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**Directorate of Academics & Planning**  
**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA**  
**KAKINADA-533003, Andhra Pradesh, INDIA**

Lr.No.B1/DAP/FFC/2018-19

Dt.17.3.2018

**Dr. Ch. Satyanarayana**  
**B.Tech., M.Tech., Ph.D.**  
**Director, Academic & Planning**

To  
The Principals of all Affiliated Colleges,  
JNTUK, Kakinada.

Dear Sir,

Sub: JNTUK-DAP- Information to the Principals about FFC visits - Reg

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As per the directions, the Principals of affiliated colleges are informed that FFC visits are scheduled as follows:

- I Phase – 26<sup>th</sup> - 27<sup>th</sup>, March, 2018
- II Phase – 2<sup>nd</sup> - 3<sup>rd</sup>, April, 2018
- III Phase – 6<sup>th</sup> - 7<sup>th</sup>, April, 2018

In this connection, the Principals are requested to arrange/prepare the following items and handover to FFC team during the visit

1. Video shooting of FFC Visit(all facilities such as labs, class rooms, seminar halls, drawing hall, conference hall, generator, library, interactive sessions of students and faculties)
2. Undertaking forms and copies of PAN card, AADHAR card and FORM-16 of all faculty members department wise.
3. Copies of educational qualification of all faculty members department wise.
4. Details of payment of all the affiliation fee dues cleared upto A.Y. 2017-18.
5. Undertaking form from the Principals stating that they are following faculty-student ratio and cadre ratio as per AICTE norms.

With regards.

Yours Sincerely,

  
Director, Academics & Planning,

Encl: i) Undertaking form  
ii) FFC Report Format