

## **Standard Operating Procedure (SOP) for No Objection Certificate (NOC)**

### **For Institute Profile Verification under Aikyashree Scholarship Scheme**

#### ➤ **Purpose of NOC**

The NOC serves as a declaration that the institute has no legal or administrative objections to operate and is recognized by the appropriate authority to run academic programs eligible under the Aikyashree Scholarship Scheme.

#### ➤ **Applicability**

The NOC requirement is applicable to all **private institutes** seeking to participate in the scholarship programme. Government or government-aided institutions are exempted unless specified otherwise.

#### ➤ **Issuing Authority**

The NOC must be issued by the **competent educational authority** such as:

- State Education Department
- University/Board (as applicable)
- Relevant Regulatory Body (e.g., WBBSE, WBCHSE, MAKAUT, etc.)

#### ➤ **NOC Validity Period**

The NOC should clearly mention the **validity period**, i.e., **From (Date) to (Date)**.

- An expired NOC is not considered valid.
- Institutes must ensure timely renewal and submission of updated NOC.

#### ➤ **Submission of NOC**

- A copy of the valid NOC must be uploaded on the **Institute Profile Page** of the scholarship portal.
- Physical copies may be submitted to the District Education Officer if required.

#### ➤ **District-Level Verification**

During profile updation, District Authorities must:

- Verify the **authenticity** of the NOC document.
- Confirm that the **validity period covers the current academic session**.
- Cross-check whether the issuing body is competent and authorized.

#### ➤ **NOC Not Available (NA)**

- If an institute is **exempted from NOC or permanent NOC**, the status should be marked as **N.A. (Not Applicable)**

#### ➤ **Non-Compliance**

- Institutes failing to produce a valid NOC will be **ineligible for inclusion** under the scholarship scheme for the session.
- Applications from such institutes shall not be processed further unless compliance is ensured.

Only after successful NOC verification, the institute profile can be approved.