

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Format for Compliance Report for the year 2010-11 to be submitted along with Mandatory Disclosure

- *Last date of submission of Compliance Report – 31/08/2010*
- *Compliance Report to be submitted at the concerned Regional Office.*
- *Alongwith Data Sheet for extension of approval*



All India Council For Technical Education
7th Floor Chanderlok Building, Janpath, New Delhi - 110001

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

Website: 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 31st August 2010.*
- *The Compliance Report should be submitted alongwith a processing fee of Rs. 10,000/- 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 31/08/2010.

1 i) Name and Address of the Institution

Name	Gurukulam Institute of Technical Education	
Address	Permanent Location as approved by AICTE	Temporary Location (if applicable)
Village	Kohra-Bhura, Bhurewala, Naraingarh.	
Taluk	Naraingarh	
District	Ambala	
Pin Code	134203	
State	Haryana	
STD Code	01734	
Fax No.	255398	
Nearest Rly Station	Ambala Cantt.	
Nearest Airport	Chandigarh	
Web site	www. Gurukulam.co.in	
File No with date of first approval : F.No. 47 (DAL. Hr) 1/NWRO/3701 dated 29-08-08		

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. Gurukulam .co.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: 20-12-08

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

Not Applicable

2 i) Name and Address of the Society / Trust

Name	MATA MANSA DEVI EDUCATIONAL SOCIETY		
Address	H. No. 246, Sector 25, Panchkula.		
Pin Code	134109	STD Code	0172
Phone No.	092160-63294, 098963-63294	Fax No.	---01734-255398
E-Mail	mmd_pkl@yahoo.com	Web site	www. Gurukulam.co.in

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

The promoting body i.e. Mata Mansa Devi Educational Society, was established in the year 2007. The Society intends to establish a Polytechnic offering Diploma courses in Engineering & Technology, Arts and Craft and other technical education fields at Vill. Kohra- Bhura, Naraingarh Distt Ambala. The Society has purchased more than 6 acres of land in kohra Bhura, out of which 5 acres 2 Kanal 04 Marla land has been exclusively earmarked for the proposed Polytechnic. The site is located on State Highway leading from Naraingarh to Chandigarh. Mata Mansa Devi Education Society has been promoted by the following amongst others:

<u>Name of the Member</u>	<u>Designation</u>
01. Sh. Sanjeev Goyal,	Chirman.
02. Sh. Vikas Bansal,	Vice Chairman.
03. Sh. Sandeep Aggarwal,	General Secretary.
04. Mrs Pankaj Goyal,	Member.
05. Sh. Rohit Aggarwal,	Member.
06. Mrs Parveen Bansal,	Member.
07. Dr Raj Kumar Gupta,	Asst. Prof. Thaper University, Patiala.
08. Mr. Hirdesh Madan,	Center Head, Bulls-Eye, Chd.
09. Mr. Pawan Gupta,	Social Worker
10. Mr. Sanjay Jain,	Industrial M.D, Jai Bharat Steel, Kala Amb.
11. Col. (Retd.) S.K. Jain, M.Tech. (IIT), MBA	Member Secretary,

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

Name	Col.(Retd.) S.K. Jain					
Designation	Principal	Qualification &	M. Tech, IIT, M.B.A.	Highest Degree	Specialization	Total Experience
		Experience :	35 years			
		Date of Birth:	29-06-1952	M. Tech. (IE & OR)	Industrial Engineering	34 Years
STD Code	01734	Phone No. (O)	01734-255714	Fax No.	01734-255398	
STD Code	0172	Phone No. (R)	0172-2550294	Fax No.	--	
E-Mail	-----	Mobile No.	09463390546	Date of joining the institution: Jul. 2008		

4. **Type of Technical Institution (Tick \checkmark whichever is applicable)**

- | | | |
|------|--|-------------------------------------|
| i) | University Dept./Constituent College of University/Deemed to be University | <input type="checkbox"/> |
| ii) | Central / State Government | <input type="checkbox"/> |
| iii) | Government Aided | <input type="checkbox"/> |
| iv) | Self-Financing (Minority) | <input type="checkbox"/> |
| v) | Self-Financing (Non-Minority) | <input checked="" type="checkbox"/> |
| vi) | Any other (Please specify) | <input type="checkbox"/> |

5. **Information on Establishment of the Institution**

- | | | |
|-----|--|---|
| i) | Year of Establishment | 2008-09 |
| ii) | Date on which first approval was accorded by the Council
of Commencement of the first batch | 29-08-08 |
| ii) | Details of Last extension letter with year of approval | Letter of Extension of Approval
by AICTE vide their letter
No.F.No. (DAL.Hr)/ NWRO/3701
dated 29/08/2008& HSBTE
Memo No. 6044-6155 dated 13-
07-2010 |

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

Not Applicable

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

Name	State Board of Technical Education, Panchkula.		
Address	The Secretary, State Board of Technical Education, Haryana, Bays no. 7-12, Sector-4, Panchkula.		
Pin Code	-134109	Period of Affiliation	3 year
STD Code	0172	Phone No.	0172-5060924
Fax No.	-----	E-Mail/ Web site	www techeduhry.nic.com

9. i) AICTE approved existing course(s) of study during academic year 2009-2011

			AICTE Approved Intake during last 4 years								Status of Accreditation (Validity period)
Courses	1 st Year of approval by AICTE (give approval ref. no. & date)	2010-11		2009-2010		2008-2009		2007-2008			
		Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions		
UG(FT)	Mechanical Engg.		60	59	60	66	60	57	N/A		
	Comp. Science Engg.	F.No. (DAI. Hr.) 1 /NWRO/ 3701 dated 29-08-08	60	19	60	66	60	49			
	Civil Engg.		60	33	60	66	60	58			
	Electronics & Comm. Engg		60	19	60	66	60	50			
	Electrical Engg.		60	54	60	66	60	40			
			300	184	300	330	300	254			
UG(PT)											
PG(FT)											
PG(PT)											

FT: Full Time, PT: Part Time

Signature of Authorized Signatory with date

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

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

S. No.	Courses	Approving Authority	Affiliating Body	Degree / Diploma / Certificate	Duration (Years)	Sanctioned Intake	Actual Admissions during 2008-09
1							
2							
3							
4							
5							
TOTAL							

10 ii) Whether admissions under PIO / Foreign Nationals quota has been approved for your institution by the AICTE? If yes, give details: **No**

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. (There were no specific deficiencies communicated in writing. However, any observation/instructions raised/issued during the course of inspection were complied with.)

S.No.	Deficiencies Communicated / Specific Conditions	Compliance Report
	Nil	

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

Signature of Authorized Signatory with date

Name	Col (Retd.) S.K. Jain
Date of Birth	29-06-1952
Academic qualifications (with field of specialization)	B.Sc Engineering(Production) M. Tech. (IE & OR) M.P.M.(Master's in Personnel Management)
Details of Experience (Academic / Industrial)	34 years
Date of the appointment in the present institution	July 2008.

12 ii)

(a)

Signature of Authorized Signatory with date

10

Name of the Programme (UG & PG)	Total Sanctioned Intake (last 4 yrs. for Engg./Archie/HMCT/Pharmacy / Applied Arts etc. , last 3 yrs. for MCA and last 2 yrs. for MBA/PGDBM)	ACTUAL INTAKE 2010-11	ACTUAL INTAKE 2009-10	ACTUAL INTAKE 2008-09	Details of Faculty Available		Lecturers (Rs.8000-13500)	Total	Others/visiting faculty	Nature of Appointment	
					Professors (Rs. 16400-22400 scale) Ph.D. / Non Ph.D.	Assistant Professors / Readers (Rs. 12000-18000)				Total number of faculty Permanent & Approved by University	Total number of faculty on adhoc Basis
1	2			3	4	5	6	7	8	9	10
					Ph. D.	Non Ph.D.					
CIVIL ENGG.	60	33	66	57							
COMP. SCI. ENGG.	60	19	66	49							
MECH. ENGG.	60	59	66	58							
ELECTRONICS & COMM. ENGG.	60	19	66	50							
ELECTRICAL ENGG.	60	54	66	40							
Total	300	184	330	254	nil	01	20	24			
	Note * Total Faculty includes faculty members from applied Sciences also which is common to all disciplines										
Humanities											
Social Sciences											

***NOTE: The institution should clearly give information about the faculty in each approved course(s) separately without any ambiguity.**

Signature of Authorized Signatory with date

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	PAN Number	P.F. A/c No.
				UG	PG	Doct orate		a	b	c				
UG Level	1	Col.(Retd.) S.K. Jain	Principal		PG		29-06-52		34 Yrs.		05-07-08			
	2	Mr. Mool Chand	H.O.D. Civil				18-05-50				15-09-09			
	3	Mr. S.K. Pruthy	H.O.D Mechanical				6-11-46				10-08-10			
	4	Mr. Nawab Singh	H.O.D Electrical				01-07-50				02-08-10			
	5	Mr. R.L. Gupta	Sr. Lect. Mech.				21-04-60				09-08-10			
	6	Mr Manish Kumar	Lect. Civil				17-08-87				02-08-10			
	7	Mr. Hunny Bhasin	Lect. In Mech.				29-03-88				30-07-08			
	8	Ms Apurva	Lect. CSE				24-07-89				10-08-10			
	9	Ms. Richa Bagga	Lect. CSE				03-04-88	----			10-08-10			
	10	Mr. Varun Gupta	Lect. CSE				29-08-87				22-03-10			
	11	Ms. Chetna Sharma	Lect. InCSE				20-04-86				16-09-10			
	12	Ms. Sonia Dutta	Lect. Physics		PG		01-02-88	----			10-08-09			
	13	Mr. Sushil Sharma	Lect. In physics				03-11-86				22-02-10			
	14	Ms Leena Garg	Lect. Communication Skills		PG		21-01-84	1Yrs.			10-08-09			
	15	Ms Neeru Gupta	Lect. Maths		PG		16-04-83	1Yrs			15-07-08			
	16	Ms. Sukhdeep Kaur	Lect. ECE				30-04-87				02-08-10			
	17	Mr. Vinay Bhola	Lect. ECE				04-09-86				03-05-10			
	18	Nitin Mohil	Lect. ECE				17-03-89				22-09-10			
	19	Mrs. Ritu Sharma	Lect. In ECE				08-06-87				13-09-10			
	20	Mr. Vivek Sharma	Lect. In Mech.				22-03-79				02-08-10			
	21.	Narinder singh	Lect. In Electrical				27-08-86				18-10-10			
	22	Ms. Pooja Kapoor	Lect. Elect.				22-11-87				08-10-09			
	23	Ms. Gunjeet Sidhu	Lect. Chemistry				15-11-85				10-08-10			
	24	Mr. Mandeep Chahal	Lect. Chemistry				22-10-89				01-02-10			

Important Note:

- The institution is required to submit:**

Signature of Authorized Signatory with date

- 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	Civil Engg	Professors	----	---			
2	Mechanical Engg.	Assistant Prof.	-----	√			
3	Electrical Engg.	Lecturers	----	√			
4	Electronics & Comm. Engg.	Others	-----	√			
5	Computer Science			√			

12 ii) (d) Mode of selection of faculty and staff : Screening of the candidates was done by Selection Committee, constituted for the said purpose.

Name of the newspapers in which advertisements are placed and their circulation status : Danik Bhasker/ The Tribune

Constitution of the selection committee: Head of Committee and a team of four other members

Whether University representative is invited in the selection committee meeting. Yes

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

S.No	Category Staff	Number
1	Technical Supporting Staff a) Workshop Attendant b) Workshop Technician c) Laboratory Assistant d) Librarian e) Assistant Librarian f) Programmer g) System Analyst h) Others (Computer Lab in-charge, Lab Attendant etc)	11
2	Administrative Staff a) Administrative Officer b) Accounts Officer/Assistant Account Officer c) Clerks d) Others	08

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:

The institute has got highly qualified & experienced faculty. The institute is also well equipped with latest Labs/Workshops. However, the institute being the newly established unit, a lot of infrastructure is being established which will take sometime for the institute to come up.

	Course	laboratory/workshop	lab/workshop, Carpet Area available(Sqm)	Major equipment
01	Civil Engg.	1. Soil Mechanica	3950 sqm	
		2. Concrete lab		
		3. Irrigation Lab		
		4. Survey Lab		
02	Mechanical Engg.	1. Thermodynamics		
		2. Fluid Mechanics		
		3. Refrigeration & Air Conditioning		
		4. General Lab		
		5. SOM Lab		
03	Electronics Engg.	1. Consumer Electronics		
		2. Analog / Digital Lab		
		3. Comm. Engg. Lab		
		4. Microprocessors lab		
04	Electrical Engg.	Electronics & Electrical Lab		
05	Computer Engg.	Computer Lab		
		Physics Lab		
		Chemistry Lab		
		Carpentry Shop		
		Fitting Shop		
		Welding Shop		
		Paint Shop		
		Sheet Metal Shop		
		Machine Shop		

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	
1.	No of Computer terminals	75+20		75+20	
2.	Hardware Specification	P4 Processor			
3.	No of terminals of LAN/WAN	50% of no. on LAN			
4.	Relevant Legal Software	8 Applications software package	2 System software packages		
5.	Peripheral(s)/ Printers	Printer: Computer Terminal ratio 1:10			
6.	Internet Accessibility (in kbps & hrs)	512 KBPS			

Whether the computer facilities are suitable for the existing programmes ?

Yes



No



Signature of Authorized Signatory with date

20. Building

1. Available Built up area per student 9 sqm
 2. Total Built up Area for the existing programme(s) 2908 sqm

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)	5 SQM per student				5 SQM	5584 SQM
Administrative Area (Carpet Area)	---do---				Do	216 SQM
Amenities (Carpet Area)						240 SQM
Circulation & Others	4 SQM				4 SQM	1007 SQM
Total						7047 SQM

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		Eight		640.00 Sqm
Tutorial Hall		Three		120.00 Sqm
Drawing Hall (*)		Two		551.00 Sqm
Computer Centre		Three		200.00 Sqm
Library		One		123.00 Sqm
Laboratories & workshops		Ten + Seven		3950.00 Sqm
Total				5584.00 SQM

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

❖ 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)
Rural	5 Acres	Area 5 Acres- K-04 Marla

(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:

Signature of Authorized Signatory with date

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 ,62.5 Kva, & 25Kva	
4	Students' Canteen	Yes	
5	Students' Common Room (Boys / Girls)	Yes	
6	Hostel	Boys	Proposal Under Consideration do
		Girls	
	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	No	
8	Digital Library	Yes	
9	Quarters for Faculty	No	
10	Guest House	No	
11	Parking facilities	Yes	
12	Medical facilities (full time / part time doctor / dispensary)	Yes, Part Time doctor	
13	Insurance facilities	No	
14	Telephone booth	Yes	
15	Gymnasium /indoor / outdoor stadium	No	
16	Rainwater-harvesting facilities are available	Yes	
17	Post office facility	Yes, Nearby	
18	Bank facility	Yes	
19	Transport facility for day scholars	Yes	
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	-----	-----	-----	-----
2.	Tuition Fee	22500.00	22500.00	22500.00	22500.00
3.	University fee (Examination fee, Registration fee etc.)	400.00	400.00	400.00	400.00
4.	Hostel fee (Rent etc.)	1500.00	-----	1500.00	-----
5.	Laboratory fee	-----	-----	-----	-----
6.	Library fee	-----	-----	-----	-----
7.	Any other				
	Development Fund	5000.00	5000.00	5000.00	5000.00
	Student Fund	1200.00	1200.00	1200.00	1200.00
	Caution Money- College(Refundable)	1500.00	1500.00	1500.00	1500.00
Total Fee		32100.00	30600.00	32100.00	30600.00

25. Financial Position

Signature of Authorized Signatory with date

(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	52.57
2.	State Government	_____	Salary for Visiting/Adjunct faculty	_____
3.	University Grants Commission	_____	Salary of Non-Teaching Staff	8.30
4.	Other Central/State Govt. Bodies	_____	Library	1.95
5.	Private Trust	_____	Computer Centre	0.07
6.	Donations	3.57	Equipments Labs and Workshops	13.60
7.	Student Fees	113.23	Building	16.02
8.	Internal Revenue Generation		Others (please specify) Furniture, Fixtures, Bus, Electric Equipments	59.19
9.	Others (please specify)	(loan): 9.90 (Unsecured loan): 13.50 (Bank OP) 3.83 Other Receipts 7.67		
Total		151.7		151.7

(iii) Details of Operational funds .

S.No.	Name of Bank With Branch & Full Address	Account No.	Cash Balance	FDR, if any (Excluding joint FDR submitted to AICTE)	Total Amount (in lakhs)
1.	Canara Bank	283110100 2161	27,267.00	-	1,34,611.00
2.	Oriental Bank of Commerce-Jakhal	10001690	_____		
3.	Oriental Bank of Commerce – Ratia		2,451.00		
4.	Punjab & Sindh Bank	512	7,700.00		
5.	Punjab & Sindh Bank	CA 506	1,258.00		
6.	SBI, Naraingarh	30952529119	95,935.00		

Signature of Authorized Signatory with date

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:.....

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.

Signature of Authorized Signatory with date

- 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.