

# ANNEXURE-10

## Mandatory Disclosures

The following information shall be given in the information Brochure besides being hosted on the Institution's official Website.

The onus of the authenticity of the information lies with the Institution ONLY and not on AICTE.

**1. Name of the Institution**

- Address including Telephone, Mobile, E-Mail

**2. Name and address of the Trust/ Society/ Company and the Trustees**

- Address including Telephone, Mobile, E-Mail

**3. Name and Address of the Vice Chancellor/ Principal/Director**

- Address including Telephone, Mobile, E-Mail

**4. Name of the affiliating University**

**5. Governance**

- Members of the Board and their brief background
- Members of Academic Advisory Body
- Frequency of the Board Meeting and Academic Advisory Body
- Organizational chart and processes
- Nature and Extent of involvement of Faculty and students in academic affairs/improvements
- Mechanism/ Norms and Procedure for democratic/ good Governance
- Student Feedback on Institutional Governance/ Faculty performance
- Grievance Redressal mechanism for Faculty, staff and students
- Establishment of Anti Ragging Committee
- Establishment of Online Grievance Redressal Mechanism
- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University
- Establishment of Internal Complaint Committee (ICC)
- Establishment of Committee for SC/ST
- Internal Quality Assurance Cell

**6. Programmes**

- Name of Programmes approved by AICTE
- Name of Programmes Accredited by NBA
- Status of Accreditation of the Courses
  - Total number of Courses
  - No. of Courses for which applied for Accreditation
  - Status of Accreditation – Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for . . . Courses (specify the number of courses)

- For each Programme the following details are to be given(Preferably in Tabular form):
  - Name
  - Number of seats
  - Duration
  - Cut off marks/rank of admission during the last three years
  - Fee (as approved by the state government)
  - Placement Facilities
  - Campus placement in last three years with minimum salary ,maximum salary and average salary
- Name and duration of Programme(s)having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details:
  - Details of the Foreign University
  - Name of the University
  - Address
  - Website
  - Accreditation status of the University in its Home Country
  - Ranking of the University in the Home Country
  - Whether the degree offered is equivalent to an Indian Degree? If yes, the name of the agency which has approved equivalence. If no, implications for students in terms of pursuit of higher studies in India and abroad and job both within and outside the country
  - Nature of Collaboration
  - Conditions of Collaboration
  - Complete details of payment a student has to make to get the full benefit of Collaboration
- For each Programme Collaborated provide the following:
  - Programme Focus
  - Number of seats
  - Admission Procedure
  - Fee (as approved by the state government)
  - Placement Facility
  - Placement Records for last three years with minimum salary, maximum salary and average salary
  - Whether the Collaboration Programme is approved by AICTE? If not whether the Domestic/ Foreign University has applied to AICTE for approval

## 7. Faculty

- Course/Branch wise list Faculty members:
  - Permanent Faculty
  - Adjunct Faculty
  - Permanent Faculty: Student Ratio
  - Number of Faculty employed and left during the last three years

## **8. Profile of Vice Chancellor/ Director/ Principal/Faculty**

- For each Faculty give a page covering with Passport size photograph
- Name
- Date of Birth
- Unique ID
- Education Qualifications
- **Work Experience**
  - Teaching
  - Research
  - Industry
  - others
- Area of Specialization
- Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level
- **Research guidance(Number of Students)**
  - No. of papers published in National/ International Journals/ Conferences
  - Master (Completed/Ongoing)
  - Ph.D. (Completed/Ongoing)
- Projects Carried out
- Patents (Filed & Granted)
- Technology Transfer
- Research Publications (No.of papers published in National/International Journals/Conferences)
- No. of Books published with details (Name of the book, Publisher with ISBN, year of publication, etc.)

## **9. Fee**

- Details of Fee, as approved by State Fee Committee, for the Institution
- Time schedule for payment of Fee for the entire Programme
- No. of Fee waivers granted with amount and name of students
- Number of scholarship offered by the Institution, duration and amount
- Criteria for Fee waivers/scholarship
- Estimated cost of Boarding and Lodging in Hostels
- Any other fee please specify

## **10. Admission**

- Number of seats sanctioned with the year of approval
- Number of Students admitted under various categories each year in the last three years
- Number of applications received during last two years for admission under Management Quota and number admitted

## 11. Admission Procedure

- Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL (website)
- Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test etc.)
- **Calendar for admission against Management/vacant seats:**
  - Last date of request for applications
  - Last date of submission of applications
  - Dates for announcing final results
  - Release of admission list (main list and waiting list shall be announced on the same day)
  - Date for acceptance by the candidate (time given shall in no case be less than 15days)
  - Last date for closing of admission
  - Starting of the Academic session
  - The waiting list shall be activated only on the expiry of date of main list
  - The policy of refund of the Fee, in case of withdrawal, shall be clearly notified

## 12. Criteria and Weights for Admission

- Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.
- Mention the minimum Level of acceptance, if any
- Mention the cut-off Levels of percentage and percent ile score of the candidates in the admission test for the last three years
- Display marks scored in Test etc. and in aggregate for all candidates who were admitted

## 13. List of Applicants

- List of candidate whose applications have been received along with percentile/percentages core for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats (merit wise)

## 14. Results of Admission Under Management seats/Vacant seats

- Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)
- Score of the individual candidate admitted arranged in order or merit
- List of candidate who have been offered admission
- Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate
- List of the candidate who joined within the date, vacancy position in each category before operation of waiting list

## 15. Information of Infrastructure and Other Resources Available

- Number of Class Rooms and size of each
- Number of Tutorial rooms and size of each
- Number of Laboratories and size of each

- Number of Drawing Halls with capacity of each
- Number of Computer Centres with capacity of each
- Central Examination Facility, Number of rooms and capacity of each
- Online examination facility (Number of Nodes, Internet bandwidth, etc.)
- Barrier Free Built Environment for disabled and elderly persons
- Occupancy Certificate
- Fire and Safety Certificate
- Hostel Facilities
- **Library**
  - Number of Library books/ Titles/ Journals available(Programme-wise)
  - List of online National/ International Journals subscribed
  - E- Library facilities
  - National Digital Library(NDL) subscription details
- **Laboratory and Workshop**
  - List of Major Equipment/Facilities in each Laboratory/Workshop
  - List of Experimental Setup in each Laboratory/Workshop
- **Computing Facilities**
  - Internet Bandwidth
  - Number and configuration of System
  - Total number of system connected by LAN
  - Total number of system connected by WAN
  - Major software packages available
  - Special purpose facilities available (Conduct of online Meetings/Webinars/Workshops, etc.)
  - Facilities for conduct of classes/courses in online mode (Theory & Practical)
  - Innovation Cell
  - Social Media Cell
  - Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments
- **List of facilities available**
  - Games and Sports Facilities
  - Extra-Curricular Activities
  - Soft Skill Development Facilities
- **Teaching Learning Process**
  - Curricula and syllabus for each of the Programmes as approved by the University
  - Academic Calendar of the University
  - Academic Time Table with the name of the Faculty members handling the Course
  - Teaching Load of each Faculty
  - Internal Continuous Evaluation System and place
- Student's assessment of Faculty, System in place

- **For each Post Graduate Courses give the following:**

- Title of the Course
- Curricula and Syllabi
- Laboratory facilities exclusive to the Post Graduate Course

- **Special Purpose**

- Software, all design tools in case
- Academic Calendar and framework

**16. Enrolment and placement details of students in the last 3years**

**17. List of Research Projects/ Consultancy Works**

- Number of Projects carried out, funding agency, Grant received
- Publications (if any) out of research in last three years out of masters projects
- Industry Linkage
- MoUs with Industries (minimum 3(10))

**18. LoA and subsequent EoA till the current Academic Year**

**19. Accounted audited statement for the last three years**

**20. Best Practices adopted, if any**

**Note:** Suppression and/or misrepresentation of information shall invite appropriate penal action. The Website shall be dynamically updated with regard to Mandatory Disclosures

**Important Instructions:**

- Avoid putting personal information in public domain.
- The mandatory disclosure should be available freely to view/download to the public without any restrictions.
- LoA/EoA letters (since inception) should form part of the mandatory disclosure and complete mandatory disclosure document should be converted into a single PDF file and the URL (web-link) to be entered in the AICTE portal (under attachments tab).