

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

Will the Assistant Secretary (IT), HSBTE refer to the subject noted above?

Please find enclosed herewith a copy of checklist for closure of institute and closure of course duly approved by the competent authority to be submitted by the applicant institutes seeking NOC for Complete closure / Progressive closure / Course closure.

A copy of the above is forwarded to the Assistant Secretary (IT), HSBTE with the request to upload the proforma affidavits on the website of HSBTE.


Deputy Secretary
HSBTE, Panchkula

To

Assistant Secretary (IT),
HSBTE, Panchkula

U.O. No.

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/Aff./HSBTE

Dated: 08.01.2016

Checklist for closure of institute:

Name of the Institute

Year of opening of the institute

Year of start of academic session.

Year of last admission to the institute.

A. Checklist for office:		
Sr.No.	Contents	Response
1.	AICTE approval letter while opening the institute submitted	Yes/No
2.	AICTE approval letter for the year when proposal for closure submitted to HSBTE.	Yes/No
3.	Affiliation letter from HSBTE while opening the institute submitted	Yes/No
4.	Affiliation letter from HSBTE for the year when proposal for closure submitted to HSBTE.	Yes/No
5.	Type of closure	Progressive/complete
6.	Whether the condition of 6 year/ 4 years from the year of last admission in the institute or passing out of all students whichever is earlier is fulfilled.	Yes/No
7.	Proof of deposition of affiliation fee submitted.	Yes/No
8.	Proof of deposition of examination fee submitted.	Yes/No
9.	Whether format 3 (Resolution of society for closure of institute/course) as prescribed in AICTE Approval Process Hand Book submitted.	Yes/No
10.	Whether format 4 (regarding status of regular/reappear students) as prescribed in AICTE Approval Process Hand Book submitted.	Yes/No
11.	Whether format 5 (regarding status of regular/reappear students) as prescribed in AICTE Approval Process Hand Book submitted.	Yes/No
B. Checklist for information to be used by Lending Institute (closing):		
1.	Affidavit from Lending Institute (in case an institute intends to close before 6 Years/4 years) submitted	Yes/No (Annexure No.)

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2.	Undertaking regarding transfer of fee/security of students to be shifted to borrowing institute submitted	Yes/No (Annexure No.)
3.	Whether any court has barred it from closing its operations submitted	Yes/No (Annexure No.)
4.	What is the financial liability with the institute pertaining to faculty and/or affiliation fee and /or any other Government dues. Give details, if any.	Yes/No (Annexure No.)
5.	The institute shall deposit charges with HSBTE for issuing closure notice to be published in two national dailies.	Amount, DD No. (Annexure No.)

C. Checklist regarding status of students (for the institute)

1.	Year wise and Branch wise status of regular and reappear students admitted to institute/course.	Yes/No (Annexure No.)
2.	Rearrangement of regular/reappear students submitted.	Yes/No (Annexure No.)
3.	Proof of consent of students regarding shifting to another institute submitted.	Yes/No (Annexure No.)

D. Checklist regarding information from borrowing institute:

1.	Whether Affidavit of acceptance from borrowing institute submitted.	Yes/No (Annexure No.)
2.	Year wise and branch wise status of vacant seats to accommodate new students as per AICTE norms submitted.	Yes/No (Annexure No.)
3.	Undertaking for acceptance of new students regarding conduct of their examination and certification submitted.	Yes/No (Annexure No.)
4.	Undertaking or letter of acceptance of fee/security of new students and that no extra fee will be charged from these students submitted.	Yes/No (Annexure No.)
5.	Confirmation of no dues pending with HSBTE submitted.	Yes/No (Annexure No.)

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Checklist for Closure of Course:

Name of the Institute

Year of opening of the institute

Year of start of academic session.

Name of course(s) to be closed.

Year of start of Admission to the course (s) to be closed.

Year of last admission to the course (s) to be closed.

A. Checklist for office:		
Sr.No.	Contents	Response
1.	AICTE approval letter for the year when the course to be closed submitted.	Yes/No
2.	Whether the condition of 6 year/ 4 years from the year of last admission in the course or passing out of all students whichever is earlier is fulfilled.	Yes/No
3.	Whether format 3 (Resolution of society for closure of institute/course) as prescribed in AICTE Approval Process Hand Book submitted.	Yes/No
4.	Whether format 4 (regarding status of regular/reappear students) as prescribed in AICTE Approval Process Hand Book submitted.	Yes/No
5.	Whether format 5 (regarding status of regular/reappear students) as prescribed in AICTE Approval Process Hand Book submitted.	Yes/No
B. Checklist regarding status of students:		
1.	Year wise and Branch wise status of regular and reappear students admitted to the course submitted.	Yes/No (Annexure No.)
2.	Rearrangement of regular/reappear students submitted.	Yes/No (Annexure No.)

