**Joint Director, Technical Education, Regional Office, Nagpur.**

**1.1 Basic Information.**

|  |  |
| --- | --- |
| **Regional Office** |  |
| **DTE Institute Code** |  |
| **Name of the Society / Trust** |  |
| **Name of the Institute** |  |
| **Year of Establishment** |  |
| **Address** |  |
| **City / Village / Town** |  |
| **District** |  |
| **Pin Code** |  |
| **Phone No** |  |
| **Web-Site** |  |
| **Email-Id** |  |
| **Fax No** |  |

**1.2 Principal / Director Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Principal / Director** | **Qualification** | **Type of Appointment Approved / Unapproved** | **University Approval Letter No** |
|  |  |  |  |
|  |  |  |  |

**2. Academic Information**

**A. Courses / Intake / Admitted Students.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program** | **Course Name** | **Sanctioned Intake** | **Admitted Students** | | |
| **2012-13** | **2013-14** | **2014-15** |
| **UG** |  |  |  |  |  |
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| **Diploma** |  |  |  |  |  |
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**B. AICTE Approval / University Affiliation / Govt. GR / DTE Approval .**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program** | **Course Name** | **AICTE Approval Letter No** | **University Affiliation Letter No** | **GR No** | **DTE Approval No** |
| **For Academic Year 2015-16** | |
| **UG** |  |  |  |  |  |
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**C. Result of Final Year (2013-14)**

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| --- | --- | --- | --- | --- |
| **Program** | **Course Name** | **No of Students Appeared** | **No of Students Passed** | **% of Passing** |
|
| **UG** |  |  |  |  |
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| **Diploma** |  |  |  |  |
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**D. Training and Placement (For UG)**

**Name of TPO:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** | **No of Students Placed** | | |
| **2012-13** | **2013-14** | **2014-15** |
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**3. Infrastructure**

**a. Land**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Required as per AICTE Norm** | **Available** | **Remark** |
| **Total Area in acres** |  |  |  |
| **Land is in the name of** |  | |  |

**b. Building**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Required as per AICTE Norm** | **Available** | **Remark** |
| **Total Built up area in sqm** |  |  |  |
| **Total Instructional area (Carpet Area) in sqm.** |  |  |  |
| **Total Administrative area (Carpet Area) in sqm.** |  |  |  |
| **Total Amenities area (Carpet Area) in sqm.** |  |  |  |
| **Total Circulation are** |  |  |  |

**c. Documents Verified**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name of Document** | **Tick if Verified** | **Remarks** |
| **i.** | **7/12 / Property Card** |  |  |
| **ii.** | **Sale Deed / Lease Deed** |  |  |
| **iii.** | **N.A.** |  |  |
| **iv.** | **Land use Certificate** |  |  |
| **v.** | **Sanctioned Building Plan** |  |  |
| **vi.** | **Built-Up area Statement** |  |  |
| **vii.** | **Architecture Certificate** |  |  |

**Note:- Check the detailed Infrastructure requirements as per Process Handbook of AICTE 2015-16.**

**4. Faculty Requirements (Program and Course Wise)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Faculty** | **Required as per AICTE Norms** | **Number Available** | | | **Total** | **Remark** |
| **Regular** | | **Adhoc / Contractual** |
| **Approved by University / MSBTE** | **Not Approved** |  |
| **Professor** |  |  |  |  |  |  |
| **Associate Professor** |  |  |  |  |  |  |
| **Assistant Professor** |  |  |  |  |  |  |
| **Lecturer (For Polytechnic)** |  |  |  |  |  |  |

**Check the Faculty Programme Wise. Information to be furnished program and course wise.**

**5. Faculty/Cadre and Faculty / Students Ratio**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | **Required as per AICTE Norms** |  | **Actual** |  | **Remark** |
| **Faculty / Cadre** | **Faculty / Students** | **Faculty / Cadre** | **Faculty / Students** |
| **U.G.** |  |  |  |  |  |
| **P.G.** |  |  |  |  |  |
| **Diploma** |  |  |  |  |  |

**6. Library Resources**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No of Books** | **Required as Per AICTE Norms** | **Available** | | **Remark** |
| **Titles** |  |  | |  |
| **Volumes** |  |  | |  |
| **Journal** |  |  | |  |
| **National** |  |  | |  |
| **International** |  |  | |  |
| **E Journal** |  |  | |  |
| **Multimedia PC** |  |  | |  |
|  |  |  | |  |
| **Reading Room Capacity** |  |  | |  |
|  |  |  | |  |
| **Library Management Software** | **Available** | | **Not Available** | |

**7. Computers and Computing Facility**

|  |  |  |
| --- | --- | --- |
|  | **Required as Per AICTE Norms** | **Available** |
| **No of PCs** |  |  |
| **No of Legal System Software** |  |  |
| **No of Legal Application Software** |  |  |
| **LAN** |  |  |
| **Internet Band Width** |  |  |
| **No of Printers** |  |  |

**8. Equipment / Furniture**

|  |  |
| --- | --- |
| Instruments / Equipments requirement in laboratory to fulfil the syllabus requirement of University / MSBTE | **Furnish Course and Lab wise Equipment / Furniture lists with cost** |

**9. Facilities and Amenities**

|  |  |
| --- | --- |
| Facilities and Amenities | **Provide List** |

**10. Existence of the mandatory committees as per AICTE / University Norms.**

|  |  |  |
| --- | --- | --- |
| **Committee** | **Exist** | **Dosen’t Exist** |
| Anti Ragging |  |  |
| Grievance Redressal |  |  |
| Women Development Cell |  |  |
| Any Other (Specify) |  |  |

**11. Existence of Additional mandatory requirements.**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Available** | **Remarks** |
| Language Laboratory | YES / No |  |
| Potable Water Supply and outlets for drinking water at strategic locations | YES / No |  |
| Electric Supply | YES / No |  |
| Sewage Disposal | YES / No |  |
| Vehicle Parking | YES / No |  |
| Institution Web Site with Mandatory Disclosure | YES / No |  |
| Barrier Free Environment | YES / No |  |
| Safety provisions including fire and other calamities | YES / No |  |
| General notice Board and Department Notice Boards | YES / No |  |
| Virtual Learning Facility | YES / No |  |

**Certificate**

Certified that the information furnished above is true and supported by relevant documents.

**(Seal of Institute)**

Principal / Director

**12. Financial Details.**

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.No. | Particular | Information | Remark |
| 1 | TAN No |  |  |
| 2 | **Last Year’s Income** |  |  |
| 2.1 | Income from Central Government |  |  |
| 2.2 | Income from State Government |  |  |
| 2.3 | Income from Students Fees |  |  |
| 2.4 | Income from Donations |  |  |
|  | **Total Income** |  |  |
| 3 | **Last Year’s Expenditure** |  |  |
| 3.1 | Expenditure on Salary of Teaching Staff |  |  |
| 3.2 | Expenditure on Salary of Non-Teaching Staff |  |  |
| 3.3 | Remuneration to Visiting / Guest faculty |  |  |
| 3.4 | Expenditure on Library |  |  |
| 3.5 | Expenditure on Equipment |  |  |
| 3.6 | Other Expenditure |  |  |
|  | **Total Expenditure** |  |  |
| 4 | **Total Amount of FD’s with Institute** |  |  |

**13. EBC.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Academic Year** | | |
| **2012-13** | **2013-14** | **2014-15** |
| **No of Beneficiaries** |  |  |  |
| **Amount Sanctioned** |  |  |  |
| **Amount Disbursed** |  |  |  |

**Note:- Check amount Disbursement List or Register.**

**Remarks of Inspection Committee**

**Institute Code (DTE Code):-**

**Name of Institute:- -------------------------------------------------------------**

**------------------------------------------------------------**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Particulars** | **Remarks** |
| 1 | Land |  |
| 2 | Built up Area |  |
| 3 | Approved Principal / Director |  |
| 4 | Faculty |  |
| 5 | Cadre / Faculty Ratio |  |
| 6 | Faculty / Students Ratio |  |
| 7 | Equipments / Furniture |  |
| 8 | Library |  |
| 9 | Computing Facility |  |
| 10 | Facilities and Amenities |  |
| 11 | Admissions |  |
| 12 | Result |  |
| 13 | Placement |  |
| 14 | Overall Observations |  |

**1. 2. 3.**

**(Signature, Name & Designation of Committee Member)**