

## **Documents required to fill online PAR :**

1. Institutions concerned, firstly shall get registered its faculty, that will lead into a unique number generation for each faculty. It will need the updating of all necessary/relevant educational documents service records, photograph etc. It will be sole responsibility of the institution to get registered of its faculty, with the correct details.
2. Only such faculty will be shown which are registered into the login of the institution. Institution shall fetch the data in the grid shown in the faculty details page and download it into excel format, get it verified from the concerned affiliating body (University/Board/SCERT) and get it uploaded.
3. The institution or society shall furnish an affidavit on Rs. 100 stamp paper duly attested, by Oath Commissioner or Notary Public stating the precise location of the land (Khasra number, village, district, state, etc.), the total area in possession.
4. Land record documents (**CLU, registration copy, Land Use Certificate, Mutation Certificate**)
5. Non-Encumbrance Certificate (NEC)
6. Building Completion Certificate (BCC)
7. Building Plan
8. Faculty details in the given template for the session 2018-19 and as on date.
9. Student details in the given format
10. Student attendance records (Academic Session 2018-19)
11. Society/Trust/Company registration proof, if applicable.
12. Non-profit company affidavit, if applicable.
13. President/Vice-President/Members details in the given format.
14. NCTE recognition order/s, withdrawal order/s, restoration order/s, court order/s, whichever applicable.
15. Balance sheet as on the last date of the financial year (2018-19 i.e. 01/04/18 - 31/03/19)
16. Income and expenditure account for the financial year (2018-19 i.e. 01/04/18 - 31/03/19)
17. Receipt and payment account for the financial year (2018-19 i.e. 01/04/18 - 31/03/19)
18. Academic Calendar (Session 2018-19)
19. Website screen shot of the information required
20. Photos of the Institutions building (Front view, Rear view, Multipurpose hall, Library, Labs, Playground)