

FORM A210

Records/Data to be shown to the Fact Finding Committee for affiliation

1. Latest Approval letter from AICTE / PCI.
2. Latest Approval letter / order from Government
3. Affiliation letter from University (last year)
4. Latest Bank Statements and Fixed Deposits showing the financial status of the Institute
5. A Master Plan of the entire Institution/Group of Institutions with in the same campus clearly delineating details of plinth area, including area of Laboratories, Class rooms, Drawing Halls, Workshops, Library, etc.
6. Original Land Documents (for newly established Colleges)
7. Appointment letter and Original Certificates of the Principal and Teaching Faculty.
8. Appointment letters and reporting letters of the staff members.
9. Attendance Register of the staff members (Teaching and Non-teaching)
10. Acquittance Register of the Staff members (Teaching and Non-teaching)
11. Proof of showing mode of payment of salaries
12. Stock Register of Laboratory, Library and other stock such as generator, sports kits with the proofs, which indicate that the payments are made (receipt from the supplier etc.)
13. Licenses of Software
14. A set of Syllabus Books (JNTU/JNTUH) for the proposed courses at our Institution

(The Details and documentations proof against items 15 to 35 should be shown for the last 2years or from the inception of the college / course which ever is later)

15. Students attendance Register
16. Class Time Table
17. Laboratory records of the students
18. Records of Examination branch of the College
19. Records of placement cell showing the proof of placement of students

20. Practical Examination Scripts
21. Answered Internal Examination question/Answer papers
22. Internal Marks sent to University
23. Proof of conduct of Seminars /Workshops /Conferences in the institution.
24. Research papers published by faculty and students of the institutions in all national and international journals and conferences.
25. Attendance records/reports sent to University (monthly and cumulative)
26. Proof indicating the display of Attendance and Internal Marks in the Notice Boards with dates.
26. University Results sheets indicating the performance of students for all branches
27. Records of the fee collected with receipts.
28. Hostel records.
29. Income and Expenditure sheet of the institution with Audited statement.
30. Dates of Governing Body Meetings conducted with minutes of the meeting.
31. University Ratification Letters for appointment of Principal and teaching staff
32. Students list.
33. Limitations / shortfalls indicated by earlier Affiliation Inspection Committee & Action taken.
- 34.. Students Feed back and the action taken in response to the students feed back.
35. Staff appraisal and the action taken there of based on the staff appraisal.