Subject: **Checklist of documents to be submitted by the institutions seeking NOC for Complete closure / Progressive closure.**

1. Format[5] and Format[19] with clear mention about provisions/ alternative arrangements made to take care of education of existing students studying in the Polytechnic / Institution in the Format as prescribed on the Web-Portal.

2. Resolution by the applicant Polytechnic / Institution, pertaining to application for closure of Institution in the Format[6] as prescribed by AICTE in Approval Process Handbook 2017-18.

3. Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non-teaching staff and Teaching Staff: Student ratio.

4. Details of the RPGF/ Joint FDR/ FD made with AICTE/ State Government/ University for establishment of the Polytechnic / Institution.

5. Status of Students already studying in the Polytechnic / Institution.

6. Status of Faculty and Staff in the Polytechnic / Institution and liabilities thereon.

7. Affidavit[2] to be submitted by the applicant on a non-Judicial Stamp paper of Rs. 100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner stating that the applicant has no liability with respect to faculty members, staff, students etc.

8. Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution.

9. Affidavit from the Chairman / President of the applicant Polytechnic / Institution as per the format(s) prescribed by the Board and circulated vide memo No. 3487/HSBTE dt. 22.12.2015.

10. Affidavit from the Chairman / President of the borrower institution identified as the alternative arrangement to take care of education of existing students studying in the Polytechnic / Institution as per the format(s) prescribed by the Board and circulated vide memo No. 3487/HSBTE dt. 22.12.2015.

11. Undertaking regarding handing over and taking over of complete data / record related to examination by the applicant institute to borrower institute.