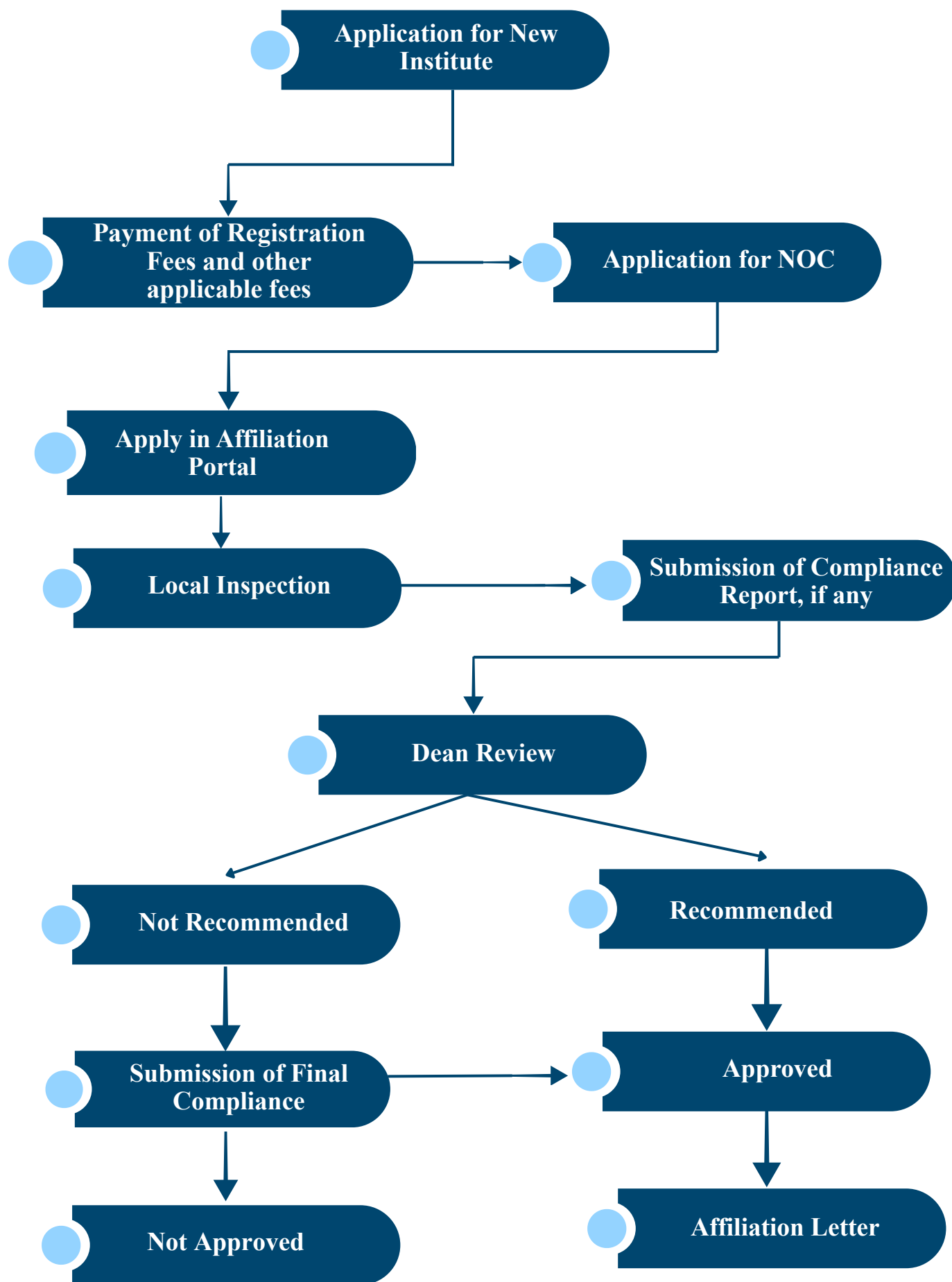
Signature of Principal / Director/Head of Institute

Name:

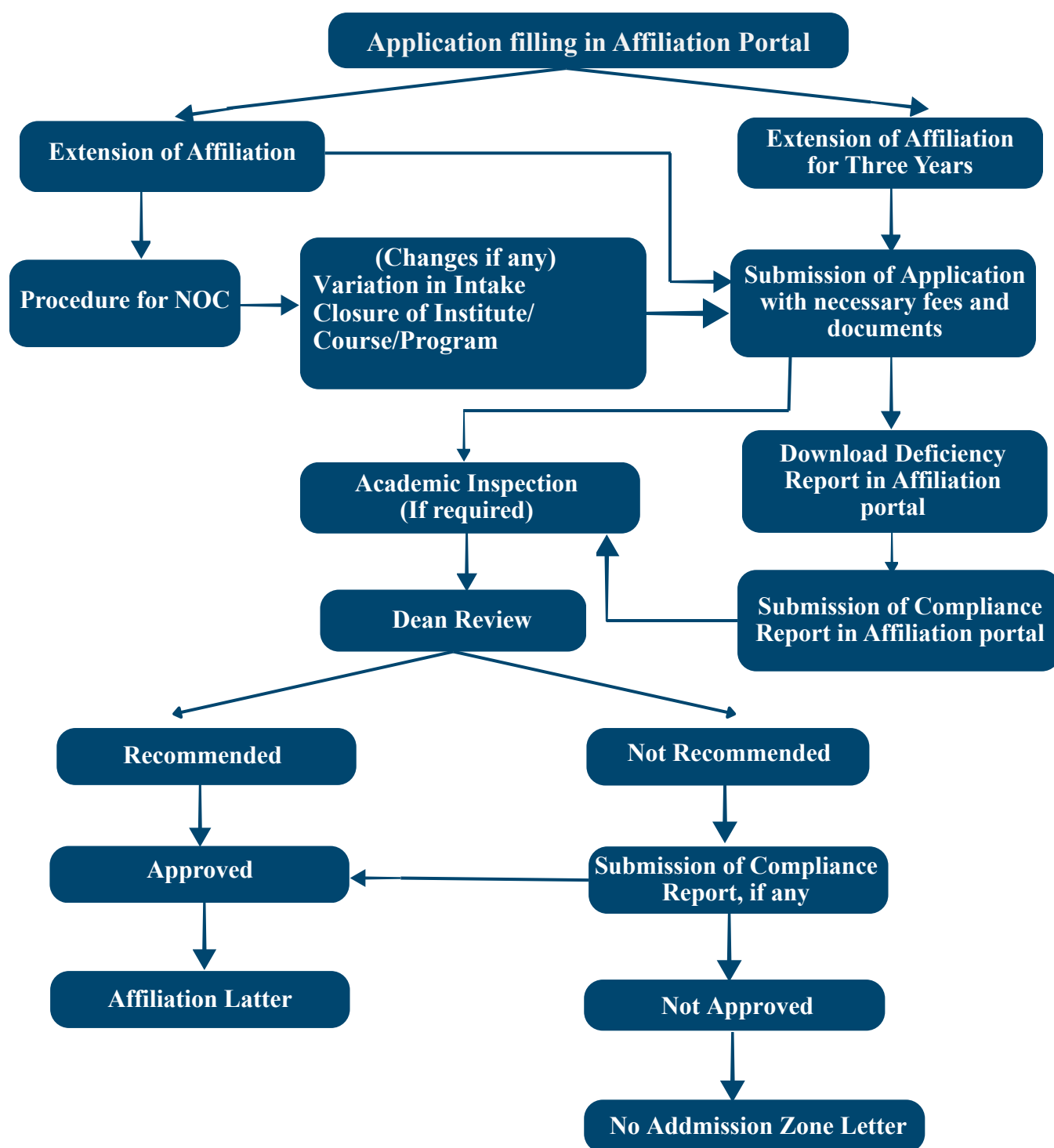
Name of the Institute (Institute Code) :

Seal/Stamp of the Institute/College

Affiliation Process Flow Chart for Establishment of New Institute



Affiliation Process Flow Chart for Existing Institute



A – Academic
F – Framework
F – For
I – Institutional
L – Linkage
I – In
A – Accreditation &
T – Transparent
I – Integration with
O – Organization
N – Network

