



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA
KAKINADA-533 003. ANDHRA PRADESH (India)
(Established by Andhra Pradesh Act No.30 of 2008)

Lr.No. DAP/B1/Renewal of Affiliation/2017-18

Dt:21.02.2017

Dr. Ch.Sai Babu
M.Tech., Ph.D.
REGISTRAR i/c

CIRCULAR

I am by direction of the Hon'ble Vice-Chancellor, JNTUK request all the Principals/Chairpersons of the existing/new Affiliated Colleges under the jurisdiction of JNTUK Kakinada, to apply for **Grant/Renewal of Temporary Affiliation and Permanent Affiliation** for the academic year **2017-18** on or before **13.03.2017** in the prescribed format (Two Hard copies with spiral binding and one Soft Copy) to the undersigned.

The application format and details of affiliation fee structure etc. are annexed and also available in the University website. For further details contact the Director, Academics and Planning, JNTUK Kakinada. The completed applications form shall be submitted along with the stipulated application processing fee, inspection fee and affiliation fee. Application without payment of fee will not be accepted.

The scheduled dates for the visits of Fact Finding Committee (FFC) may take place with effect from **30.03.2017** onwards.

| | |
|--|--------------|
| Last date for submission with late fee of Rs.25, 000/- | - 18.03.2017 |
| Last date for submission with late fee of Rs.50, 000/- | - 23.03.2017 |


REGISTRAR i/c

NOTE: The colleges who are planning for autonomous status, they are requested to submit their applications on or before **25.02.2017**.

To
All the Principals of Affiliated Colleges of JNTUK Kakinada
Copy to the Secretary to Hon'ble Vice-Chancellor, JNTUK Kakinada
Copy to the PA to Registrar i/c, JNTUK Kakinada
Copy to the Director of Evaluation, JNTUK Kakinada
Copy to the Director, Academics and Planning, JNTUK Kakinada

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA
Fee structure for Temporary/Permanent Affiliation process for the Academic Year 2017-18.

| | | |
|--|--|-----------------------------|
| a) Application Processing Fee: (To be paid along with application)(for Temporary/Permanent Affiliation) | | |
| UG Programs: | Rs. 750/- per application | |
| PG Programs: | Rs. 750/- per application | |
| UG and PG Programs together | Rs.1000/- per application | |
| b) Inspection Fee for Temporary Affiliation (To be paid along with application) | | |
| UG Programs : | Rs. 20,000/- per inspection for 4 courses Rs. 3,000/- for each additional course | |
| PG Programs (M.Tech., MBA & MCA, M.Pharmacy, Pharm.D) : | Rs. 10,000/- per course/ inspection | |
| c) Inspection Fee for Permanent Affiliation (To be paid along with application) | | |
| UG Programs : | Rs. 40,000/- per each course | |
| PG Programs : MBA , MCA | Rs. 45,000/- per each course | |
| PG Programs :M. Tech, M. Pharmacy etc. | Rs. 50,000/- per each Specialization | |
| d) Affiliation Fee | | |
| UG Programs (B.Tech, B.Pharmacy, B.Arch) The Affiliation fee per candidate per year | Rs. 175/- | |
| Note: | | |
| (i) For 1 st year students, full Affiliation fee shall be paid as per sanctioned Intake. In case, admissions are short fall than the sanctioned strength, then the excess amount will be adjusted in the academic year. | | |
| (ii) From 2 nd year onwards Affiliation fee shall be paid as per the following calculation: | | |
| $\text{Percentage of the seats filled to the sanctioned strength} = \frac{\text{No. of students on roll}}{\text{Sanctioned strength}} \times 100$ | | |
| Slab | Percentage of Seats filled with respect to Sanctioned Intake | Amount shall be paid |
| 1. | $\leq 50\%$ | 50% of the Affiliation fee |
| 2. | $> 50 \leq 75\%$ | 75% of the Affiliation fee |
| 3. | $> 75 \%$ | 100% of the Affiliation fee |
| e) Affiliation fee for PG Programme: | | |
| | Rs. 30,000/- per year per each specialization | |
| f) Student University Registration Fee: | | |
| (UG & PG Programs) | Rs. 2,000/-Per student (First Year Only) Rs.1850/- per student. (From II Year Onwards). | |


REGISTRAR i/c

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA

NORMS FOR AWARD OF PERMANENT AFFILIATION

1. The College shall have 6 years standing.
2. The College shall run 4 PG Programmes other than MBA/MCA
(Mention the starting year for each PG Programme)
3. The Principal shall be ratified by the JNTUK.
4. The College shall have 50% of faculty ratified by JNTUK.
5. The College shall have Faculty & Students ratio as follows:
For UG=1:15 and for PG=1:12
6. The College shall be accredited by NBA or NAAC.
7. Minimum of two Governing body meetings per year should have been conducted during last 3 years in the presences of University nominee.

**APPLICATION FORM FOR THE COLLEGES SEEKING
TEMPORARY/ PERMANENT AFFILIATION-2017-18**

of Degree level courses in Engineering/Architecture/Pharmacy Dual Degree/
Pharma-D/Pharma-D(PB)

(Including PG courses in M.Tech/M.Pharm/MBA/ MCA)

| | |
|-------------------|-------------------|
| P ermanent | T emporary |
|-------------------|-------------------|

Please tick (✓)

1. Name & Address of the College

1a. College Code:

| | | | |
|--------------------------------|--|-----------------|--|
| Name in Short and in full form | | Phones with STD | |
| | | | |
| Full Postal Address | | Fax | |
| Pin code | | E-mail : | |

2. Information on Establishment of the Institution

- a. Year of starting of the Institution :
- b. Date on which first approval was accorded by the AICTE/PCI :
- c. Date on which first affiliation was accorded by the JNTU :
- d. Date on which the State Government permitted variations :
- e. Whether the institute status is General/ Minority/ Women :
- f. Whether the institute has been given permanent affiliation previously :
- g. Website of the College :
- h. Details of National Board of Accreditation (NBA) :
- i. Details of National Assessment and Accreditation council (NAAC) :
- j. Details of UGC 2(f) and 12(B) Status :
- k. Percentage of Ratified Faculty :

(Proofs for all the above and Fill the details of 2h, 2i, 2j and 2k without fail)

3. Details of Application/Inspection fee remittance for 2017-18

| Details of fee | Drawee (on whom) | Drawee Bank | DD No./ Dated | Amount (Rs) |
|------------------------------|------------------|-------------|---------------|-------------|
| Appl. Proces. and Inspe. Fee | | | | |
| Affiliation Fee | | | | |

3a. Details of Affiliation fee remittance for the past years

| Academic year | Details of fee | Drawee (on whom) | Drawee Bank | DD No./ Dated | Amount (Rs) | Date on Which the Appln. Submitted |
|---------------|----------------------------|------------------|-------------|---------------|-------------|------------------------------------|
| 2016-17 | Appl. Proces. & Inspe. Fee | | | | | |
| | Affiliation fee | | | | | |

| | | | | | | |
|---------|----------------------------|--|--|--|--|--|
| 2015-16 | Appl. Proces. & Inspe. Fee | | | | | |
| | Affiliation fee | | | | | |
| 2014-15 | Appl. Proces. & Inspe. Fee | | | | | |
| | Affiliation fee | | | | | |
| 2013-14 | Appl. Proces. & Inspe. Fee | | | | | |
| | Affiliation fee | | | | | |
| 2012-13 | Appl. Proces. & Inspe. Fee | | | | | |
| | Affiliation fee | | | | | |
| 2011-12 | Appl. Proces. & Inspe. Fee | | | | | |
| | Affiliation fee | | | | | |
| 2010-11 | Appl. Proces. & Inspe. Fee | | | | | |
| | Affiliation fee | | | | | |
| 2009-10 | Appl. Proces. & Inspe. Fee | | | | | |
| | Affiliation fee | | | | | |

(Please provide details in the above table without fail)

4. Details of the Head of the Institution (Principal):

Ratified or Not :

If Yes, When?

Date of Jointing in the Institution:

| | | | |
|--|--|----------------------|-------------------|
| Name in short and full form | | Age & D.O.B | |
| Designation | | Phones with STD Cell | (0) (R) (P) |
| Highest Qualification with details of specialisation, University, Year etc., | | Fax | |
| Date of Taking charge | | E-mail | |
| Employment Immediately before present assignment | | | |

5. Name & Address of the Society

| | | | |
|--------------------------------|--|----------------------|-------------------|
| Name in Short and in full form | | Phones with STD Cell | (0) (R) (P) |
| Full Postal Address | | Fax | |
| Pin code | | E-mail | |

6. Name & address of the main contact person of the Society –
(Chairperson/Correspondent/ Secretary)

| | | | |
|------------------|--|-----------------|-------------------|
| Name | | Phones with STD | (0) (R) (P) |
| Designation | | Cell | |
| Edn.Qlfn | | Fax | |
| Address with Pin | | E-mail | |

7. Details of other activities of the Society/trust

| | |
|---|---------------------------|
| In and adjacent to the Land allocated for the college | |
| In the same village, Municipality etc | |
| Else where | |
| No of Other Colleges run by the Society | Affiliated to JNTUK : |
| | Affiliated to Other Univ. |
| | Affiliated to Other Univ. |

8. Land and Buildings details of the College

- Land Location:
(Rural/Municipality /Municipal Corpn. Limits/ Metropolitan City)
- Total Area of land (in acres):
(Made available exclusively for the Institution without any other structures, utilities)
- Rough sketch of shape of the land with approach road
(From the Survey Field maps)
- Title deed details of the Land held by the society and allocated for the college

| S. No | Doc. No. and Date | Rev. Div.-S.R.D and Survey No. | Area in Acres |
|-------|-------------------|--------------------------------|---------------|
| | | | |
| | | | |
| | | | |

9. Built up area

| S. No | Particulars | Available Area(sq.m) | Remarks @ |
|-------|-----------------------------------|----------------------|-----------|
| 1 | Instructional Area (Carpet Area) | | |
| 2 | Administrative area (Carpet Area) | | |
| 3 | Amenities area (Carpet Area) | | |
| 4 | Circulation and other area* | | |
| Total | | | |

* Circulation and other areas include Corridor, toilets, staircases, common area etc.

Site Map with all the Available Constructions (**Building plans of each**)

@ Please provide likely date of completion of construction for ongoing construction works.

10. Intake Details of the Existing Courses

| S. No. | Name of the Course with Specialization- in short form* | Department** offering the course | Intake | | | | | | | | | | | | | |
|--------|--|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | | | 2010-11 | | 2011-12 | | 2012-13 | | 2013-14 | | 2014-15 | | 2015-16 | | 2016-17 | |
| | | | approved | admitted | approved | admitted | approved | admitted | approved | admitted | approved | admitted | approved | admitted | approved | admitted |
| 1 | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | |
| 6. | | | | | | | | | | | | | | | | |

* for example B.Tech-ECE, B.Pharm, B.Arch, MBA, MCA, M.Tech-VLSI, M.Pharm etc.

** ECE Dept., CSE Dept., EEE Dept. etc.

11. Courses with specialization for which affiliation sought for 2017-18, with intake.

| S. No | Name of the Course with Branch * | Specialization ** | Department offering the course | Intake | Variation in intake (new [¥] , reduced, increased etc over the previous years' approved intake) |
|-------|----------------------------------|-------------------|--------------------------------|--------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| Total | | | | | |

B.Tech, B.Pharm, Pharm.D, MBA, MCA, M.Tech, M.Pharm Pharm.D(P.B) etc

** M.Tech / M.Pharm specializations.

(If affiliation is sought for new Programmes. Then give details of facilities made available in the respective departments for the new courses in items 51-58 separately.)

11 a. Courses with specialization for which TEMPORARY/PERMANENT affiliation is sought

| S. No | Name of the Course with Specialization- in short form | Department offering the course | Year of First Admission | Intake | Remarks (new, reduced, increased etc over the previous years' approved intake) |
|-------|---|--------------------------------|-------------------------|--------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| . | | | | | |
| . | | | | | |
| . | | | | | |
| Total | | | | | |

12 a. Consolidated Academic Performance of the students in the College

| S. No | Name of the Course with Specialization- in short form | Students' Performance during the Academic Year | | | | | | | | | | | |
|-------|---|--|---------------|----------|-----------------|---------------|----------|-----------------|---------------|----------|-----------------|---------------|----------|
| | | 2013-14 | | | 2014-15 | | | 2015-16 | | | 2016-17 | | |
| | | Number appeared | Number Passed | % Passed | Number appeared | Number Passed | % Passed | Number appeared | Number Passed | % Passed | Number appeared | Number Passed | % Passed |
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | |

*(From 1st Year up to Final Year of the course)

12 b. Consolidated Academic Performance of the students of the departments for which Temporary/ Permanent affiliation is sought.

| S. No. | Name of the Course/program with Specialization- in short form | Outgoing/(Final year) Students' Performance during the Academic Year | | | | | | | | | | | |
|--------|---|--|----------------|---------|---------------------|--------------|----------------|---------------------|----------|--------------|----------------|---------|----------|
| | | 2013-14 | | | 2014-15 | | | 2015-16 | | | 2016-17 | | |
| | | No. Passed out with | | | No. Passed out with | | | No. Passed out with | | | % upto IV-I | | |
| | | No. appeared | I Class distn. | I Class | II class | No. appeared | I Class distn. | I Class | II class | No. appeared | I Class distn. | I Class | II class |
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |

12 c. Academic Performance of the students of the departments for which Temporary/ Permanent affiliation is sought for the Existing Batches.

| S. No. | Name of the Course/program with Specialization- in short form | | | | | | | | | | | | |
|--------|---|---------------------|----------------|---------|---------------------|--------------|----------------|---------------------|----------|--------------|----------------|---------|----------|
| | | I Year | | | II Year | | | III Year | | | IV Year | | |
| | | No. Passed out with | | | No. Passed out with | | | No. Passed out with | | | % up to IV-I | | |
| | | No. appeared | I Class distn. | I Class | II class | No. appeared | I Class distn. | I Class | II class | No. appeared | I Class distn. | I Class | II class |
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |

* Total number of students, as per sanctioned strength, in all courses being offered by the department (Example a dept. may offer a B.Tech. and an M.Tech course)

13. Consolidated Details of Full Time Teaching Staff Strength (include only staff on rolls)

| S. No | Name of the Department | Number of Teaching Staff | | | | No. of students in the Department * | | | Faculty-Student Ratio T/S | Number of Ratified Faculty |
|---|------------------------|--------------------------|-------------|------------|------------|-------------------------------------|-----|------------|------------------------------|----------------------------|
| | | Asst. Prof.. | Asso. Prof. | Professor. | Total T | U.G. | P.G | Total S | | |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| Total for the college (totals of above rows) | | | | | | | | | | |
| No. of staff appointment ratified by the University | | | | | | | | | | |

List of Ratified Faculty members:

Table: Department Wise:

Name of the Department:

| S. No | Name of the Staff Member | Qualifications with Specialization if any | Total Teaching Experience in years | Teaching Experience in the Present College |
|-------|--------------------------|---|------------------------------------|--|
| | | | | |

List of Faculty other than Ratified Faculty:

Table: Department Wise:

Name of the Department:

| S. No | Name of the Staff Member | Qualifications with Specialization if any | Total Teaching Experience in years | Teaching Experience in the Present College |
|-------|--------------------------|---|------------------------------------|--|
| | | | | |

14. Details of Laboratories (with No. of Experiments and floor area in sq.m)

| S. No | Name of the laboratory | Floor area (sq.m) | No. of working Computers with audio, software | Courses for which the lab. is to be used and No. of students working/per week |
|-------|------------------------|-------------------|---|---|
| 1. | English Language | | | |
| 2. | Computer labs | | | |
| 3. | Drawing Hall | | No. of Drg. Tables: | |

Name of the Department:

| S. No | Name of the laboratory | Floor area (sq.m) | Experiments | | Courses for which the lab. is to be used and No. of students working/per week |
|-------|------------------------|-------------------|-------------|------------------------|---|
| | | | Total No. | No. per cycle- session | |
| | | | | | |
| | | | | | |
| | | | | | |

(List the above details for all the laboratories of all departments)

15. List of members of Non-teaching staff, supporting staff and office staff (include only staff on rolls):

| Department/ laboratory (for each lab separately) | Designation Technicians/ computer operators/ attenders etc | No. of Staff members | No. holding diploma or higher |
|--|--|----------------------|-------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| Others Secretarial | | | |
| College office | | | |

16. Library Details:

- Type of library General/ Digital :
- If Digital Library is available No of Systems and Server configuration :
- Name of the Librarian(s) :
- Qualifications of the Librarian(s) :
- Number of Supporting Staff :
- Total Number of Titles of Books :
- Total Number of Volumes of Books :
- No. of Titles of Technical / Professional Journals :
- e-journal subscription details if any :
- Internet Bandwidth & Connectivity :
- Seating Capacity of Library :
- Reprographic/Photostat facility :
- Working Hours of library :
- Any Innovation/ specialty-give details :

17. Central Computer centre(s):

| S. No | Hardware specifications | No. of Computers | No. of Computer Terminals | No. of Standalone Computers on LAN/WAN | No. of Computer terminals on LAN/WAN |
|-------|-------------------------|------------------|---------------------------|--|--------------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| | | | | | |

Details of soft ware procured and installed :

No. of Peripherals / Printers :

Internet accessibility (in Mbps/kbps & Hours) :

Name of the internet service provider :

18. Academic/Examination Section

a) Details of Officer/s in charge identified:

b) No. of supporting Non-Teaching Staff :

c) Details of Equipment procured and installed for EDEP Examination:

i) No. of Computers with internet facility on network :

ii) No. of Printers:

iii) Phone with Fax:

iv) Photo copying (Xerox) equipment details:

19. Total No. of computers purchased and used in the Whole college

| S. No | Name of the lab/dept./office/section/lib etc | Hardware specifications | No. of Computers | | | |
|-------|--|-------------------------|------------------|------------|--------------------|-------|
| | | | stand alone | on LAN/WAN | Internet connected | Total |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| Total | | | | | | |

20. Instructional Area (with necessary furniture and equipment as the case may be)

| Particulars | Number of Rooms | L x B x H of the room in (sq.m) | Clear Carpet area of Each Room (sq.m) |
|-------------------------|-----------------|---------------------------------|---------------------------------------|
| Class Rooms | | | |
| Drawing Hall | | | |
| Computer Centre/ museum | | | |
| Library | | | |
| All Laboratories | | | |
| Workshops | | | |
| Grand Total | | | |

21. Hostel accommodation details:

- Land Location:
- Total Area of land (in acres):
- No. of Buildings and No. of Floors:
- Total floor area in sq.m:
- Whether internet is provided
- Rough sketch of shape of the land with approach road

| S. No | Name of the Hostel for boys / Girls | No. of Rooms | L x B x H of the room in m | No. of inmates per room | No. of inmates per mess | No. of inmates per toilet/ bath | No. of inmates per computer |
|-------|-------------------------------------|--------------|----------------------------|-------------------------|-------------------------|---------------------------------|-----------------------------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

22. Details of Fee being collected from students (In all forms/under all heads)

| S. No | Title of Fee | Frequency (Monthly/per Semester/Annual Year/Entire Course) | Amount (Rs.) | Principals bank A/C No. to which credited |
|-------|-----------------------------|--|--------------|---|
| 1 | Tuition Fee-conv. quota | | | |
| 2 | Tuition Fee-NRI/Mgmt. quota | | | |
| 3 | Special Fee (item wise) | | | |
| 4 | Hostel fee | | | |
| 5 | Condonation fee | | | |
| 6 | Fines | | | |
| 7 | Any Other | | | |

Mode of payment of Salaries: by cash or by cheque or by bank Transfer:

23. Financial details of the Institution for the previous academic year:**23 (a). Details of Operational Funds of the Institution:**

| S. No. | Name of the Bank with Branch & Full Address | Account No. | Cash Balance (Rs. in Lakhs) | FDR, if any (Excluding FDR submitted to AICTE) | Total amount (Rs. in Lakhs) |
|--------|---|-------------|-----------------------------|--|-----------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

23 (b). Income and expenditure details for the last THREE financial years:

| S. No. | Source of Income | Rupees in Lakhs | Expenditure | Rupees in Lakhs |
|--------|---|-----------------|---------------------------------|-----------------|
| 1. | Central Government | | Salary of full time faculty | |
| 2. | State Government | | Salary of visiting faculty | |
| 3. | University Grants Commission (UGC) | | Salary for non-teaching staff | |
| 4. | Other Central / State Government bodies | | Library | |
| 5. | Private Trust | | Computer Centre | |
| 6. | Donations | | Equipment for Labs and workshop | |
| 7. | Student Fee | | Others (Please specify) | |
| 8. | Internal Revenue generated | | | |
| 9. | Others (Please specify) | | | |
| | TOTAL | | | |

24. Students Placement through Institution Placement Cell (Branch wise):

| S. No | Name of the Course/programme with Specialization- in short form | No.of companies/ concerns that visited | Total no. of students passed out (in last 2 years) | Total no.of students placed through placement cell (in last 2 years) |
|-------|---|--|--|--|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

25. Status of compliance of specific conditions of last approval / extension of approval by JNTUK:

| S. No | Specific Conditions | Compliance Status |
|-------|---------------------|-------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

26. Whether the Institution is sharing its facilities / premises with any other Institution, If yes, Give details

Name and address of the other Institution you are sharing:

Details of Sharing: Campus/Buildings/Laboratories/Faculty/others (specify)

Details on the following items may be furnished in convenient form in additional sheets highlighting details of changes/additions over the last year

27. Drinking water facility for students/staff (in litres/day)
28. Potable water source/arrangement for the requirements of the college
29. Power supply and Capacity of Generator
30. Sports and games facilities
31. Approach Roads
32. Mode of Transport to reach the institute
33. Students Canteen
34. Common Rooms for boys, girls and staff
35. Staff quarters
36. Health Care Centre
37. Guest House
38. Conference Hall
39. Co-operative Stores
40. Nearest Bank services
41. Nearest Post office with Pin
42. NSS activities with NSS programme officer
43. Any other good practices

Details for Existing PG courses:

44. Dates on which First and latest approval was accorded by the AICTE/PCI :
45. Dates on which the First and latest State Government permitted the course:
46. Faculty allotted details for the new PG. course :
47. Details of laboratory facilities made available along with staff :
48. Details of other equipment procured for the department :
49. Details of infrastructure facilities available for the course :
50. Details of the Departmental Library facilities developed
 - a. Relevant Journals national/international :
 - b. Relevant Books- titles and volumes :
 - c. Reprographic facilities :
51. Details of Hostel facilities available for the students :

Details for starting of new PG courses:

52. Name of the Agency and date on which the approval was accorded :
53. Date on which the State Government permitted the course :
54. Faculty details identified for the new PG. course :
55. Details of laboratory facilities setup along with staff :
56. Details of other equipment procured for the department :
57. Details of infrastructure facilities identified for the new course :
58. Details of the Departmental Library facilities developed
 - a. Relevant Journals national/international :
 - b. Relevant Books- titles and volumes :
 - c. Reprographic facilities :
59. Hostel facilities for the students :

Report of improvement/ changes over the data of previous year submitted to JNTUK

If there are any changes in the following items of the application, kindly give details-

If there are no changes write *no change*

1. Details of changes:

- (i) was the Officer continuing from 2010-11 if not give details of changes till date
- (ii) (ii) was the officer was on leave or the position left vacant for more than 15 days during past year? If yes then give no. of times, period with dates and reasons with alternate arrangements made therefore.

- 2. What new areas are added and are they according to master plan provided in Detailed Project Report submitted at the time of inception. Give details

3a. New teaching staff joined the college/instt. With names, department and designation

b. Teaching staff who left the college/Instt. with names, department and designation

c. Teaching staff who got promoted/selected to higher post with names, department and present designation

d. Teaching staff who got their qualifications improved with names and new qualification

- 4. Total cost of the equipment procured and details of new labs setup.

Details to be appended to the application

Copies of the following attested by College Principal / Chairman of Trust as the case may be

1. First Approval letter of AICTE / PCI.
2. First Affiliation granted by JNTU.
3. Last four years grant of Temporary Affiliation letters of JNTU.
4. The status (General / Minority / Women) grant by the State Govt.
5. Remittance details of Affiliation / Inspection fee for the past four years.
6. Date of Birth, Educational, Employment experience of the Principal / Principals officiated for the last two years along with their recent Photographs.
7. Society Registration Certificate.
8. Land sale deed and usage conversion certificate.
9. Master plan of infrastructure development as given in the first Detailed Project Report. Marking the areas of completed construction, incomplete construction and yet to start construction.
10. Governing Body constitution and Minutes of the last two Governing Body meetings.
11. Report of College Academic Committee for the last one year.
12. Report of the Grievance Redress Committee for the last year.
13. Chartered Accountants Audit Report for the financial year 2010-11.
14. Details of Teaching faculty department wise separately in the format given below

Name of the Department:

| Photograph | Name of the Staff Member & Contact No. & Mail Id | Qualifications with Specialization if any | Teaching Experience in years | Names of Subjects handled in the past 5 years with no. of times handled |
|------------|--|---|------------------------------|---|
| | | | | |
| | | | | |

DECLARATION

Certified that:

- a. The Institute is not offering any academic programme, which is not approved by JNTUK.
- b. The intake in any of the JNTUK approved courses has not been increased beyond the sanctioned intake, without its prior approval.
- c. The building and premises in which the institution is functioning is not being / will not be utilized for any other courses/ programmes which are not approved by the State Govt. / JNTUK.
- d. All Courses are and will be conducted as per norms, standards and guidelines of the JNTUK and follow all the rules and regulations of the university as specified from time to time.
- e. The teaching faculty and staff have been recruited as per qualifications and experience as laid down by the AICTE/ JNTUK
- f. The AICTE scales of pay and allowance have been granted to the teaching faculty.
- g. The admissions are made on merit and as per State Govt. And JNTUK admission guidelines and no capitation fee or donation of any kind is charged for admission.
- h. The tuition and the other fee are charged within the criteria prescribed by the Competent Authorities (Admissions and Fee Regulatory Committee of the State Govt.).
- i. The accounts of the institution are being maintained as per the provisions of relevant statutes and a Chartered Accountant audits.
- j. All the money transactions collection of different fees, payment of salaries, disbursement of scholarships etc are done through bank only and transparency is maintained.
- k. All the physical deficiencies stated in the last approval letter for UG & PG programmes have been removed.

We solemnly declare that no information has been withheld and all the information provided in this application form is true. If any information is found to be incorrect or false, we understand that the proposal shall be liable for rejection and / or any action by JNTUK.

**Name and Signature of the
Chairperson/Secretary of the Society**

**Name and Signature of the
Head of the Institution**

Records/Data to be shown to the Fact Finding Committee for affiliation apart from those items given in the application (as applicable for the college).

1. Original Latest Approval letter from AICTE.
2. Original Latest Approval letter / order from Government
3. Original Latest Affiliation letter from University
4. Latest Bank Statements and Fixed Deposits showing the financial status of the Institute attested by the bankers
5. A Master Plan of the entire Institution complete with details of plinth area, including area of Laboratories, Class rooms, Drawing Halls, Workshops, Library, etc.
6. Original Land Documents
7. Appointment letter, Joining report and Original Certificates of the Principal/s
8. Appointment letters and reporting letters and Original Certificates of the staff members.
9. Attendance Register of the staff members (Teaching and Non-teaching)
10. Bank accounts in the name of the Principal and the latest bank statements of the same
11. Salary Aquittance Register of the Staff members (Principal, Teaching and Non-teaching)
12. Proof of showing mode of payment of salaries
13. 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.)
14. Original Licenses of Software

(The Details against items 15 to 37 should be shown for the last 2years)

15. Students attendance Registers
16. Register of Admissions, Transfers and withdrawals
17. Class Time Tables
18. Laboratory records of the students
19. Records of Examination branch of the College
20. Records of placement cell showing the proof of placement students
21. Practical Examination Scripts

22. Answered Internal Examination question/Answer papers
23. Internal Marks sent to University
24. Attendance records/reports sent to University
25. Proof indicating the display of Attendance and Internal Marks in the Notice Boards
26. University Results sheets indicating the performance of students
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. Dates of College Academic Committee Meetings conducted with minutes of the meeting.
32. Dates of Grievance Redress Committee Meetings conducted with minutes of the meeting including anti ragging/ ragging preventive measures taken.
33. University Ratification Letter for appointment of teaching staff
34. Limitations / shortfalls indicated by earlier Affiliation Inspection Committee & Action taken.
35. Students Feedback and the action taken in response to the students feedback.
36. Staff appraisal and the action taken in based on the staff appraisal.
37. Record of events such as seminars, symposia, workshops conducted in departments
