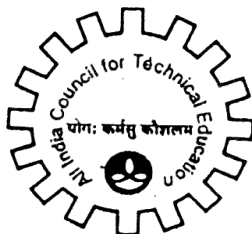


# ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

## Format for Compliance Report for the year 2009-2010 to be submitted alongwith Mandatory Disclosure

- *Last date of submission of Compliance Report – 31/08/2009*
- *Compliance Report to be submitted at the concerned Regional Office.*
- *Alongwith Data Sheet for extension of approval*



**All India Council For Technical Education  
7<sup>th</sup> Floor Chanderlok Building, Janpath, New Delhi - 110001**

**Phone: (011) 23724151 to 23724157 Fax: (011) 23724162/74/76**

**Website: [www.aicte.ernet.in](http://www.aicte.ernet.in)**

### *Important information for filling up the compliance report*

- *The institution is required to submit two copies of the Compliance Report as per prescribed format along with mandatory disclosure to the concerned Regional Office latest by 31<sup>st</sup> August 2008.*
- *The Compliance Report should be submitted alongwith a processing fee of Rs. 50,000/- in the form of demand draft in the favour of Member Secretary, AICTE, payable at New Delhi. The compliance reports without the processing fee will not be accepted.*
- *The information in the compliance report should be filled up strictly as per the prescribed format. Compliance Reports with incomplete information will not be accepted.*
- *All the annexures should be indexed with page numbers and signed by the authorized signatory of the institution.*

# FORMAT FOR COMPLIANCE REPORT

All the existing technical institutions are required to submit the following information both in the form of hard and soft copy by 31/08/2009.

**1 i) Name and Address of the Institution**

<b>Name</b>	Andhra Loyola College		
<b>Address</b>	<b>Permanent Location as approved by AICTE</b>	<b>Temporary Location (if applicable)</b>	
<b>Village</b>	Govt. Polytechnic Post Office		
<b>Taluk</b>	VIJAYAWADA		
<b>District</b>	Krishna		
<b>Pin Code</b>	520 008		
<b>State</b>	Andhra Pradesh		
<b>STD Code</b>	0866	<b>Phone No:</b> 2474902	
<b>Fax No.</b>	0866-2486084	<b>E-Mail:</b> contactalc@gmail.com	
<b>Nearest Rly Station</b>	Vijayawada		
<b>Nearest Airport</b>	Vijayawada ( Gannavaram)		
<b>Web site</b>	www.andhraloyolacollege.ac.in		
<b>File No with date of first approval :</b> 411/AP/-18/APR(CS)/BOS/95, 11 September95			

**1 ii) Information regarding Mandatory Disclosure:**

- a) Whether the Mandatory Disclosure is hoisted on the institutional website: yes  No
- b) If yes, web-site address on which Mandatory Disclosure is available: www.andhra loyolacollege.ac.in\_
- c) Whether the faculty information provided in the Mandatory Disclosure is same as being submitted in the Compliance Report. Yes  No
- d) Whether the information provided in the Mandatory Disclosure is being regularly updated.  
 Yes  No  , Date on which the Mandatory Disclosure was last updated: \_30.06.2009\_

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

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**2 i) Name and Address of the Society / Trust**

<b>Name</b>	Loyola College Society, Guntur – Vijayawada		
<b>Address</b>	Andhra Loyola College, VIJAYAWADA – 520 008 ANDHRA PRADESH		
<b>Pin Code</b>	520 008	<b>STD Code</b>	0866
<b>Phone No.</b>	0866-2476329	<b>Fax No.</b>	0866-2486084
<b>E-Mail</b>		<b>Web site</b>	

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

Loyola College Society, Guntur- Vijayawada was established in 1953, run by Andhra Province Jesuits

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

<b>Name</b>	Dr.N.V.Ramana Murty				
<b>Designation</b>	DIRECTOR	<b>Qualification &amp; Experience</b> :M.Sc.,M.Phil.,Ph.D, 17 years (Teaching)	<b>Highest Degree</b>	<b>Specialization</b>	<b>Total Experience</b>
		<b>Date of Birth:</b> 14.11.1959	Ph.D	Mathematics	17 years
<b>STD Code</b>	0866	<b>Phone No.</b> (O)2474902	<b>Fax No.</b>	2486084	
<b>STD Code</b>		<b>Phone No. (R)</b>	<b>Fax No.</b>		
<b>E-Mail</b>	Raman92in@yahoo.co.in	<b>Mobile No.</b>	<b>Date of joining the institution:</b> 18.06.08		

**4. Type of Technical Institution (Tick  $\checkmark$  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 1994-95
- ii) Date on which first approval was accorded by the Council AP-18/APR(cs)/BOS/95, 11-09-95
- iii) Year of Commencement of the first batch 1994-95
- iv) Details of Last extension letter with year of approval AP-18/ET-APR(CS)/95, 26.05.2008

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

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**NO**

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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

**NIL**

8. Name and Address of the Affiliating University

<b>Name</b>	Acharya Nagarjuna University		
<b>Address</b>	Nagarjuna Nagar Nambur Guntur Dt. Andhra Pradesh		
<b>Pin Code</b>	522510	<b>Period of Affiliation</b>	2009-10
<b>STD Code</b>	08632	<b>Phone No.</b>	08632-293269
<b>Fax No.</b>	08632-293320	<b>E-Mail/ Web site</b>	Registrar@nagarjunauniversity.ac.in

9. i) AICTE approved existing course(s) of study during academic year 2009-2010

			AICTE Approved Intake during last 4 years								Status of Accreditation (Validity period)
Courses	1 <sup>st</sup> Year of approval by AICTE (give approval ref. no. & date)	2008-2009		2007-2008		2006-2007		2005-2006			
		Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions		
UG(FT)											
UG(PT)											
PG(FT)	MCA	1994-95	60	60	60	60	60	60	60	60	2009-2010
PG(PT)											

FT: Full Time, PT: Part Time

9. ii) Whether any excess admissions over and above the sanctioned strength are made ? If yes, give details. No Excess Admissions

S. No.	Courses	Sanctioned Intake 2008-2009	Actual Admissions	No. of Excess Admissions	Reasons
<b>NOT APPLICABLE</b>					

9 iii) Is the Institution offering M. Phil or a Doctoral programmes ? if yes, give details NO

S. No.	Program	Specialization	Intake
<b>NOT APPLICABLE</b>			

10. i) 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

\_\_\_\_\_ **NOT APPLICABLE** \_\_\_\_\_

\_\_\_\_\_

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 2008-09
<b>Not Applicable</b>							
<b>TOTAL</b>							

10 ii) Whether admissions under PIO / Foreign Nationals quota has been approved for your institution by the AICTE? If yes, give details. Not Applicable

S. No.	Courses	Sanctioned Intake 2008-2009	Actual Admissions

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
1	Principal / director is not eligible. (Ph.D. not in relevant discipline)	<b>Yes, appointed as Director for both MCA &amp; MBA</b>
2	Shortage of Faculty	<b>Yes, recruited</b>
3	Sr. level faculty in cadre ratio as per AICTE norms	<b>Yes, appointed</b>
4	Shortage of Books	<b>Yes, implemented</b>
5	Deficiencies communicated in the last approval letter	<b>Yes, rectified</b>

12. (i)Particulars of the Full Time Principal/Director of the institution

Name :

**Dr.N.V.Ramana Murty**

Date of Birth :

**14.11.1959**

Academic qualifications (with field of specialization) :

**M.Sc., M.Phil., Ph.D(Mathematics)**

Details of Experience (Academic / Industrial) :

**10 years of experience as Lecturer Mathematics**

**7 years of experience as Reader in Mathematics**

**1 year of experience as Director for both MCA & MBA**

Date of the appointment in the present institution :

**18.06.2008**



**12 ii) (b) Details of the Full Time Teaching Faculty exclusively appointed and working for the AICTE approved programme with designation, date of birth, qualification alongwith class / division obtained, experience, date of joining and pay scale (Programme wise).**

Name of the Course	S. No.	Name (s) of the Teaching Faculty	Designation (Lecturer/ Asst. Professor/ Professor)	Qualifications with field of specialization with class / division of passing			Date of Birth	Experience a) Teaching b) Industry c) Research			Date of Joining the Institution	Gross total salary as on date with scale & Basic pay	P A N	P.F. A/c No.
				U G	PG	D o c t o r a t e		a	b	c				
P G L e v e l	1	Dr.N.V.Ramana Murty	Prof.	M.Sc.M.Phil.Ph.D			14.11.1959	18			18.06.08	20292		
	2	R.Vijaya Kumari	Asst.Prof.	MCA			06.04.1981	4			10.06.05	15057		
	3	R.P.L.D.B. Poonam	Asst.Prof	MCA			30.08.1982	4			30.07.05	15057		
	4	D.Usha Rani	Asst.Prof	DOEACC-B (M.Tech)			10.07.1975	4			11.06.05	15057		
	5	S.A.B.Nehru	Asst.Prof	M.Sc.(CS) (M.Tech)			28.11.1967	19			01.08.06	16083		
	6	A.Lavanya	Asst.Prof	M.Sc.(CS)			29.08.1974	9			01.08.06	12043		
	7	Fr.I.Dominic Sundara Raj	Asst.Prof	M.Sc(Cyber Tech),PG DIP (NW)			23.03.1974	4			18.06.08	8550		
	8	B.Mary Manjula Rani	Asst.Prof	MCA M.A., B.Ed.			15.02.1976	5			18.06.08	12036		
	9	Sai Chaitanya Kumar G.	Leturer	MCA			12.07.1985	1			18.06.08	8550		
	10	K.Vinathi	Leturer	MCA			23.06.1983	1			18.06.08	8550		
	11	B.Vineela	Leturer	MCA			03.05.1983	1			18.06.08	8550		
	12	Y.Divya Latha	Leturer	MCA			02.07.1984		1		17.06.09	8550		

**Important Note:**

1. **The institution is required to submit:**
  - i. **A statement signed by each faculty member stating that he / she has been appointed and is working exclusively for the AICTE approved programme in the institution.**
  - ii. **An affidavit from the Chairman of the Trust / Society / Director of the institution stating that faculty members mentioned in the section 12 of the compliance report are exclusively teaching for the AICTE approved programme / institution.**
2. **The faculty in Humanities & Sciences / General subjects should be specifically mentioned.**

**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	
1	MCA	<b>Professors</b>		1			1
		<b>Assistant Prof.</b>		1		6	7
		<b>Lecturers</b>	1	3			4
		<b>Others</b>		2			2

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

Personal Interview and Demonstration

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

Eenadu, Hindu

Circulation : All over Andhra Pradesh

**Constitution of the selection committee**

Five member panel with expert members

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



12 ii) (e) Details of Technical / Administrative / supporting Staff

S.No	Category Staff	Number
1	<b>Technical Supporting Staff</b>	
	a) Workshop Attendant	
	b) Workshop Technician	
	c) Laboratory Assistant	1
	d) Librarian	1
	e) Assistant Librarian	1
	f) Programmer	1
	g) System Analyst	1
	Others (Computer Lab in-charge, Lab Attendant etc)	1
2	<b>Administrative Staff</b>	
	a) Administrative Officer	1
	b) Accounts Officer/Assistant Account Officer	1
	c) Clerks	1
	d) Others	2

13. Strengths & Weaknesses of the institution in terms of Teaching Methodology/Transaction of Syllabus /Innovations /best practices (if any)/ industrial project / Industrial consultancy / research taken up for industry and amount granted thereby:

- Strengths:
1. Syllabus completion within time.
  2. Conduction of remedial classes for weak students.
  3. Conduction of Diploma courses like D2K, VB, JAVA, .NET etc. according to the industry requirements.
  4. Using LCD, OHP for teaching with power point presentations.
  5. Conduction of seminars to develop communication skills
  6. Conduction of Personality Development Programmes by industry experts
  7. Sending students for project work of six months to the industries and continuous monitoring of the students by staff
  8. College automation done by students like college fee collection, college web site, students attendance maintenance, seating arrangement, internal marks calculation etc.



15. i) Total no. of students placed by the Institution through its Placement Cell (Discipline wise)

Year	Discipline	Total no. of students passed out (last 3 years)	Total no. of students placed through placement cell (last 3 years)
2008	MCA	59	19
2007	MCA	59	21
2006	MCA	59	20

15 ii) Provide details of companies/Industries, which visited the institute for placement since the last three years.

S.No.	Year	Name of the Company/Industry	Number of Students placed
1	2008	Temenos India Pvt. Ltd.	5
2	2008	Syntel Software Solutions	1
3	2008	IT Labs	1
4	2008	Tata Consultancy services	4
5	2008	Sapient Corporation	1
6	2008	IBM	6
7	2007	Syntel Software Solutions	4
8	2007	Accenture Software Services Ltd.	5
9	2007	Convergys Software Services Ltd.	5
10	2007	Ageil Software Solutions	3
11	2007	Efftronics Pvt. Ltd.	4
12	2006	Satyam Computer Services Ltd.	2
13	2006	Win Way	5
14	2006	Visual soft Technologies	4
15	2006	Polaris software Ltd.	4
16	2006	Maveric Systems	5
17	2006	Dhana Lakshmi Bank	2



**18. Details of Laboratories & Workshops**

S.No	Name of the Course	Name of the laboratory/workshop	Total Area of lab/workshop	Major equipment

**19. Computer Facilities for the existing programme(s)**

S.No	Particulars	Requirements as per Norms (1:4 all undergraduate UG Programmes and 1:2 for MBA/MCA/ PGDM/ PGDBM)		Availability	
		Application	System		
1.	No of Computer terminals			98	
2.	Hardware Specification			P-IV	
3.	No of terminals of LAN/WAN			98	
4.	Relevant Legal Software			MS.NET, VISUAL STUDIO MS.OFFICE	UNIX, WINDOWS 2000,2003
				ORACLE 9I, JAVA	LINUX, WINDOWS NT
5.	Peripheral(s)/ Printers	10		10	
6.	Internet Accessibility (in kbps & hrs)			128 KBPS LEASED LINE	

Whether the computer facilities are suitable for the existing programmes ? Yes  No

**20. Building**

1. Available Built up area per student \_\_\_\_\_ 12.91 Sq.Mts \_\_\_\_\_  
 2. Total Built up Area for the existing programme(s)

Particulars	Area required as per norms (Sq.M)	Building with RCC Roof (Sq.M)	Building with Sheet Roof (if suitable for Educational Institution) (Sq.M)	Total sanctioned intake (last 4 yrs. for Engg./Pharmacy/HMCT/ Arch. etc. 2 yrs. MBA/ PGDBM and 3 yrs. for MCA)	Built up area per student	Total Area Available (Sq.M)
Instructional Area (Carpet Area)	720	1202.71		180	4	1202.71
Administrative Area (Carpet Area)	180	228.48			1	228.48
Amenities (Carpet Area)	360	380.27			2	380.27
Circulation & Others	378	512.00			2.8	512.00
<b>Total</b>	<b>1638</b>	<b>2323.46</b>			<b>9</b>	<b>2323.46</b>

**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	3	3	66	73.94
Tutorial Hall	2	4	36	48.71
Drawing Hall (*)				
Computer Centre	1	1	200	382
Library	1	1	100	404
Laboratories & workshops				
<b>Total</b>	<b>7</b>	<b>9</b>	<b>822</b>	<b>1202.71</b>

- ❖ 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/ Mega City)	Area required as per Land Category (Acres)	Total Area available (Acres)
Municipal Corporation	1.25	1.25

- (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)	Yes
2	Potable Water Supply System (own bore well / municipal corporation)	Yes
3	Electrical Generator (5kv, 5-10 kv, 10-15 kv, more than 20 kv)	Yes
4	Students' Canteen	Yes
5	Students' Common Room (Boys / Girls)	Yes
6	Hostel	Boys Yes
		Girls Yes
	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	Yes
8	Digital Library	Yes
9	Quarters for Faculty	No
10	Guest House	Yes
11	Parking facilities	Yes
12	Medical facilities (full time / part time doctor / dispensary)	Yes
13	Insurance facilities	No
14	Telephone booth	Yes
15	Gymnasium /indoor / outdoor stadium	Yes
16	Rainwater-harvesting facilities are available	Yes
17	Post office facility	Yes(post box available)
18	Bank facility	Yes
19	Transport facility for day scholars	No
20.	Reprographic facilities in the Institutions.	Yes
21.	Barrier free environment for physically challenged.	Yes

**24. Fee Structure of the Institution**

S.No.	Category	CET 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.	Admission Fee			1000	
2.	Tuition Fee	26700		73100	
3.	University fee (Examination fee, Registration fee etc.)	650		650	
4.	Hostel fee (Rent etc.)				
5.	Laboratory fee				
6.	Library fee				
7.	Any other				
<b>Total Fee</b>		<b>27350</b>		<b>74750</b>	

**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 & others	16.37
2.	State Government		Salary for Visiting/Adjunct faculty	
3.	University Grants Commission		Salary of Non-Teaching Staff	3.00
4.	Other Central/State Govt. Bodies		Library	0.38
5.	Private Trust		Computer Centre	1.6
6.	Donations		Equipments Labs and Workshops	1.7
7.	Student Fees	56.67	Building	
8.	Internal Revenue Generation		Others (please specify)	9.08
9.	Others (please specify)	0.42		
<b>Total</b>		<b>57.09</b>		<b>32.17</b>

(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)
1	Indian Overseas Bank, Andhra Loyola College Branch, Vijayawada-8	9630	13.18		13.18

**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 fee is being charged 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:.....

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**List of Annexure's to be submitted along with the Compliance Report**  
(Annexures should be strictly submitted in the following order alongwith index and page numbers and signed by the authorized signatory).

**Annexure 1 Copy of Mandatory Disclosure.**

**Annexure 2 Faculty & Staff**

**(A) Existing faculty:**

The following documents should be submitted for each of the existing faculty members in the serial order as mentioned **in the section 12. ii b)** of the compliance report.

- 1) One page biodata alongwith attested passport size photographs (with details covering number of papers published, books written, summer winter schools attended, R&D projects undertaken etc.).
- 2) Copies of appointment letters with terms and conditions of appointment and joining report.
- 3) Acquittance roll of Faculty / Non-teaching staff for the current and previous year.
- 4) Salary register of faculty/proof of salary paid to the staff along with TDS records.

**(B) Additional faculty appointed.**

The following documents should be submitted for the additional faculty members appointed.

- 1) Copy of the advertisement.
- 2) Details of the number of candidates applied and called for interview.
- 3) Selection Committee minutes and recommendations.
- 4) Approval by the Governing body or board of governors.
- 5) One page biodata of the appointed candidates.
- 6) Appointment letter and joining letters of the appointed faculty.

**(C)** The institution is required to submit a statement signed by each faculty member stating that he / she has been appointed and is working exclusively for the AICTE approved programme in the institution.

**(D)** An affidavit from the Chairman of the Trust / Director / Principal of the institution stating that faculty members mentioned in the section 12 of the compliance report are exclusively teaching for the AICTE approved programme / institution is required to be submitted by the institution.

**Annexure 3 Details of the Built-up Area.**

- Details of instructional area, administrative area, amenities area & circulation area (excluding play grounds, residential area, parking space and open air theater) duly certified by Registered Architect.
- Approved building plan with total area of built-up space.
- Building completion certificate from competent authority.
- Details of proposed/under construction area. (if any)

**Annexure 4 Photographs and Video CD**

- The Institution is 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.

**Annexure 5 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.

**Annexure 6 Details regarding workshop, laboratories, library and computers– 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.
- List of laboratories available with area of each lab and major equipments.

**Annexure 7 Students data.**

- 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.)
- No. of students admitted under PIO / Foreign Nationals (with passport details and account and currency in which fees have been paid).

**Annexure 8 Land details.**

- A copy of original Land documents.

**Annexure 9 Financial details**

- Audited Statement of accounts of the institution
- Latest bank statement, funds available in the FDR and Saving Account/Current Account
- 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.