

GOVT. OF BIHAR
Department of Science & Technology

**Format for Compliance Report for the year 2007-08 to be
submitted along with Mandatory Disclosure**

As Per

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

- *Last date of submission of Compliance Report – 31/08/2008*
- *Compliance Report to be submitted to the Asst. Director (Tech.)*



1st Floor, Technology Bhawan, Bailey Road, Patna
Phone: (0612) 2546598, 2545143 Fax: (0612) 2546418
Website: www.dst.bih.nic.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 Office latest by 31st August 2008.*
- *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			
Address	Permanent Location as approved by AICTE	Temporary Location (if applicable)	
Village			
Taluk			
District			
Pin Code			
State			
STD Code			Phone No:
Fax No.			E-Mail:
Nearest Rly Station			
Nearest Airport			
Web site			
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: _____
- 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: _____

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

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2 i) Name and Address of the Society / Trust

Name			
Address			
Pin Code		STD Code	
Phone No.		Fax No.	
E-Mail		Web site	

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

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

Name					
Designation		Qualification & Experience :	Highest Degree	Specialization	Total Experience
		Date of Birth:			
STD Code		Phone No. (O)	Fax No.		
STD Code		Phone No. (R)	Fax No.		
E-Mail		Mobile No.	Date of joining the institution:		

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

- i) Central / State Government
- ii) Government Aided
- iii) Self-Financing (Minority)
- iv) Self-Financing (Non-Minority)
- v) Any other (Please specify)

5. Information on Establishment of the Institution

- i) Year of Establishment _____
- ii) Date on which first approval was accorded by the Council _____
- iii) Year of Commencement of the first batch _____
- iv) Details of Last extension letter with year of approval _____

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.

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

8. Name and Address of the Affiliating University / Board

Name			
Address			
Pin Code		Period of Affiliation	
STD Code		Phone No.	
Fax No.		E-Mail/ Web site	

9. i) AICTE approved existing course(s) of study during academic year 2007-2008

			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)	2007-2008		2006-2007		2005-2006		2004-2005			
		Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions		
Diploma											
Post Diploma											
Part Time Diploma											

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

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

Name :

Date of Birth :

Academic qualifications (with field of specialization) :

Details of Experience (Academic / Industrial) :

Date of the appointment in the present institution :

Signature of Authorized Signatory with date

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/ Sr. Lecturer/ H.O.D.)	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 No.
				UG	PG	Doct orate		a	b	c				
Dipl-oma														
Post dipl-oma														
Part Time Dipl-oma														

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	
		H.O.D.					
		Sr. Lecturers					
		Lecturers					
		Others					

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

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

Constitution of the selection committee

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 Superintendent b) Foreman c) Laboratory Assistant d) Librarian e) Assistant Librarian f) Programmer g) System Analyst h) Others (Computer Lab in-charge, Lab Attendant etc)	
2	Administrative Staff a) Administrative Officer b) Accounts Officer/Assistant Account Officer c) Clerks d) Others	

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

19. Computer Facilities for the existing programme(s)

S.No	Particulars	Requirements as per Norms (1:4 all undergraduate UG Programmes and 1:2 for MBA/MCA/ PGDM/ PGDBM)		Availability	
		Application	System		
1.	No of Computer terminals				
2.	Hardware Specification				
3.	No of terminals of LAN/WAN				
4.	Relevant Legal Software				
5.	Peripheral(s)/ Printers				
6.	Internet Accessibility (in kbps & hrs)				

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)						
Administrative Area (Carpet Area)						
Amenities (Carpet Area)						
Circulation & Others						
Total						

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				
Tutorial Hall				
Drawing Hall (*)				
Computer Centre				
Library				
Laboratories & workshops				
Total				

- ❖ 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 <i>(Rural/ District Head Quarter/ State Capital/ Metropolitan city/ Mega City)</i>	Area required as per Land Category (Acres)	Total Area available (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)	
2	Potable Water Supply System (own bore well / municipal corporation)	
3	Electrical Generator (5kv, 5-10 kv, 10-15 kv, more than 20 kv)	
4	Students' Canteen	
5	Students' Common Room (Boys / Girls)	
6	Hostel	Boys <input type="checkbox"/> Girls <input type="checkbox"/>
	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	
8	Digital Library	
9	Quarters for Faculty	
10	Guest House	
11	Parking facilities	
12	Medical facilities (full time / part time doctor / dispensary)	
13	Insurance facilities	
14	Telephone booth	
15	Gymnasium /indoor / outdoor stadium	
16	Rainwater-harvesting facilities are available	
17	Post office facility	
18	Bank facility	
19	Transport facility for day scholars	
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				
3.	Examination fee, Registration fee etc.				
4.	Hostel fee (Rent etc.)				
5.	Laboratory fee				
6.	Library fee				
7.	Any other				
Total Fee					

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	
2.	State Government		Salary for Visiting/Adjunct faculty	
3.	University Grants Commission		Salary of Non-Teaching Staff	
4.	Other Central/State Govt. Bodies		Library	
5.	Private Trust		Computer Centre	
6.	Donations		Equipments Labs and Workshops	
7.	Student Fees		Building	
8.	Internal Revenue Generation		Others (please specify)	
9.	Others (please specify)			
Total				

(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)

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.