

# **FORMAT OF MANDATORY DISCLOSURES ( FOR ENGINEERING/PHARMACY DIPLOMA PROGRAMMES)**

## **I. THE INSTITUTION**

Name and Address including telephone, Fax, e-mail and website . Office hours, Academic hours

Nearest railway station , distance in km.

## **II. NAME & ADDRESS OF THE DIRECTOR/PRINCIPAL**

Address including telephone, Fax, mobile no. and e-mail.

## **III. NAME OF THE AFFILIATING UNIVERSITY**

## **IV. GOVERNANCE**

Name of the society running the institution

Members of the Board and their brief background

Members of Academic Advisory Body

Frequency of the Board Meetings and Academic Advisory Body

Organizational chart and processes

Nature and Extent of involvement of faculty and students in academic affairs/improvements

Mechanism/Norms & Procedure for democratic/good Governance

Grievance redressal mechanism for faculty, staff and students

## **V. PROGRAMMES**

Name of the Programmes approved by the AICTE

(For each Programme the following details are to be given:)

Name

Number of seats

Duration

Cut off mark/rank for admission during the last three years

Placement Facilities

Campus placement in last three years with minimum salary, maximum salary and average salary

## **VI.FACULTY**

Branch wise list of faculty members:

Permanent Faculty

Visiting Faculty

Contract Faculty

Guest Faculty

Permanent Faculty: Student Ratio

Number of faculty employed and left during the last three years

For each Faculty give a page covering

(Attach separate sheet for each faculty along with photograph/signature)

1. Name

2. Date of Birth

3. Educational Qualification

4. Work Experience

- Teaching
- Research
- Industry
- Others

5. Area of Specializations

6. Subjects teaching

7. Total teaching hour per week

8. No. of Books published with details.. if any .

9. Date of joining the institute

10. Salary per month

Photograph of  
faculty

Signature faculty

## **VII. PROFILE OF DIRECTOR/PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED**

(Attach separate sheet along with photograph/signature)

## **VIII. FEE**

Details of fee, charged by Institution per semester.

Time schedule for payment of fee for the entire programme.

No. of Fee waivers granted with amount and name of students.

Number of scholarship offered by the institute, duration and amount

Estimated cost of Boarding and Lodging in Hostels.

## **IX. ADMISSION**

Number of seats sanctioned with the year of approval.

Number of students admitted under various categories branch wise each year in the last three years.

Number of applications received during last two years for admission under Management Quota and number admitted.

Mention the cut-off levels of percentage /merit scores of the candidates admitted for the last three years.

List of candidates who have applied along with percentage and percentile score for Management quota seats.

Composition of selection team for admission under Management Quota with the brief profiles of members

List of candidates who have been offered admission.

Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates.

List of the candidates who joined within the date, vacancy position in each category before operation of waiting list.

## **XV. INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE**

### **LIBRARY:**

Number of books/Titles/Journals available (programme-wise) in Library

List of National/International Journals subscribed.

E-Library facilities

### **LABORATORY:**

For each Laboratory

List of Major Equipment/Facilities

List of Experimental Setup

### **COMPUTING FACILITIES:**

Number and Configuration of Systems

Total number of systems connected by LAN

Total number of systems connected to WAN

Internet bandwidth

Major software packages available

Special purpose facilities available

### **Class Rooms Workshop and Others**

List of facilities available in workshop

Games and Sports Facilities

Extra Curriculum Activities

Soft Skill Development Facilities

Number of Classrooms and size of each

Number of Tutorial rooms and size of each

Number of laboratories and size of each

Number of drawing halls and size of each

Number of Computer Centers with capacity of each

Central Examination Facility, Number of rooms and capacity of each.  
No. of boys hostel and their capacity  
No. of girls hostel and their capacity  
Medical facilities  
Student insurance