

FORMAT FOR COMPLIANCE REPORT

1 i) Name and Address of the Institution

Name		
Address	Permanent Location as approved by AICTE	Temporary Location (if applicable)
Village		
Taluk		
District		
Pin Code		
State		
STD Code		Phone No:
Fax No.		E-Mail:
Web site		
Nearest Rly Station		
Nearest Airport		

1 ii) Whether the institution is operating at temporary location (if so provide details of permanent location alongwith survey no.)?

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2 i) Name and Address of the Society / Trust

Name			
Address			
Pin Code		STD Code	
Phone No.		Fax No.	
E-Mail		Web site	

2 ii) Brief details regarding background of the Trust/Society, Governing body members, etc.

3 Name and Designation of the Head of the Institution (Principal / Director)

Name					
Designation		Qualification & Experience	Highest Degree	Specialization	Total Experience
STD Code		Phone No. (O)	Fax No.		
STD Code		Phone No. (R)	Fax No.		
E-Mail		Mobile No.			

4. Type of Technical Institution (Tick ✓ whichever is applicable)

- i) University Dept./Constituent College of University/Deemed to be University
- ii) Central / State Government
- iii) Government Aided
- iv) Self-Financing (Minority)
- v) Self-Financing (Non-Minority)
- vi) Any other (Please specify)

5. Information on Establishment of the Institution

- i) Year of Establishment _____
- ii) Date on which first approval was accorded by the Council _____
- iii) Year of Commencement of the first batch _____
- iv) Details of Last extension letter with year of approval _____

6. Whether there is any change of Name of the Institution, Society / Trust and Location of the Institution after AICTE approval? If yes, enclose details

- | | | | | | |
|------|--|-----|--------------------------|----|--------------------------|
| i) | Whether the name of the Society has been changed
If yes, give details | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ii) | Whether the composition of the Society has been changed
If yes, give details | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| iii) | Whether the name of the Institution has been changed
If yes, give details | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| iv) | Whether the Institution is functioning at temporary site
If yes, give details | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| v) | Whether the Institution has changed its permanent location
If yes, give details | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

7. i) Whether there is any Court Case filed by the Institution against AICTE which is in progress? (Please tick (√) appropriate box)

Yes No

If yes, then give details with name of the Court, Writ Petition No. Subject Matter and Latest Status.

7. ii) Whether there is any case of Malpractices / Complaints/ or being penalized on account of non-submission of compliance within the cut-off-date, making excess admissions etc. against the Institution ? if yes, provide details

10. Whether the Institution is sharing its facilities / premises with any other Institution or running any unapproved Programmes? If yes, give details.

Yes

No

A. Name of the other Institutions, which are sharing the facilities

B. Unapproved course(s) functioning in the college premises, its duration and intake

S. No.	Courses	Approving Authority	Affiliating Body	Degree / Diploma / Certificate	Duration (Years)	Sanctioned Intake	Actual Admissions during 2010-11
TOTAL							

11. Status of Compliance of Specific Conditions / Deficiencies Communicated in the Last Approval/Extension of Approval by AICTE.

S.No.	Deficiencies Communicated / Specific Conditions	Compliance Report

12 ii) (c) Information about stability of the Faculty (separately for each Programme).

S. No.	Programme	Category	Period of appointment				Total
			Less than 6 Months	Between 6 Months to 1 year	Between 2 to 3 years	More than 3 years	
		HOD					
		Senior Lecturer					
		Lecturers					

12 ii) (d) Mode of selection of faculty and staff:

Name of the newspapers in which advertisements are placed and their circulation status

Constitution of the selection committee

Whether University representative is invited in the selection committee meeting. Yes No

21. Instructional Area for the existing programme(s)

Particulars	Number of rooms		Carpet area of each room	
	Requirement as per norms	Available in the institution	Requirement as per norms	Available in the Institution (Sq.M)
Class Rooms				
Tutorial Hall				
Drawing Hall (*)				
Computer Centre				
Library				
Laboratories & workshops				
Total				

Whether any academic activity is being carried out in the basement
If yes, give details.

Yes No

❖ Whether a barrier free environment has been created in the building for Physically challenged persons. Yes No

❖ Whether the Classrooms, Tutorial hall, Drawing hall, Computer centre, Library, Laboratory and workshops are well equipped for the existing courses. Yes No

22. Land Availability

Land Category (Rural/ District Head Quarter/ State Capital/ Metropolitan city)	Area required as per Land Category (Acres)	Total Area available (Acres)

(a) Whether the said land is demarcated by fencing/ boundary wall for the institution (Tick ✓ appropriate box) Yes No

(b) Whether the land is contiguous (Tick ✓ appropriate box) Yes No

If Not, Number of plots Distance between the plots (Sq.M)

(c) Whether the surroundings of the institution are suitable for educational purpose. Yes No

23. Availability of other facilities:

S.No.	Parameter	Availability
1	All Weather Approach Road (cemented / kuchha)	
2	Potable Water Supply System (own bore well / municipal corporation)	
3	Electrical Generator (5kv, 5-10 kv, 10-15 kv, more than 20 kv)	
4	Students' Canteen	
5	Students' Common Room (Boys / Girls)	
6	Hostel with intake capacity	Boys <input type="text"/> Girls <input type="text"/>
	If no hostel facility is available, whether arrangements have been made for boarding and lodging of students near to the institution, if yes mode of travel from the place of stay to the institution	
7	Principal's Quarters	
8	Digital Library	
9	Quarters for Faculty	
10	Guest House	
11	Parking facilities	

12	Medical facilities (full time / part time doctor / dispensary)	
13	Insurance facilities	
14	Telephone booth	
15	Gymnasium /indoor / outdoor stadium	
16	Rainwater-harvesting facilities are available	
17	Post office facility	
18	Bank facility	
19	Transport facility for day scholars	
20.	Reprographic facilities in the Institutions.	
21.	Barrier free environment for physically challenged.	

24. Fee Structure of the Institution

S.No.	Category	General quota		Management quota	
		Fixed by the State Fee Committee	Being charged by the Institution	Fixed by the State Fee Committee	Being charged by the Institution
1.	Tuition and devp.Fee				
2.	Caution money				
3.	University fee				
4.	Hostel fee (Rent etc.)				
5.	Transport fees				
6.	Dress fee				
7.	Any other fee				
Total Fee					

25. Financial Position

(i) Whether applicant has opened a bank account in the name of the Society/ Trust for the existing institution Yes No

(ii) Source of income & expenditure during the last year

S.No.	Source of Income	Rs. (in lakhs)	Expenditure during the last year	Rs. (in lakhs)
1.	Central Government		Salary of Full-Time Faculty	
2.	State Government		Salary for Visiting/Adjunct faculty	
3.	University Grants Commission		Salary of Non-Teaching Staff	
4.	Other Central/State Govt. Bodies		Library	
5.	Private Trust		Computer Centre	
6.	Donations		Equipments Labs and Workshops	
7.	Student Fees		Building	
8.	Internal Revenue Generation		Others (please specify)	
9.	Others (please specify)			
Total				

(iii) **Details of Operational funds**

S.No.	Name of Bank With Branch & Full Address	Account No.	Cash Balance (in lakhs)	FDR, if any (Excluding joint FDR submitted to AICTE)	Total Amount (in lakhs)

Declaration:

It is certified that:

- a) Existing Courses are being conducted as per norms, standards and guidelines of the AICTE.
- b) All the physical deficiencies stated in the last approval letter have been complied with.
- c) The AICTE pay scales are being paid to the faculty members.
- d) The admissions are made on merit and no capitation fee or donation of any kind is charged for admission.
- e) The teaching faculty has been recruited as per qualifications and experience laid down by AICTE.
- f) The tuition and the other fees are being charges as prescribed by the Competent Authority.
- g) No new course has been started (since the last approval by AICTE) without prior approval of AICTE.
- h) The institution is not running any courses not approved by AICTE in the premises of the AICTE approved institution.
- h) The intake in any of the AICTE approved course has not been increased beyond the sanctioned intake, without prior approval of AICTE.

I/We solemnly declare that no information has been withheld and all the information provided in this Compliance Report is correct. If any information is found to be incorrect or false, I/We understand that proposal shall be liable for rejection.

Date:

**Name and Signature of the Authorized
Signatory of the institution with seal**

Place:.....

List of annexure to be submitted along with the Compliance Report

- a. Copy of Mandatory Disclosure.**
- b. Correspondence related to AICTE Approval.**
 - Copy of the first approval of AICTE
 - Copies of subsequent extension of approval letters of AICTE
 - Latest Affiliation of University
 - Details of reduction in intake last year, if any.
 - Documents related to penal action against the Institution by the University/State/AICTE last year, if any
- c. Faculty and Staff**
 - Copies of appointment letters of the Faculty Members and other Staff of the Institution along with the terms and conditions of appointment.
 - Name of the Principal/Director-Date of Joining and Experience details.

- List of Faculty Members appointed discipline-wise with qualification, designation, date of joining.
 - List of Faculty Members deputed for higher studies in the last two years (with proof)
 - List of Papers published in National / International Journals by the Faculty Members in the last two years (copies to be furnished)
 - List of Books / Text Books written by the Faculty in the last two years, if any
 - List of Faculty Members who attended Summer/Winter School in the last two years (if any).
 - List of R&D, Consultancy Project undertaken by Faculty in the last two years with utilization details.
 - Acquittance roll of Faculty / Non-teaching staff for the current and previous year
 - Salary register of faculty/proof of salary paid to the staff along with TDS records.
- d. Land and Building**
- A copy of original Land document.
 - Approved Plan of the building with total area of built up space
 - Building Completion Certificate
 - Details of proposed/under construction area. (if any)
 - Plot no. and addresses of the owner of the land surrounding the institution (i.e. front, back, to the left, to the right)
- e. Finance**
- Audited Statement of accounts of the institution
 - Latest bank statement, funds available in the FDR and Saving Account/Current Account
 - Purchase register-all the equipment/books/furniture etc., copy of the last 5 pages to be submitted.
 - A copy of fee receipts with details of the fee being charged from the students.
 - TDS Certificate in respect of the Income Tax deducted from salary of faculty members.
- f. Library, Computers and Equipment – Course-wise**
- Stock Register of Library Books (copies of last five pages to be submitted)
 - Usage register of books (copies of last five pages),
 - Stock registers of Computers, equipment
 - Internet facility, (Type and bandwidth details)
 - Copies of Cover page of all journals (last six months) Cover Page of all Journals to bear the stamp of the institution.
- g. Students**
- Course-wise number of Students admitted in the previous year.
 - Percentage of Pass in each course for the last three years. (A copy of the affiliating University Results of the last three years to be provided.)
- h. Photographs and Video CD**
- All Institutions are required to submit a group photograph with name underneath of all the faculty members and staff (Technical and Non-Technical, etc. separately) along with the head of the Institution.
 - Photograph (color) of the building attested by the Chairman/Secretary of the Trust/Society.