

**Format for Compliance Report of MCA for the year
2009-10 for extension of approval for the academic year
2010-2011
Submitted By**

Seemanta Engineering College
Mayurbhanj, Jharpokharia
Estd: 1997

Approved by AICTE, New Delhi & Affiliated to BPUT, Rourkela.

Mailing Address :- Mayur Vihar, Jharpokharia, Mayurbhanj, Orissa, Pin-757 086.

Telephone No: 06791-222808, 222333, 222300, Fax No.: 06791-222810

Email : sec_maj@yahoo.co.in. Website : www.secmbj.org

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 2009 .*
- *The Compliance Report should be submitted along with 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 31/08/2008.

1 i) Name and Address of the Institution

Name	SEEMANTA ENGINEERING COLLEGE, MAYURBHANJ		
Address	Permanent Location as approved by AICTE	Temporary Location (if applicable)	
Village	JAUNTI		
Taluk	Mayurvihar, Jharpokharia.		
District	MAYURBHANJ		
Pin Code	757086		
State	ORISSA		
STD Code	06791	Phone No: 222808, 222333, 222300	
Fax No.	06791 – 222810	E-Mail: sec_mbj@yahoo.co.in	
Nearest Rly Station	BARIPADA	Distance around 35K.M.	
Nearest Airport	KOLKATA	Distance around 235K.M.	
Web site	www.secmbj.org		
File No with date of first approval : F. No. 760-82-212(E)/ ET/97 Dt.08.09.1997			

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.secmbj.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: 30.08.2007.

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

	Not applicable
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2 i) Name and Address of the Society / Trust

Name	SEEMANTA MAHAVIDYALA SAMITI		
Address	AT/PO.- JHAROPKHARIA, DIST.- MAYURBHANJ, ORISSA.		
Pin Code	757086	STD Code	06791
Phone No.	222808, 222333	Fax No.	06791-222810
E-Mail	sec_mbj@yahoo.co.in	Web site	www.secmbj.org

2 ii) **Brief details regarding background of the Trust/Society, Governing body members, etc.**
Enclosed in Annexure-1

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

Name	Dr.Rajani Kanta Chhotray				
Designation	Principal-cum-Secretary.	Qualification & Experience :	Highest Degree	Specialization	Total Experience
		Date of Birth: 01.06.1942	PhD.Elect.Engg.	Electrical Engg.&Comp.Sc.Engg	34years
STD Code	06791	Phone No. (O)222808	Fax No.	06791-222810	
STD Code	06792	Phone No. @262425	Fax No.	06791-222810	
E-Mail	rkl_ray@radiffmail.com	Mobile No. 09437085460	Date of joining the institution: 01.04.2005		

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 1999
- ii) Date on which first approval was accorded by the Council 23rd Sept.'1999
- iii) Year of Commencement of the first batch Admitted in 1999 and Passout in 2002.
- iv) Details of Last extension letter with year of approval Enclosed in Annexure II.

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.

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

No such case

8. Names and Address of the Affiliating University

Name	1. NORTH ORISSA UNIVERSITY ,TAKATPUR,BARIPADA,MAYURBHANJ. 2. BIJU PATNAIK UNIVERSITY OF TECHNOLOGY,ROURKELA.		
Address	1. NORTH ORISSA UNIVERSITY ,TAKATPUR,BARIPADA,MAYURBHANJ 2.BIJU PATNAIK UNIVERSITY OF TECHNOLOGY,ROURKELA-769004 CAMP- TECHNO CAMPUS, KALINGA NAGAR,BHUBANESWAR-751003		
Pin Code	757001,769004	Period of Affiliation	NOU-1999 TO 2002-2003 BPUT-2003-2004 TO ONWARDS
STD Code	0661	Phone No.	256906
Fax No.	0661-2501345	E-Mail/ Web site	bputrkl@rediffmail.com www.bput.org.

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 st Year of approval by AICTE (give approval ref. no. & date)	2009-2010		2008-2009		2007-2006		2006-2007			
		Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions		
UG(FT)											
UG(PT)											
PG(FT)	MCA	OR-32(ET)CS/99 Dated.23.09.99	60	Admission Process is going on	60	38	60	60	60	30	---
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.

S. No.	Courses	Sanctioned Intake 2007-2008	Actual Admissions	No. of Excess Admissions	Reasons
		NOT APPLICABLE			

9 iii) Is the Institution offering M. Phil or a Doctoral programmes ? if yes, give details

S. No.	Program	Specialization	Intake
	NOT APPLICABLE		

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

The MCA classes are being conducted in the earmarked space within the common building

Of Seemanta Engineering College, Mayurbhanj, Jharpokharia.

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 2007-08
			NOT APPLICABLE				
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 2007-2008	Actual Admissions
		NOT APPLICABLE	

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(over aged) as per AICTE Norms.	Compliance report on the deficiencies as pointed out by the AICTE IS ANNEXED IN annexure – III (forwarding letter)
2	Eligible Principal/Director to be appointed by 30 th June'2009.	
3	Faculty is short by 207(Required 10, Available-08)	
4	Library facility in term of books in adequate as AICTE norms.	
5	Computer short by 40%(Required 75,Available-45)	
6	Journal(National)short by 50%(Required 12,Available-6)	
7	LAN Facilities short by 21.05%	

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

Name Dr. Rajanikant Chhotray, Principal cum Secretary, SEC

Date of Birth 01.06.1942

Academic qualifications (with field of specialization) :

B.Sc. Engg. (Electrical) BHU, M.Sc. (Electronics & Control System) BHU,

**Ph.D. (Electrical)S.U., Control Simulation & Modeling, Algorithm
Analysis, Principle of Programming Languages, AI**

Details of Experience (Academic / Industrial) :

Lecturer In Electrical Engg – 1968-1970 PHU

Lecturer In Electrical Engg – 1970- 1975 OUAT

Lecturer In Electrical Engg –1975 – 1982 REC,Rourkela.

Asst Prof In Electrical Engg –1982 – 1986 REC,Rourkela.

Prof & Head In Comp. Sc & Engg –1986-2002 REC,Rourkela.

Date of the appointment in the present institution: 1st April 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 with class / division of passing			Date of Birth	Experience			Date of Joining the Institution	Gross total salary as on date with scale & Basic pay	PAN Number	P. F. A/ c N o.
				UG	P G	Doctorate		a	b	c				
UG Level														
PG Level														
MCA	1	Dr.R.K. Chhotray	Principal			Ph.D	1.6.1942	41 yrs			1.4.2005	40,000/- Honorarium		
	2	Prof. S.K.Pattnaik	Prof.			M.A. Eng.		33 yrs			6.8.2007	8,000/-		
	3	Prof.S.C.Kar	Prof.			MSC	8.2.1939	40 yrs			1.3.2000	5,000/- Honorarium		
	4	Mr. H.Kalia	Asst.Prof			M. Tech	20.5.1973	12 yrs			19.8.1998	12000- 18000/-		
	5	Mr. B.Pati	Asst.Prof			M.E.	4.7.1974	11 yrs	02 yrs		1.9.1999, 8.8.2009	12,000- 18000/-		
	6	Mrs. C. Panigrahi	Sr. Lect.			MCA	1.10.1976	8 yrs			2.7.2001	10,000- 15200/-		
	7	Dr.P.Das	Lect			MSC, M. Tech	8.6.1974	3 yrs			26.8.2006	10,000- 15200/-		
	8	Mr.A.S. Mohapatra	Sr. Lecturer (Mgt.)			Ph.D Cont.	20.05.1968	12 yrs			1.11.1997	10,000-325- 15,200		
	9	Mrs.M. Panda	Lect			MCA	20.5.1977	2 yrs			30.7.2007	8000- 13,500/-		
	10	Mr.M.R. Pani	Lect			MCA	28.2.1973	2 yrs			6.8.2007	8000- 13,500/-		

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	Professors	----	----	-----	02	02
		Assistant Prof.	-----	-----	01	-----	01
		Lecturers	-----	-----	02	05	07
		Others	-----	-----	-	-----	-----
2.		Professors	-----	-----	-	-----	-----
		Assistant Prof.	-----	-----	-----	-----	-----
		Lecturers	-----	-----	-----	-----	-----
		Others	-----	-----	-----	-----	-----

12 ii) (d) Mode of selection of faculty and staff: Through Faculty Selection Committee with the Subject Experts..

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

Constitution of the selection committee - As Per AICTE Norms

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	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 02 01 --- 04
2	Administrative Staff a) Administrative Officer b) Accounts Officer/Assistant Account Officer c) Clerks d) Others	02 01 11 10

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 Lecturers of the Institution are also invariably deputed to different Institution, Organizations & Industries for training programme for quality improvement.

14. Students data and pass % since last three years.

S.No.	Course	Year	Sanctioned Intake	Students Admitted	Students Passed out in first attempt	% of Students passed in first attempt	% of Students passing out with Distinction	% of Students with 1st Division	% of Students with IInd Division
01	MCA	06-07	60	30	07	87.5	BPUT not provided Division/Distinction.		
		07-08	60	60	-----	-----			
		08-09	60	38	17	58.62			

NOTE: Average result of two Semesters in case of Semester system

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)
	The MCA passed out student of the Institution have been engaged in difference spears through Campus.		
2006-07	MCA	7	During the year 2008 by end of July 23 MCA final year students have been saluted in the campus drive conducted by CMS computer Ltd. New Delhi The Salary structure is Rs.16, 500/- per month.
2007-08	MCA	-----	
2008-09	MCA		
			27

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
01	2006-2007	CMS Computers	03
		HP Networking Division	02
02	2007-2008	-----	-----
03	2008-2009	CMS Computers	22
		Assurgent Technologies	04
		Wipro	01

The college had arranged off campus for the students for different Organization like Wipro Spectramind, DFL, HP Networking Division, Torry Haris Business Solution, IBM, Infosys, Satyam, US Technology in which few students have been selected.

17. Library facilities

- A** Total area of the library **988.75 sq.M.**
- B** Seating capacity of the library **100 Students**
- C** Reprographic facility (yes / No) **Yes**
- D** Working hours of library **10 Hours (8 A.M. to 6 P.M.)**
- E** Library Networking facility (yes / No) **Software has already been purchased & installation completed and data entry work in processes.**
- F** Usage data of the library (in terms of books issued to the faculty & students etc.) **Available.**
- G** Annual library budget (% of annual student fee collected) **Library Budget is variously done taking came of the fees collected from the students.**
- H** Details of the library staff with qualifications and pay scales

Sl.No	Name	Designation	Qualification	Pay Scale
01	Mr. Deepak Kumar Sahu	Labrarian	M.A. B.Lib	Rs.5,500-175-9,000/-
02	Mrs. Geetanjali Dandpat	Asst.Librarian	M.A. M.Lib	Rs.4,750-125-7,500/-
03	Sri Pramod Kumar Sahu	Library Asst.	B.A.	Rs.3200-85-4,900/-
04	Sri Chakradhar Sahu	Library Asst.	B.A.	Rs.3200-85-4,900/-
05	SriTapan Kumar Mohanta	Library Peon	HSC	Rs.2550-55-2660-60-3200/-
06	SriTrilochan Mohanta	Library Peon	HSC	Rs.2550-55-2660-60-3200/-

Details of the library facilities

I

S.No	Course(s)	Number of titles of the books	Number of volumes	Journals	
				National	International
1	MCA	351	6537	Nil	08

18. Details of Laboratories & Workshops

S.No	Name of the Course	Name of the laboratory/workshop	Total Area of lab/workshop	Major equipment
1	MCA	Lab-I	107.16	1. Server –3 nos.
		Lab-II	80.37	2.Systems ----45 nos.
		Lab.-III	53.58	3.UPS –30 nos.
				4. Printers –2 nos.

Computer Facilities for the existing programme(s)

19.

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	60 nos.		45 nos available action is being taken to purchase the rest.	
2.	Hardware Specification			P4 2.8 GHzHT,865 GL M.Board,128 MB DDR RAM,40 GB HDD,1.44 FDD, on board VGA,USB p Port,Com.Port,USB PS/2 mouse,PS/2 Key Board,15" col.Monitor.	
3.	No of terminals of LAN/WAN			30 nos.	
4.	Relevant Legal Software	Application	System	Application	System
		Turbo,C,C++,COBOL,Pascal,MS-Office2000,MS Vusal Studio 6.0,Oracle,Auto Cad 2000,Libsys.		MS Windows 98SE,Windows 2000,SCO,UNIX,LINUX,Novell-5	
5.	Peripheral(s)/ Printers			DMP-2 nos. Laser-01 no.	
6.	Internet Accessibility (in kbps & hrs)			256 KBPS & 24 Hours.	

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

20. Building

1. Available Built up area per student _____
 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)		6329.73 Sq.M	1764.56			8094.29
Administrative Area (Carpet Area)		1601.75	116.12			1717.87
Amenities (Carpet Area)		9368.98	339.86			9708.84
Circulation & Others		2990.00				2990.00
Total		20290.46	2220.54			22511.00

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		03		80.37x3=241.11
Tutorial Hall		01		53.58
Drawing Hall (*)		--		-----
Computer Centre		01		72.8
Library		01		988.75
Laboratories & workshops		01		83
Total		07		1438.52

- ❖ 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 <i>(Rural/ District Head Quarter/ State Capital/ Metropolitan city/ Mega City)</i>	Area required as per Land Category (Acres)	Total Area available (Acres)
Rural		AC.03.01 earmarked for MCA

- (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)	Kachha Approach Road
2	Potable Water Supply System (own bore well / municipal corporation)	Own borewel existing
3	Electrical Generator (5kv, 5-10 kv, 10-15 kv, more than 20 kv)	03 nos. of Generator existing
4	Students' Canteen	Existing
5	Students' Common Room (Boys / Girls)	Existing
6	Hostel	Boys
		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	Existing
8	Digital Library	Existing
9	Quarters for Faculty	Existing
10	Guest House	Existing
11	Parking facilities	Existing
12	Medical facilities (full time / part time doctor / dispensary)	Existing
13	Insurance facilities	Existing
14	Telephone booth	Available
15	Gymnasium /indoor / outdoor stadium	Available
16	Rainwater-harvesting facilities are available	-----
17	Post office facility	-----
18	Bank facility	Available
19	Transport facility for day scholars	Available
20.	Reprographic facilities in the Institutions.	-----
21.	Barrier free environment for physically challenged.	-----

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	50,000	50,000	50,000	50,000
3.	University fee (Examination fee, Registration fee etc.)				
4.	Hostel fee (Rent etc.)		10,000		10,000
5.	T & P		2,500		2,500
6.	Blazer & Uniform		2,500		2,500
7.	Caution Money		2,500		2,500
Total Fee			72,000		72,000

25. Financial Position AS ON 31.03.2008.(UNAUDITED)

(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	14.57
2.	State Government	NIL	Salary for Visiting/Adjunct faculty	----
3.	University Grants Commission	NIL	Salary of Non-Teaching Staff	2.60
4.	Other Central/State Govt. Bodies	NIL	Library	1.51
5.	Private Trust	NIL	Computer Centre	22.50
6.	Donations	NIL	Affiliation	.50
7.	Student Fees	50.70	Internet Evaluation	.34
8.	Internal Revenue Generation /Bank Interest	5.00	Others (Please specify) Audit	.30
9.	Others (<i>please specify</i>)/ <i>Hostel & Misc</i>	4.02		
	Total	59.72		42.32

(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)
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.	State Bank Of India, Jharpokharia.	10802485977	27.93	-----	27.93
2.	Bank Of India, SIPS Campus	03	30.85	-----	30.78

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.

- 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.

