

# ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

**Format for Compliance Report for the year 2005-06 for  
Extension of Approval for the academic year 2006-07 to  
be submitted along with Mandatory Disclosure**



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

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# 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 20/12/2005 for consideration of extension of approval for the session 2006-07.

## 1 i) Name and Address of the Institution

Name	AMITY BUSINESS SCHOOL		
Address	Permanent Location as approved by AICTE	Temporary Location (if applicable)	
	Amity Education Valley, Panchgaon-122413 Gurgaon, Haryana		
Village	Panchgaon		
Taluk	Gurgaon		
District	Gurgaon		
Pin Code	122 413		
State	Haryana		
STD Code	0124	Phone No: 2337639/ 40/51	
Fax No.	0124-2337641/37	E-Mail: <a href="mailto:absmanesar@absm.amity.edu">absmanesar@absm.amity.edu</a>	
Web site	<a href="http://www.amity.edu">www.amity.edu</a>		
Nearest Rly Station	Gurgaon		
Nearest Airport	New Delhi		

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

NA	
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## 2 i) Name and Address of the Society / Trust

Name	Ritnand Balved Education Foundation (RBEF)		
Address	E-27, AKC House, Defence Colony, New Delhi-11 00 24		
Pin Code	11 0024	STD Code	011
Phone No.	011-24339700,24331960	Fax No.	011-24339100,24339200
E-Mail	<a href="mailto:aeinfo@absindia.org">aeinfo@absindia.org</a>	Web site	<a href="http://www.amity.edu">www.amity.edu</a>

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

Details enclosed (Annexure I & II)

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

<b>Name</b>					
<b>Designation</b>		<b>Qualification &amp; Experience</b>	<b>Highest Degree</b>	<b>Specialization</b>	<b>Total Experience</b>
<b>STD Code</b>	<b>0124</b>	<b>Phone No. (O) 2337639</b>	<b>Fax No.</b>	<b>0124-2337641</b>	
<b>STD Code</b>	<b>0124</b>	<b>Phone No. (R) 2337640/51</b>	<b>Fax No.</b>		
<b>E-Mail</b>					

**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 27-09-1999 (F.No.431/HR-13/MBA-ET/99,Sept.27)
- iii) Year of Commencement of the first batch 1999
- iv) Details of Last extension letter with year of approval F.No.431/HR-13/ET-MBA/99,  
Dated 24-06-2005 for the year  
2005-2006

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

**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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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

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8. Name and Address of the Affiliating University

<b>Name</b>	Maharshi Dayanand University, Rohtak		
<b>Address</b>	Rohtak – 124001, Haryana		
<b>Pin Code</b>	124001	<b>Period of Affiliation</b>	Since 1999 (Contd.)
<b>STD Code</b>	01262	<b>Phone No.</b>	296051 – 53
<b>Fax No.</b>	01262 – 294133	<b>E-Mail/ Web site</b>	vcmdu@yahoo.com

9. i) AICTE approved existing course(s) of study during academic year 2005-2006

			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)	2005-2006		2004-2005		2003-2004		2002-2003			
		Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions		
UG(FT)											
UG(PT)											
PG(FT)	Two Year Full Time MBA Programme	27-09-1999 (F.No.431/HR-13/MBA-ET/99,Sept.27)	60	60+1*	60	60+1*	60	60	60	60	NO
PG(PT)											

\* = One Kashmiri Migrant Quota

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

S. No.	Courses	Sanctioned Intake 2005-2006	Actual Admissions	No. of Excess Admissions	Reasons

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

S. No.	Program	Specialization	Intake

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

\_\_\_\_\_

\_\_\_\_NIL\_\_\_\_

\_\_\_\_\_

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
<b>TOTAL</b>							
Note:- The Institute has Distance Learning Study Centre in which 45 students are registered for whom contact classes are run in another building (off-campus).							

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 2005-2006	Actual Admissions
		-----NA-----	

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
	Annexure – III (a) III (b)	



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

**Name:**

**Date of Birth:**

**Academic qualifications (with field of specialization):**

**Details of Experience (Academic / Industrial) :**

**Date of the appointment in the present institution:**

**12 ii) (a) \*Faculty Position for the existing programme(s) (Programme-wise)**

Name of the Programme (UG & PG)	Total Sanctioned Intake (last 4 yrs. for Engg./Arch./HMCT/ Pharmacy/ Applied Arts etc. , last 3 yrs. for MCA and last 2 yrs. for MBA)	Total number of Faculty required as per norms (Column 2 divided by 15)	Details of Faculty Available					Nature of Appointment	
			Professors (Rs. 16400-22400 scale)	Assistant Professors / Readers (Rs. 12000-18000)	Lecturers (Rs.8000-13500)	Total	Others/ visiting faculty	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
MBA	60	08	01	02	06	09	04	06	03
Humanities									
Social Sciences									

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

**12 ii) (b) Details of the Full Time Teaching Faculty (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												
PG Level (Exclusively for MBA)	01	Prof. (Dr.) R. C. Sharma	Professor & Advisor	BA	MA (Eco), MA (Eng. Lit) PGDPMLW (Hons) (HRM & IR)	Ph. D	01-01-38	41	06		07-09-00	Rs.38,300/- (Consolidated including allowances and benefits)
	02	Ms. Shivali	Reader	BA (Hons)	MIB PGDCA, SLET (IB)	Ph. D. (Pursuing)	03-08-74	6	2.5		16-04-02	Rs.21,435/- (12000-420-18300) Rs.12,000/-
	04	Mr. Vikas Madhukar	Lecturer	B. Com	MBA (Finance & Strategy)	Ph. D. (Pursuing)	01-11-76	5.2	1.2		10-09-02	Rs.21,435/- (12000-420-18300) Rs.12,000/-
	03	Dr. Suresh Kumar Mittal (On leave)	Lecturer	B. Com.	M. Com. NET (Finance)	Ph. D.	07-06-71	9	-		19-10-00	Rs.18,871/- (8000-275-13500) Rs.10,475/-
	05	Mr. Anil Vashisht	Lecturer	BE	MBA (Marketing)	Ph. D. (Pursuing)	18-12-75	2	3		04-08-03	Rs.15,380/- (8000-275-13500) Rs.8,550/-
	06	Dr. (Mrs.) Ritu Sapra (On leave)	Lecturer	B. Com.	MBA, M. Com., SLET (Finance)	Ph. D.	10-06-74	7	-		03-01-05	Rs.16,337/- (8000-275-13500) Rs.8,825/-
	07	Mr. Varun Kamboj	Lecturer	B. Com.	MBA (Finance & IT)	---	28-11-80	2.3	1		16-09-05	Rs.14,415/- (8000-275-13500) Rs.8,000/-
	08	Mr. Sandeep Chaudhary	Lecturer/ Trg. & Placement In-charge	BBA	MBA	---	01-11-79	02	01		01-12-05	Rs.14,415/- (8000-275-13500) Rs.8,000/-
	09	Mrs. Shalini	Lecturer	B. Sc.	MCA	---	21-06-81	02	-		07-03-06	Rs.14,415/- (8000-275-13500) Rs.8,000/-

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

**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	
01	MBA	Professors	Nil	Nil	Nil	01	01
02	MBA	Assistant Prof.	02	Nil	Nil	Nil	02
03	MBA	Lecturers	02	01	02	01	06
		Others					

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

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

**(i) The Hindustan Times The Times of India, (ii) Dainik Bhaskar/ Dainik Jagran  
(National Daily) (National Daily)**

**Constitution of the selection committee: As per Maharshi Dayanand University,  
Rohtak norms from time to time**

**Whether University representative is invited  
in the selection committee meeting:**

**Yes**  **No**

**(Since last year, the University does not nominate its representatives)**

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

<b>S.No</b>	<b>Category Staff</b>	<b>Number</b>
1	<b>Technical Supporting Staff</b> 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 (System Executive) 01 Library Attendant
2	<b>Administrative Staff</b> a) Administrative Officer b) Accounts Officer/Assistant Account Officer c) Clerks d) Others	01 (Asstt. Accountant) 02 05

**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:**

See Annexure - IV

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	MBA	01-03	60	62	56	90.32	4.12	84.01	2.19
02	MBA	02-04	60	60	53	88.33	16.66	66.67	5.00
03	MBA	03-05	60	60	50	83.33	15.8	67.53	--

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)

<b>Year</b>	<b>Discipline</b>	<b>Total no. of students passed out (last 3 years)</b>	<b>Total no. of students placed through placement cell (last 3 years)</b>
2003	MBA	62	56
2004	MBA	58	41
2005	MBA	60	46

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

<b>S.No.</b>	<b>Year</b>	<b>Name of the Company/Industry</b>	<b>Number of Students placed</b>

16. Utilization status of grants received under various schemes of AICTE (R&D, MODROB, Faculty development, IIPC etc for the last three years). NA.

S.No	Name of the Scheme(s)	Grant sanctioned (Amount & Date)	Grant utilized	Whether utilization certificate submitted, if yes amount for which submitted	Major impact

17. Library facilities

- A Total area of the library : 115.52 Sq. M.
- B Seating capacity of the library : 60
- C Reprographic facility (yes / No) : Two
- D Working hours of library : 09.00 a.m. to 06.00 p.m.
- E Library Networking facility (yes / No) : Yes
- F Usage data of the library (in terms of books issued to the faculty & students etc.) : 3500
- G Annual library budget (% of annual student fee collected) : 2.61%
- H Details of the library staff with qualifications and pay scales : (i) Mr. Parveen Singh, Asstt. Librarian, M. Sc./ MA, B. Lib (Pursuing M. Lib.) (Salary Rs.9,000/- consolidated)  
(ii) Mr. Sanjay Kumar Tiwari, Lib. Attendant (B. Lib.)

I Details of the library facilities

S.No	Course(s)	Number of titles of the books	Number of volumes	Journals	
				National	International
01	MBA	2160	4033	33+2 (online)	08



18. **Details of Laboratories & Workshops** -- **NA**

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 for Engg., 1:6 for Pharmacy/ HMCT/Arch./ Applied Arts and 1:2 for MBA/MCA)		Availability	
1.	No of Computer terminals			61	
2.	Hardware Specification			Pentium-IV (128MB Ram with 40GB HDD)	
3.	No of terminals of LAN/WAN			61	
4.	Relevant Legal Software	Application	System	4 (TurboC++, Oracle 8i, Tally, MS Office)	5 (Windows 98, 2000 Server, NT, SCO Server, Linux)
5.	Peripheral(s)/ Printers			1 Scanner	9 Printer (2 DMP, 2 Inkjet, 5 Laser)
6.	Internet Accessibility (in kbps & hrs)			128kbps dedicated	

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

20. **Building**

1. Available Built up area per student = 19.25 Sq. M.
2. Total Built up Area for the existing programme(s) = 2310 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)	387	Yes	Nil	60	19.25 Sq. M.	805.6 Sq. M
Administrative Area (Carpet Area)	330	Yes	Nil			1019.70 Sq. M
Amenities (Carpet Area)	430	Yes	Nil			203.28 Sq. M
Circulation & Others		Yes	Nil			281.42 Sq. M
<b>Total</b>	1147					2310 Sq. M

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	02	03	66 X 2 = 132 sqm	200.64 Sq. M.
Tutorial Hall	04	05	20 X 4 = 80 sqm	288.80 Sq. M.
Drawing Hall (*)	NA	NA	NA	NA
Computer Centre	01	02	75 X 1 = 75 sqm	115.52 Sq. M.
Library	01	02	100 X 1 = 100 sqm	115.52 Sq. M.
Laboratories & workshops	NA	NA	NA	NA
<b>Total</b>			<b>387 sqm</b>	<b>720.48 Sq. M.</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)	Area required as per Land Category (Acres)	Total Area available (Acres)
Rural	2.5 Acres	4 Acres

- (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 (own bore well)
3	Electrical Generator (5kv, 5-10 kv, 10-15 kv, more than 20 kv)	Yes (125 Kv)
4	Students' Canteen	Yes
5	Students' Common Room (Boys / Girls)	Yes (Boys/ Girls)
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 Chartered Bus	
7	Principal's Quarters	Yes
8	Digital Library	In process
9	Quarters for Faculty	Partially
10	Guest House	Yes
11	Parking facilities	Yes
12	Medical facilities (full time / part time doctor / dispensary)	Yes (Doctor on call)
13	Insurance facilities	Yes
14	Telephone booth	No
15	Gymnasium /indoor / outdoor stadium	Play Ground available
16	Rainwater-harvesting facilities are available	Yes
17	Post office facility	No
18	Bank facility	No
19	Transport facility for day scholars	Yes
20.	Reprographic facilities in the Institutions.	Yes
21.	Barrier free environment for physically challenged.	NA

## 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.26,000/-	Rs.26,000/-		
3.	University fee (Examination fee, Registration fee etc.)		As fixed by University (Rs.1000/- at present)		
4.	Hostel fee (Rent etc.)		Rs.18,000/-(*) (Self Financing)		
5.	Laboratory fee				
6.	Library fee				
7.	Any other (a) Student Activity Fund (b) Development Fees (c) College security (d) Hostel Security	Rs.1,500/- Rs.4,000/- Rs.2,000/- Rs.2,000/-	Rs.1,500/- Rs.4,000/- Rs.2,000/- Rs.2,000/-		
<b>Total Fee</b> (See Annexure – VI)		Rs.35,500/- (for day scholars)	Rs.35,500/-		

(\*) Optional

(\*\*) Surrendered to the CET conducting University for filling all the Management Quota Seats

## 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	17,29,285/-
2.	State Government		Salary for Visiting/Adjunct faculty	16,500/-
3.	University Grants Commission		Salary of Non-Teaching Staff	4,03,709/-
4.	Other Central/State Govt. Bodies		Library	60,751/-
5.	Private Trust	32,99,676.02	Computer Centre	7,86,489.48
6.	Donations		Equipments Labs and Workshops	1,17,983.48
7.	Student Fees	36,21,700.00	Building	46,208.00
8.	Internal Revenue Generation		Others (please specify)	53,43,722.17
9.	Others (please specify)	4,68,730.07		
<b>Total</b>		<b>73,90,106.09</b>		<b>85,40,687.13</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)
01	Punjab National Bank, Manesar	56	7,093.73 (as on 31-03-05)	20,00,000.00	20,07,093.73

**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 to be submitted along with the Compliance Report**

- a. Copy of Mandatory Disclosure.**
- b. 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
- c. Faculty and Staff**
  - Copies of appointment letters of the Faculty Members and other Staff of the Institution along with the terms and conditions of appointment.
  - Name of the Principal/Director-Date of Joining and Experience details.
  - List of Faculty Members appointed discipline-wise with qualification, designation, date of joining.
  - List of Faculty Members deputed for higher studies in the last two years (with proof)
  - List of Papers published in National / International Journals by the Faculty Members in the last two years (copies to be furnished)
  - List of Books / Text Books written by the Faculty in the last two years, if any
  - List of Faculty Members who attended Summer/Winter School in the last two years (if any).
  - List of R&D, Consultancy Project undertaken by Faculty in the last two years with utilization details.
  - Acquittance roll of Faculty / Non-teaching staff for the current and previous year
  - Salary register of faculty/proof of salary paid to the staff along with TDS records.

**d. Land and Building**

- A copy of original Land document.
- Approved Plan of the building with total area of built up space
- Building Completion Certificate
- Details of proposed/under construction area. (if any)
- Plot no. and addresses of the owner of the land surrounding the institution (i.e. front, back, to the left, to the right)

**e. Finance**

- Audited Statement of accounts of the institution
- Latest bank statement, funds available in the FDR and Saving Account/Current Account
- Purchase register-all the equipment/books/furniture etc., copy of the last 5 pages to be submitted.
- 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.

**f. Library, Computers and Equipment – 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.

**g. Students**

- 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).

**h. Photographs and Video CD**

- All Institutions are 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.