

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 – 28/02/2010*
- *Compliance Report to be submitted at the concerned Regional Office.*
- *Alongwith Data Sheet for extension of approval*



**INDIRA GANDHI SPORTS COMPLEX, I.P. ESTATE
NEW DELHI – 110 002**

**Phone: (011) 23392563 to 23392565, 23392568, 23392571,
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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 2008.*
- *The Compliance Report should be submitted along with a processing fee of Rs. 50,000/- in the form of demand draft in the favor 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 annexure 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 31/08/2008 duration of extension of approval for the session 2008-09.

1 i) Name and Address of the Institution

Name	Rajkot Nagrik Sahakari Bank Ltd. – Prerit –Vyavasayi Vidya Pratisthan – Sanchalit- Indubhai Parekh School of Architecture	
Address	Permanent Location as approved by AICTE	Temporary Location (if applicable)
	Kalawad Road,	
Village	Vajdi-virda,	
Taluka	Rajkot	
District	Rajkot	
Pin Code	360005	
State	Gujarat	
STD Code	0281	Phone No: 2783701,2783702
Fax No.	2783487	E-Mail: ipsarajkot@gmail.com
Web site	www.ipsarajkot.org	
Nearest Rly Station	Rajkot Jn.	Distance in Kms (Towards) 16 kms
Nearest Airport	Rajkot Airport	Distance in Kms (Towards) 13 kms
File No with date of first approval :		

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: ipsarajkot.org
- 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: 27nd Feb. 2010

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

Name	Rajkot Nagrik Sahakari Bank Ltd. – Prerit –Vyavasayi Vidya Pratishthan		
Address	303, "Rajkan", 3rd floor, 15 – Panchnath plot, Rajkot		
Pin Code	360006	STD Code	0281
Phone No.	2474715	Fax No.	2783487
E-Mail	--	Web site	--

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

Vyavasayi Vidya Pratishthan Trust is founded in 1996 with the objective to establish and maintain Architecture College, Engineering College, Medical College, Vocational Institutions and Supplementary School, etc. with a huge donation of Rs. 3 Corers by Rajkot Nagarik Sahakari Bank Ltd. – Rajkot.

At Present the trust prides itself of establishing of the First Architecture College (Indubhai Parekh School of Architecture – IPSA, Rajkot) in Saurashtra and Kutch Region and the First Engineering College (V.V.P. Engg. College, Rajkot) in Rajkot.

The trust is consisted of following four members: -

- 1) **Shri Pravinbhai Maniyar – Chairman**
(O) 0281- 2474725
(R) 0281 – 2442227
(M) 94282 33333
- 2) **Shri Chandrakantbhai Pavagadhi – Managing Trustee**
(O) 0281 -- 2481788
(R) 0281 -- 2574066
(M) 94282 09000
- 3) **Shri Lalitbhai Mehta – Trustee**
(O) 0281- 220248
(R) 0281 – 221948
(M) 94282 05555
- 4) **Shri Kaushikbhai Shukla – Trustee**
(O) 0281 - 2463453
(R) 0281 – 2451818
(M) 98242 81781

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

Name	Shree Devang H. Parekh				
Designation	Principal	Qualification & Experience	Highest Degree	Specialization	Total Experience
			M.Arch	Urban Design	10.5 Years
STD Code	0281	Phone No. (O) 2783701 /02	Fax No.	--	
STD Code	0281	Phone No. (R) 2563726	Fax No.	--	
E-Mail	ddevangg@gmail.com	Mobile No. – 94828 00798			

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

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

5. Information on Establishment of the Institution

- i) Year of Establishment : 2000-2001
- ii) Date on which first approval was accorded by the Council : 05/09/2000
- iii) Year of Commencement of the first batch :2000
- iv) Details of Last extension letter with year of approval :

Last extension Letter dated on 7th October -2009 from AICTE which has following details:

FULL TIME COURSE	ANNUAL INTAKE	PERIOD OF APPROVAL
B.ARCHITECTURE	40	2009 – 2010
TOTAL ANNUAL INTAKE	40	

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 Yes No
If yes, give details
- ii) Whether the composition of the Society has been changed Yes No
If yes, give details
- iii) Whether the name of the Institution has been changed Yes No
If yes, give details
- iv) Whether the Institution is functioning at temporary site Yes No
If yes, give details
- v) Whether the Institution has changed its permanent location Yes No
If yes, give details

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.

NIL

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	Saurashtra University (Four Star – Accredited by NACC)		
Address	University Road, Rajkot		
Pin Code	360005	Period of Affiliation	2008-2009
STD Code	0281	Phone No.	2578501 to 2578510
Fax No.	2576347	E-Mail/ Web site	registrar@saurashtrauni.edu

9. i) AICTE approved existing course(s) of study during academic year 2008-2009

			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)	2009-2010		2008-2009		2007-2008		2006-2007			
		Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions		
UG(FT)	B.Arch	740-87-002 (NDEGA)	30	40	30	40	30	40	40	40	--
		05-09-2000									
UG(PT)											
PG(FT)											
PG(PT)											

FT: Full Time, PT: Part Time

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

V.V.P.Engineering College, (Running under same Trust & Same Campus) Sport Ground, Auditorium (Under construction) & Workshop.

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 2005-06
TOTAL							

10 ii) Whether admissions under PIO / Foreign Nationals quota has been approved for your institution by the AICTE? If yes, give details.

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

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

Name	: Shri Devang H. Parekh
Date of Birth	: 8TH November, 1973
Academic qualifications (with field of specialization)	: MASTER OF ARCHITECTURE (Urban Design) (SPA, NEW DELHI) 1999 BACHELOR OF ARCHITECTURE M.S.UNIVERSITY-BARODA-1996
Details of Experience (Academic / Industrial)	: WORKING AS AN ARCHITECT SINCE 1996 IN BARODA, DESIGNED AND EXECUTED VARIETIES OF PROJECT AS AN ARCHITECT IN AND AROUND BARODA SINCE 1996
Date of the appointment in the present institution	: 1ST January , 2005

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			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.
				UG	PG	Doctorate		a	b	c		
UG Level	1.	Ar. Devang H. Parekh	I/C Principal	D.Arch	M. Arch.		8-11-73	11 Yr.			01/01/2005	
	2.	Ar. Kishor N. Trivedi	Prof. Design Chair	B. Arch			15-12-1947	7.5 Yr.	31 Yr.		01/12/2001	
	3.	Ar. Hemant Wala	Professor	B. Arch			27-05-1940	28 Yr.			01/12/2006	
	4.	Ar. Anand Iyer	Assit. Professor	B. Arch.	M. Arch.		9-7-1974	3 yr.	7 Yr		21/07/2003	
	5.	Ar. Satish Vora	Assit. Professor	B. Arch.			4-12-1948	1 Yr.	36 Yr.		1/07/2009	
	6.	Ar. Brinda Shah	Assit. Professor	B. Arch.	M. Arch		10-06-1975	2 Yr.	6 Yr.		01/08/2005	
	7.	Ar. Hitesh Changela	Lecturer	B. Arch.			21-3-1978	6 Yr.	4 Yr.		01/05/2004	
	8.	Ar. Bakul Jani	Lecturer	D.Arch.			29-10-1958	4 Yr.	11 Yr.		01/06/2006	
	9.	Ar. Hakimuddin Bharmal	Lecturer	B. Arch.	M. Tech.		7-9-1978	4 Yr.	4 Yr.		26-07-2006	
	10.	Bhavesh Patel	Lecturer	B. Arch.	M. Arch.		12-1-1983	0.8 Yr.	1 Yr.		1/09/2009	
	11.	Vishal Joshi	Lecturer	B. Arch			16-8-1979	0.6 Yr.	9 Yr.		1/07/2009	
	12.	Sonali Patel	Lecturer	B. Arch			23-4-1977	1 Yr.	9 Yr.		1/07/2009	
	13.	Jiten Vadalia	Lecturer	B. Arch			15-7-1984	0.6 yr.			1/09/2009	
	14.	Mr. Jayesh Shukla	Lecturer		D. in Drawin g & Paintin g	Post D. in Print Making	29-9-1963	3 Yr.			01/07/2006	
PG Level												
Humanities & Sciences												

Note: Whether exclusive faculty for PG course is available or the same is being shared with the UG programmes

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	B.Arch	Professors				2	2
		Assistant Prof.		1	1	2	4
		Lecturers		4	0	4	8
		Others (visiting)		8	6	4	18

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

Name of the newspapers in which advertisements are placed and their circulation status
 Architecture time space magazine, Divya Bhaskar, Gujarat Samachar (Ahmedabad), Sandesh, Phoolchab, Jai Hind, Aajkal, Akila, Shanj Samachar

Constitution of the selection committee

DET
 COA
 SAURASHTRA UNIVERSITY
 DEAN OF UNIVERSITY
 SUBJECT EXPERT – 2 NO.
 PRINCIPAL
 MANAGEMENT

Whether University representative is invited in the selection committee meeting.

Yes No

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

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)	 01 01 01 01
2	Administrative Staff a) Administrative Officer b) Accounts Officer/Assistant Account Officer c) Clerks d) Others	 01 01 02 01

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:

18. **Details of Laboratories & Workshops**

S.No	Name of the Course	Name of the laboratory/workshop	Total Area of lab/workshop	Major equipment
01	Bachelor in Architecture	Workshop &	200.0	
		Civil Engineering Workshop	200.0 *	

* shared area with V.V.P. Engg. College, same trust same campus.

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

S.No	Particulars	Requirements as per Norms (1:4 for Engg., 1:6 for Pharmacy/ HMCT/Arch./ Applied Arts and 1:2 for MBA/MCA)	Availability
1.	No of Computer terminals	41	51
2.	Hardware Specification		
	▪ P-IV / Latest Configuration (20)		9123 KQS IBM THINKCENTER INTEL P –4, 3.GHZ,915 CHIPSET 512 MB DDR2 400MHZ RAM,80 GB HDD 7200 RPM
	▪ P-IV Configuration (30)		1.7GHz,Intel/original 845 GLMB,640 MB DDR RAM, 40 GB HDD 7200 RPM
3.	No of terminals of LAN/WAN		51
4.	Relevant Legal Software		
	▪ Application Software		Office XP,Page Maker, Photoshop, AutoCAD
	▪ System Software		Windows 2000 & Windows Xp
5.	Peripheral(s)/ Printers		1) A3 size Inkjet Printer HP1180C 2) A4 size Canon-LBP-3000 – 3 Qty. 3) A4 size Inkjet Printer HP 3550 4) A3 size Dot Matrix Printer Wipro HQ 5300 – 2 Qty. 7) A3 size Laser Printer HP-LJ-5200
6.	Internet Accessibility (in kbps & hrs)		4 MBPS WIRELESS LINK
7.	scanner		1) HP Deskjet-2400 2) HP Deskjet-2400
8.	DVD-Writer		1) Sony –dvd -writer 2) Sony –dvd -writer 3) LG –dvd -Writer
9.	LCD – Projector		1) Benq MP -010 – 1 Qty. 2) Sanyo PLC –XW 57 - 2 Qty.

Whether the computer facilities are suitable for the existing programmes ?

Yes



No



20. Building

1. Available Built up area per student 15.27 Sq. M

2. Total Built up Area for the existing programme(s) : **3055.40 Sq. M**

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 and 3 yrs. for MCA)	Built up area per student	Total Area Available (Sq.M)
Instructional Area (Carpet Area)	10	-	-	40		
Administrative Area (Carpet Area)	1	-	-	40		
Amenities (Carpet Area)	2	-	-	40		
Circulation & Others	3.9	-	-	40		
Total	16.9	-	-	160		

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	05	05		
Tutorial Hall				
Drawing Hall (*)	05	05		
Computer Centre	01	01		
Library	01	01		
Laboratories & workshops	02	02		
Audio Visual Room	01	01		
Total				

* No. of Class rooms = [(Total Approval Strength of Students in the institution) X 0.75] / 40

** No. of Tutorial rooms = [(Total Approval Strength of students in the institution) X 0.5] / 40

*** Studio & exhibition cum conference room.

- ❖ 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)
Rural (2004-05)	10.0 ++	

(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)	CEMENTED	
2	Potable Water Supply System (own bore well / municipal corporation)	OWN BORE WELL WITH FILTER PLANT	
3	Electrical Generator (5kv, 5-10 kv, 10-15 kv, more than 20 kv)	NO	
4	Students' Canteen	YES	
5	Students' Common Room (Boys / Girls)	YES	
6	Hostel	Boys	NO
		Girls	NO
	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: YES BY PRIVATE VEHICLES		
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)	DISPENSARY	
13	Insurance facilities	YES	
14	Telephone booth	YES	
15	Gymnasium /indoor / outdoor stadium	NO	
16	Rainwater-harvesting facilities are available	YES	
17	Post office facility	NO	
18	Bank facility	NO	
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				
2.	Tuition Fee	Rs. 46,000/- for 1st Year & 2 nd Year Rs. 40,000 /- for 3 rd to 5 th Year	Rs. 46,000/- for 1st Year & 2 nd Year Rs. 40,000 /- for 3 rd to 5 th Year	-	-
3.	University fee (Examination fee, Registration fee etc.)	650 /- Per Semester (as Univ. Norms)	650 /- Per Semester	-	-
4.	Hostel fee (Rent etc.)				
5.	Laboratory fee				
6.	Library fee				
7.	Any other				
Total Fee		Rs. 46,000/- for 1st Year & 2nd Year, &Rs. 40,000 /- for 2nd to 5th Year			

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	Nil	Salary of Full-Time Faculty	25.17
2.	State Government	Nil	Salary for Visiting/Adjunct faculty	9.4
3.	University Grants Commission	Nil	Salary of Non-Teaching Staff	5.27
4.	Other Central/State Govt. Bodies	Nil	Library	1.55
5.	Private Trust	Nil	Computer Centre	1.77
6.	Donations	Nil	Equipments Labs and Workshops	Nil
7.	Student Fees	78.85	Building	16.67
8.	Internal Revenue Generation	Nil	Others (please specify)	6.90
9.	Others (please specify)	6.66		
	Total	85.51		66.73

(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.	RNSB LTD. PARA BAZAR, RAJKOT	Saving : 36766	1.98	64.40	66.38
2.	RNSB LTD. RAIYA RD., RAJKOT	Saving : 7459	6.15	-	6.15
3.	RNSB LTD. YAGNIK ROAD, RAJKOT	Saving : 7947	0.73	-	0.73
4.	RNSB LTD. PARA BAZAR, RAJKOT	Current : 10991	3.06	-	3.06
			11.92	64.40	76.32

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'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.

- (i) 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.).
- (ii) Copies of appointment letters with terms and conditions of appointment and joining report.
- (iii) Acquittance roll of Faculty / Non-teaching staff for the current and previous year.
- (iv) 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.