

**FORMAT FOR INSPECTION OF EXISTING DEGREE LEVEL TECHNICAL INSTITUTIONS FOR INTRODUCTION OF NEW DISCIPLINES / VARIATION OF INTAKE.**

1. (a) Name of the Trust with Complete Address and Pin Code:

(b) Phone No./Fax No./E-mail etc:

2. Name and Address of the Chairman/Managing Trustee with occupation.

3. Name and Address of the Institutions:- with Pin Code, Phone Number, Fax, E-mail.

4. Year of Establishment:-

**5. Existing Intake**

Sl.No.	Discipline	Sanction intake	Admission Position	Vacancy/Excess Admission made, if any

**6. Accreditation details:**

Sl.No.	Discipline	Accredited or not	If yes, mention letter no. & date	Period of Accreditation (Enclose Copy)

**7. Land Position :-**

a) Mention whether the land is in the name of the Trust/Society running the institution :-

b) If yes, whether it is in the form of sale deed/irrevocable registered gift deed/irrevocable Govt. lease deed for a minimum period of 30 years :-

c) Then, mention :-

- i) Type of land
- ii) Area of land
- iii) Urban or Rural
- iv) Whether it satisfies AICTE norm:

**8. Land use Certificate :**

Whether obtained from the proper authorities:- Yes /No

(i) If yes, enclose a copy, - submitted/Not submitted

9. Whether the buildings confirm to the building plan/site plan submitted to the AICTE earlier - Yes/No

If yes, to what extent: \_\_\_\_\_

10. The Trust / Society should furnish the Proof of adequate working capital (funds) in the form of Bank deposit or in any other form for opening the new discipline or variation of intake.:-

11. Name of the new discipline applied for :-

Sl. No.	Name of the new discipline	Proposed intake	Proposed year of opening the discipline

12. Name of the discipline for which variation in intake applied for :-

Sl.No.	Name of the discipline	Present intake	Proposed variation in intake	Proposed year of running the course with the enhanced seats.

13. Proposed built-up area, for running the new discipline/variation in intake:

Sl.No.	Name of the discipline	Existing Built-up area	Proposed additional built-up area	Total Built up area

14. Details of Institutional area (Carpet Area)

Sl.NO.	Name of the discipline/ office/ Library/ all other area of the institution	Available Area in sq. mt.	Whether adequate as per the AICTE norms.
Attach a separate sheet showing details as per this format			

15. Computers requirement vis-à-vis Availability

Sanctioned intake	Total Students strength of the Institute	No. of Computers required as per AICTE norms	No. of Computers available in the institution	Shortage if any

16. Library Requirement vis-à-vis Availability

Sanctioned intake	Total Students strength of the Institute	No. of books required as per AICTE norms	No. of books available in the institution	Shortage if any

17. Full time Faculty Appointed

Discipline	Name of the Staff with designation	Qualification	No. required as per AICTE norms	No. available

	<b>Attach a separate List</b>	
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**18. Steps taken for recruiting more faculty as per norms for the new discipline/increase in intake –**

Sl No	Discipline	No. of staffs proposed to be appointed.	Likely date of appointment	Specify the steps taken for such appointment enclosing supporting documents

**19. Other desirable requirements vis-à-vis Availability**

Facilities	Available or not	If yes, mention Carpet Area/ Area	If not, likely date of creation of facilities
College canteen			
Boys Hostel			
Girls Hostel			
Play ground			
Availability of sports items			
Other desirable requirements			

**20. Specific Views of the Inspecting Officers regarding Opening of New discipline/ variation of intake:-**

**Signature of the Inspecting Officers with seal.**