



Circular

- All the institute head/trustees are informed that now onwards for closure of institute/course, institute has to deposit Rs. 5000/- per enrolled/existing student.
- Once, the enrolled students count found NIL & AICTE approved Closure in particular closure as per application, then GTU will release the deposited amount.
- In addition, following list of documents require along with hard copy/file.

▪ Required Document For Closure of Course / Institute :

- Rs. 25,000/- for application fee - **non refundable** (set off against affiliation file application processing fees).
- Resolution by the applicant Institution, pertaining to application for closure of Institution / Course in the format as prescribed on the web portal.
- Teaching and Non-Teaching staff resignation letter copy.
- All Student original application in hand written for college transfer with both college NOC. All student means present study + detain students+ previous year admitted student on roll but not cancelled its admission till today.
- Rs. 100/- non-judicial stamp paper affidavit duly sworn before first class Judicial Magistrate or Notary or an Oath Commissioner to be submitted by the Institution its contains cover :-
 1. Consequently, here I declare that the Trust is responsible for
 - The Education & Exam Related Work.
 - Administrative issues of students & all Staff (Teaching and Non Teaching).
 2. There is no any court case is pending against AICTE/ GTU.
 3. There is no any Ragging case is pending.
 4. There is no any punishable action taken by AICTE / GTU regarding non Compliance of norms.
 - Last academic year AICTE Approval letter.
 - Last academic year PCI / COA approval letter.

Sd/-
Registrar