



**2.**

Year of establishment:-

**3.**

Location:-

**4.**

Details of Ownership and Management:-(a)How the Chairman of Governing Body is selected (enclose the rules regarding his selection and removal).(b)How the other members of Managing/Executive Committee are selected.(c)Indicate in brief the dispute between Chairman and other members if any.(d)Principal or Head of the Institute:- (How he is selected) enclose rules.

**5.**

Courses offered by the Institution at Degree/Diploma level/other.

**6.**

Annual intake of various courses alongwith the dates of starting these courses (enclose copy of the syllabus followed).

**7.**

Minimum qualification prescribed for admission to various courses, age restriction and relief in age to Scheduled Caste or Scheduled Tribe candidates.

**8.**

Percentage of seats reserved for Scheduled Tribe/Scheduled Caste, Backward Class, Women, etc. candidates.

**9.**

(i)Method of selection of students for admission:-(a)Total number of students enrolled so far.(b)Number of students on the basis of competitive exams.(c)Nos. selected by nominations.(d)Nos. selected by other methods (specify).(ii)Details of last competitive examination for selection of candidates for admission:-(a)Date of advertisement (copy) names of papers in which advertised.(b)Number of students applied.(c)Number of students admitted.(d)Basis on which merit list was prepared (enclose the copy of merit list from which it can be made out that some criteria was followed in preparation of merit list).(e)Minimum percentage of marks fixed for selection of

candidates.

## 10.

Existing number of students in various courses year wise (Degree/ Diploma/other.)

Sl. No.	Name of the Courses	Name of the Class 1st yr./ IIInd yr.	Category of admission	Women Total
	General Scheduled Caste	Scheduled Tribe	Backward Class	

## 11.

List of students studying in the institution in the various classes/Branch SI. No.:Name of the student and father's name:Home district:Date of Birth:Date of Adm.:Educational qualification:Percentage of marks obtained in the qualifying examination:Percentage of marks obtained in admission test:Category (whether SC/ST or not):Method of selection:Remarks (regarding his performance and attendance):

## 12.

Details regarding dropout candidates:

Sl. No.	Name of the Candidate	Year 1st and II year etc.	Number Admitted	No. Continuing	No. left give reasons for	Remarks
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## 13.

Present Affiliation/Examining Body/Professional Council with the dates of such affiliation/recognition (copies of related orders).

## 14.

Area of institution and a layout plan showing the location of Buildings/ Hostel/Residential Buildings/Main Road/Play ground etc.

## 15.

Details of Building and the purpose for which it is being used (for all type of Building).

Sl. No.	Size of rooms	Number of Rooms	Purpose for which used (see note below).	Condition of the room	Remarks (regarding Type of built pucca, tiled roof etc.)
					Class Room, Drawing Halls, Laboratories, Work-shop, Principal's Office (Hostel and other purpose are to be indicated).

## 16.

List of equipments available in various laboratory/work-shops.

Sl. No.	Name of the Lab/ Workshop	Number of the equipment	Year of purchase	Number	Cost	Remarks regarding its condition and utility
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## 17.

Library-Details of Books and Journals available:-

Sl. No. Name of the Discipline Subject No. of books.

Approximate value of Books and Journals,

## 18.

Furnishing: Give the number of various types of furniture and purpose for which it is being used.

Sl. No.	Description of Furniture.	Nos.	Purpose for which used	Remark regarding condition
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Office D. Hall Lab. Ws. Hons. Other  
purpose.Classroom Lib:

## 19.

Hostel: Give the following details:(a)Number of students staying in the Hostel on the date of inspection.(b)Facilities available in the Hostel for boarding and lodging.

## 20.

List of faculty members-

Sl. No.	Name	Designation	Pay Scale	Qualification	Date of birth	Experience	Salary paid during last two yrs. of Insp.	Date of joining	Category: SC/ST general
1	2	3	4	5	6	7	8	9	10

Regulation of part time-Subject being taught.

## 21.

List of other technical/Non-technical and class IV staff working in the institution.

**22.**

No. of periods held per day and per week and the number of working day in a session.

**23.**

Details of Classes held during last one year (Branch and subject-wise)

Branch..... Year.....

Sl. No.	Subject	Theory	Practicals	Drawing	Remarks
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**24.**

Details of work done by students in laboratory and work-shop year wise. Give the list of experiments which are performed in various laboratories and the list of jobs made in work-shop as prescribed in the syllabus. Also give the list of experiments which have been prescribed in the Syllabus but cannot be performed in the laboratory or work-shops.

**25.**

Details regarding the Examination held by the institution in last two sessions subjectwise.

Sl. No.	Name of Course	year	Subject Theory/ Practical	Date of Examination	No. of Examinees
How many were supposed to appear	No. Appeared	Result in percentage.			
RemarksExaminee Body.					

**26.**

Details of appointment-Give the details of at least 10 lots of appointment, for each lot give the following details:(a)Name of the post.(b)Nos. of Appointment made.(c)Date of advertisement made in the newspaper (also give the name of the papers)(d)No. of applications received.(e)Specify the criteria on which the merit list was prepared.(f)Enclose the copy of the merit list and explain how the above mentioned criteria was observed in preparing this merit list.(g)Name of the members of the appointment committee.

**27.**

Details of fees and other charges collected from students under any name (per student).(a)At the time of admission.:(i)Admission fee.(ii)Development fee.(iii)Tuition fee.(iv)Contribution.(v)Others (Specify).(b)Per month during the course of study:(i)Tuition fee.(ii)Admission Fee.(iii)Hostel

fee.(iv)Other miscellaneous charges (Specify).(c)Annual at the close of session:(i)Examination fee.(ii)Re-admission fee.(iii)Other miscellaneous charges (Specify).(d)Any other payment which a student is required to pay in the form of development charge/contribution/donation or in whatsoever name:-(e)Interview of at least ten students of different class/group to ascertain the amounts which they have paid to the institution in various forms. Give the details of the interviews.

## 28.

Total amount received during the last one year from the students under different heads.

## 29.

Details of income of the institution during last three years.

Sl. No.	Details	Current year	Last Year	Year before last	Total	Remarks
A.	By fees/contribution.					
B.	Donation from students.					
C.	Contribution/donation from other sources.					
D.	Grant from Centre/State/other sources (Specify).					
E.	Other sources of income (Specify).					
F.	Total					

## 30.

Actual Expenditure for last three years.

Sl. No.	Item	Current year	Last Year	Year before last	Total	Remarks
1.	Salaries.					
2.	Purchase of equipment.					
3.	Purchase of books.					
4.	Purchase of furnitures.					
5.	Building/Land.					
6.	Maintenance.					
7.	Office Expenses.					
8.	Others (Specify).					
9.	Total.					

**31.**

Explain the difference between income and expenditure of last three years.

**32.**

At the time of inspection:(a)Money in hand.(b)Cash(c)Deposited in Bank/securities (indicate the account no. etc.)Liabilities.(i)Loans (Specify)(ii)Taxes(iii)Dues (Telephone and Elect. Bill etc.)(iv)Others (Specify)

**33.**

Enclose copies of proceedings of last General Body meeting and Managing Committee meetings.

**34.**

Audit: 1. Enclose copy of last audit report available.

**2. Scrutinise in brief the audit reports.**

**3. Authority which audited.**

**4. If the accounts for few years could not be audited reasons thereof.**

**35.**

Account No., name of the Bank and dates of opening the accounts.

**36.**

Rules and Regulations framed for running the Institution/Examination/ Discipline/Financial Rules.

**37.**

Rules/Regulations regarding working employees' service condition and other facilities. Please enclose copies.

**38.**

Any other matter which committee deem fit to report.(Kindly keep in mind the norms and standard prescribed by AICTE.)