

# **DIRECTORATE OF TECHNICAL EDUCATION (M.P.) BHOPAL**

**Format for Compliance Report for the year 2010-2011 to be  
submitted along with Mandatory Disclosure**

- *Last date of submission of Compliance Report – 15/11/2009*
- *Compliance Report to be submitted at the Directorate Technical Education,  
Satpura Bhawan, Bhopal.*



GOVERNMENT OF MADHYA PRADESH

**DIRECTORATE OF TECHNICAL EDUCATION, MADHYA PRADESH  
4<sup>TH</sup> FLOOR, SATPUDA BAHVAN, BHOPAL 462 004**

**PHONE : (0755) 2576751, 2577148 TO 2577153 FAX : (0755) - 2552219**

**email : [dtemp@mp.nic.in](mailto:dtemp@mp.nic.in), Website: [www.mptechedu.org](http://www.mptechedu.org)**

### ***Important information for filling up the compliance report***

- *The institution is required to submit two copies of the Compliance Report as per prescribed format along with mandatory disclosure to the Director, Technical Education, fourth floor, Satpura Bhawan, Bhopal latest by 15.11.2009*
- *The Compliance Report should be submitted along with a processing fee of Rs. 25,000/- in the form of demand draft in the favour, Director Technical Education, Bhopal. The compliance reports without the processing fee will not be accepted.*
- *The information in the compliance report should be filled up strictly as per the prescribed format. Compliance Reports with incomplete information will not be accepted.*
- *All the annexures should be indexed with page numbers and signed by the authorized signatory of the institution.*

# FORMAT FOR COMPLIANCE REPORT

All the existing technical institutions (Diploma) are required to submit the following information both in the form of hard and soft copy.

**1 i) Name and Address of the Institution**

Name			
Address	Permanent Location as approved by AICTE	Temporary Location (if applicable)	
Village			
District			
Pin Code			
State			
STD Code			Phone No:
Fax No.			E-Mail:
Nearest Rly Station			
Nearest Airport			
Web site			
Date of first approval :			

**1 ii) Information regarding Mandatory Disclosure:**

- a) Whether the Mandatory Disclosure is hoisted on the institutional website: Yes  No
- b) If yes, web-site address on which Mandatory Disclosure is available: \_\_\_\_\_
- c) Whether the faculty information provided in the Mandatory Disclosure is same as being submitted in the Compliance Report. Yes  No
- d) Whether the information provided in the Mandatory Disclosure is being regularly updated.  
Yes  No  , Date on which the Mandatory Disclosure was last updated: \_\_\_\_\_

**1 iii) Whether the institution is operating at temporary location (if so provide details of permanent location along with survey no.)?**

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**2 i) Name and Address of the Society / Trust**

Name			
Address			
Pin Code	STD Code		
Phone No.	Fax No.		
E-Mail	Web site		

2 ii) Brief details regarding background of the Trust/Society, Governing body members, etc.

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3 Name and Designation of the Head of the Institution (*Principal / Director*)

Name					
Designation		Qualification & Experience :	Highest Degree	Specialization	Total Experience
		Date of Birth:			
STD Code		Phone No. (O)	Fax No.		
STD Code		Phone No. (R)	Fax No.		
E-Mail		Mobile No.	Date of joining the institution:		

4. Type of Technical Institution (*Tick ✓ whichever is applicable*)

i) University Dept./Constituent College of University/Deemed to be University

ii) Central / State Government

a) Declared Autonomous by Govt.

b) Women's Polytechnic

c) Eklavya/ Ambedakar Yojna

iii) Government Aided

iv) Self-Financing (Minority)

v) Self-Financing (Non-Minority)

vi) Any other (Please specify)

5. Information on Establishment of the Institution

i) Year of Establishment

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ii) Date on which first approval was accorded by the Council

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iii) Year of Commencement of the first batch

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iv) Details of Last extension letter with year of approval

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**8. Name and Address of the Affiliating University**

<b>Name</b>			
<b>Address</b>			
<b>Pin Code</b>		<b>Period of Affiliation</b>	
<b>STD Code</b>		<b>Phone No.</b>	
<b>Fax No.</b>		<b>E-Mail/ Web site</b>	

**9. i) AICTE approved existing course(s) of study during academic year 2009-2010**

Courses	1 <sup>st</sup> Year of approval by AICTE (give approval ref. no. & date)	AICTE Approved Intake during last 4 years								Status of Accreditation (Validity period)
		2009-2010		2008-2009		2007-2008		2006-2007		
		Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	
Diploma Pharmacy										
Diploma Technical Program )										
Diploma Hotel Management and Catering Technology										
Other's Part Time Diploma Courses										

FT: Full Time, PT: Part Time



**12. (i)Particulars of the Full Time Principal/Director of the institution**

Name

:

Date of Birth

:

Academic qualifications (with field of specialization)

:

Details of Experience (Academic / Industrial)

:

Date of the appointment in the present institution

:



**12 ii) (b) Details of the Full Time Teaching Faculty exclusively appointed and working for the AICTE approved programme with designation, date of birth, qualification alongwith class / division obtained, experience, date of joining and pay scale (Programme wise).**

Name of the Course	S. No.	Name (s) of the Teaching Faculty	Designation	Qualifications with field of specialization with class / division of passing			Date of Birth	Experience a) Teaching b) Industry c) Research			Date of Joining the Institution	Gross total salary as on date with scale & Basic pay	PAN Number	P.F. A/c No.
				UG	PG	Doct rate		a	b	c				
Diploma Pharmacy														
Diploma Technician														
Diploma Hotel Management & Catering Technology														
Other														

**Important Note:**

**1. The institution is required to submit:**

- i. A statement signed by each faculty member stating that he / she has been appointed and is working exclusively for the AICTE approved programme in the institution.*
- ii. An affidavit from the Chairman of the Trust / Society / Director of the institution stating that faculty members mentioned in the section 12 of the compliance report are exclusively teaching for the AICTE approved programme / institution.*

**2. The faculty in Humanities & Sciences / General subjects should be specifically mentioned.**

**12 ii) (c) Information about stability of the Faculty (separately for each Programme).**

S. No.	Programme	Category	Period of appointment				Total
			Less than 6 Months	Between 6 Months to 1 year	Between 2 to 3 years	More than 3 years	
		HOD/Selection Grade Lecturers					
		Senior Lecturers.					
		Lecturers					
		Others/Supporting Staff					

**12 ii) (d) Mode of selection of faculty and staff:**

**Name of the newspapers in which advertisements are placed and their circulation status**

**Constitution of the selection committee**

**Whether University representative/Director of Technical Education is invited in the selection committee meeting. Yes  No**







**19. Computer Facilities for the existing programme(s)**

S.No	Particulars	Requirements as per Norms Technical 1:4/Pharmacy/HMCT 1:6		Availability	
		Application	System		
1.	No of Computer terminals				
2.	Hardware Specification				
3.	No of terminals of LAN/WAN	P4 Processor/Latest Configuration			
4.	Relevant Legal Software	4	2		
5.	Peripheral(s)/ Printers 1:10				
6.	Internet Accessibility (in kbps & hrs)				

Whether the computer facilities are suitable for the existing programmes ? Yes  No

**20. Building**

1. Available Built up area per student \_\_\_\_\_

2. Total Built up Area for the existing programme(s)

Particulars	Area required as per norms (Sq.M)	Building with RCC Roof (Sq.M)	Building with Sheet Roof <i>(if suitable for Educational Institution)</i> (Sq.M)	Total sanctioned intake (last 3 yrs. for Engg./Diploma/ 2 yrs. for HMCT/Pharmacy)	Built up area per student	Total Area Available (Sq.M)
Instructional Area (Carpet Area)						
Administrative Area (Carpet Area)						
Amenities (Carpet Area)						
Circulation & Others						
<b>Total</b>						

**21. Photographs – (Two each)**

1. **Exterior View**
2. **Interior of Reception/Lobby**
  - Principal room
  - Office
  - Labs/ work shops
  - H.O.D room/ Staff room
  - Class rooms
  - Library
  - Museum/Medicinal garden

**22. Instructional Area for the existing programme(s)**

Particulars	Number of rooms		Carpet area of each room	
	Requirement as per norms*	Available in the institution	Requirement as per norms*	Available in the Institution (Sq.M)
Class Rooms				
Tutorial Hall				
Drawing Hall (*)				
Computer Centre				
Library				
Laboratories & workshops				
<b>Total</b>				

\* Requirements as Prescribed in the application Form.

- ❖ Whether any academic activity is being carried out in the basement  
If yes, give details. Yes  No
- ❖ Whether a barrier free environment has been created in the building for Physically challenged persons. Yes  No
- ❖ Whether the Classrooms, Tutorial hall, Drawing hall, Computer centre, Library, Laboratory and workshops are well equipped for the existing courses. Yes  No

**23. Land Availability**

Land Category <i>(Rural/ District Head Quarter/ State Capital/ Metropolitan city/ Mega City)</i>	Kh. No.	Village	Area required as per Land Category (Acres)	Total Area available (Acres)

- (a) Whether the said land is demarcated by fencing/ boundary wall for the institution *(Tick ✓ appropriate box)* Yes  No
- (b) Whether the land is contiguous *(Tick ✓ appropriate box)* Yes  No   
 If Not, Number of plots  Distance between the plots (Sq.M)
- (c) Whether the surroundings of the institution are suitable for educational purpose. Yes  No

**24. Availability of other facilities:**

S.No.	Parameter	Availability
1	All Weather Approach Road (cemented / kuchha)	
2	Potable Water Supply System (own bore well / municipal corporation)	
3	Electrical Generator (5kv, 5-10 kv, 10-15 kv, more than 20 kv)	
4	Students' Canteen	
5	Students' Common Room (Boys / Girls)	
6	Hostel	Boys <input type="checkbox"/>
		Girls <input type="checkbox"/>
	If no hostel facility is available, whether arrangements have been made for boarding and lodging of students near to the institution, if yes mode of travel from the place of stay to the institution	
7	Principal's Quarters	
8	Digital Library	
9	Quarters for Faculty	
10	Guest House	
11	Parking facilities	
12	Medical facilities (full time / part time doctor / dispensary)	
13	Insurance facilities	
14	Telephone booth	
15	Gymnasium /indoor / outdoor stadium	
16	Rainwater-harvesting facilities are available	
17	Post office facility	
18	Bank facility	
19	Transport facility for day scholars	
20.	Reprographic facilities in the Institutions.	
21.	Barrier free environment for physically challenged.	

**24. Fee Structure of the Institution**

S.No.	Category	Fixed by the State Fee Committee	Being charged by the Institution
1.	Admission Fee		
2.	Tuition Fee		
3.	University fee (Examination fee, Registration fee etc.)		
4.	Hostel fee (Rent etc.)		
5.	Laboratory fee		
6.	Library fee		
7.	Any other		
<b>Total Fee</b>			

**25 Financial Position**

(i) Whether applicant has opened a bank account in the name of the Society/ Trust for the existing institution Yes  No

(ii) Source of income & expenditure during the last year

S.No.	Source of Income	Rs. (in lakhs)	Expenditure during the last year	Rs. (in lakhs)
1.	Central Government		Salary of Full-Time Faculty	
2.	State Government		Salary for Visiting/Adjunct faculty	
3.	University Grants Commission		Salary of Non-Teaching Staff	
4.	Other Central/State Govt. Bodies		Library	
5.	Private Trust		Computer Centre	
6.	Donations		Equipments Labs and Workshops	
7.	Student Fees		Building	
8.	Internal Revenue Generation		Others (please specify)	
9.	Others (please specify)			
<b>Total</b>				

(iii) Details of Operational funds

S.No.	Name of Bank With Branch & Full Address	Account No.	Cash Balance (in lakhs)	FDR, if any (Excluding joint FDR submitted to DTE)	Total Amount (in lakhs)

**Declaration:**

**It is certified that:**

- Existing Courses are being conducted as per norms, standards and guidelines of the AICTE.
- All the physical deficiencies stated in the last approval letter have been complied with.
- The AICTE pay scales are being paid to the faculty members.
- The admissions are made on merit and no capitation fee or donation of any kind is charged for admission.
- The teaching faculty has been recruited as per qualifications and experience laid down by AICTE.
- The tuition and the other fee is being charged as prescribed by the Competent Authority.
- No new course has been started (since the last approval by AICTE) without prior approval of AICTE.
- The institution is not running any courses not approved by AICTE in the premises of the AICTE approved institution.
- The intake in any of the AICTE approved course has not been increased beyond the sanctioned intake, without prior approval of AICTE.

I/We solemnly declare that no information has been withheld and all the information provided in this Compliance Report is correct. If any information is found to be incorrect or false, I/We understand that proposal shall be liable for rejection.

Date: .....

Name and Signature of the Authorized  
Signatory of the institution with seal

Place:.....

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**List of Annexure's to be submitted along with the Compliance Report**  
(Annexures should be strictly submitted in the following order alongwith index and page numbers and signed by the authorized signatory).

**Annexure 1 Copy of Mandatory Disclosure.**

**Annexure 2 Faculty & Staff**

**(A) Existing faculty:**

The following documents should be submitted for each of the existing faculty members in the serial order as mentioned in the section 12. ii b) of the compliance report.

- 1) One page biodata alongwith attested passport size photographs (with details covering number of papers published, books written, summer winter schools attended, R&D projects undertaken etc.).
- 2) Copies of appointment letters with terms and conditions of appointment and joining report.
- 3) Acquittance roll of Faculty / Non-teaching staff for the current and previous year.
- 4) Salary register of faculty/proof of salary paid to the staff along with TDS records.

**(B) Additional faculty appointed.**

The following documents should be submitted for the additional faculty members appointed.

- 1) Copy of the advertisement.
- 2) Details of the number of candidates applied and called for interview.
- 3) Selection Committee minutes and recommendations.
- 4) Approval by the Governing body or board of governors.
- 5) One page biodata of the appointed candidates.
- 6) Appointment letter and joining letters of the appointed faculty.

**(C)** The institution is required to submit a statement signed by each faculty member stating that he / she has been appointed and is working exclusively for the AICTE approved programme in the institution.

**(D)** An affidavit from the Chairman of the Trust / Director / Principal of the institution stating that faculty members mentioned in the section 12 of the compliance report are exclusively teaching for the AICTE approved programme / institution is required to be submitted by the institution.

**Annexure 3 Details of the Built-up Area.**

- Details of instructional area, administrative area, amenities area & circulation area (excluding play grounds, residential area, parking space and open air theater) duly certified by Registered Architect.
- Approved building plan with total area of built-up space.
- Building completion certificate from competent authority.
- Details of proposed/under construction area. (if any)

**Annexure 4 Photographs and Video CD**

- The Institution is required to submit a group photograph with name underneath of all the faculty members and staff (Technical and Non-Technical, etc. separately) along with the head of the Institution.
- Photograph (color) of the building attested by the Chairman/Secretary of the Trust/Society.

**Annexure 5 Correspondence related to AICTE Approval.**

- Copy of the first approval of AICTE
- Copies of subsequent extension of approval letters of AICTE
- Latest Affiliation of University
- Details of reduction in intake last year, if any.
- Documents related to penal action against the Institution by the University/State/AICTE last year, if any.

**Annexure 6 Details regarding workshop, laboratories, library and computers– Course-wise**

- Stock Register of Library Books (copies of last five pages to be submitted)
- Usage register of books (copies of last five pages),
- Stock registers of Computers, equipment
- Internet facility, (Type and bandwidth details)
- Copies of Cover page of all journals (last six months) Cover Page of all Journals to bear the stamp of the institution.
- List of laboratories available with area of each lab and major equipments.

**Annexure 7 Students data.**

- Course-wise number of Students admitted in the previous year.
- Percentage of Pass in each course for the last three years. (A copy of the affiliating University Results of the last three years to be provided.)
- No. of students admitted under PIO / Foreign Nationals (with passport details and account and currency in which fees have been paid).

**Annexure 8 Land details.**

- A copy of original Land documents.

**Annexure 9 Financial details**

- Audited Statement of accounts of the institution
- Latest bank statement, funds available in the FDR and Saving Account/Current Account
- A copy of fee receipts with details of the fee being charged from the students.
- TDS Certificate in respect of the Income Tax deducted from salary of faculty members.

# **DIRECTORATE, TECHNICAL EDUCATION (M.P.) BHOPAL**

## **MANDATORY DISCLOSURES**

### **Diploma Technical /Pharmacy/Hotel Management and Catering Technology/ Other Programmes**

The following information is to be given in the Information Brochure besides being hosted on the Institution's official Website.

**"The information has been provided by the concerned institution and the onus of authenticity lies with the institution and not on AICTE/DTE (MP).**

#### **I. NAME OF THE INSTITUTION**

Address including telephone, Fax, e-mail.

#### **II. NAME & ADDRESS OF THE DIRECTOR/PRINCIPAL**

Address including telephone, Fax, e-mail.

#### **III. NAME OF THE AFFILIATING UNIVERSITY**

#### **IV. GOVERNANCE**

Members of the Board and their brief background

Members of Academic Advisory Body

Frequency of the Board Meetings and Academic Advisory Body

Organizational chart and processes

Nature and Extent of involvement of faculty and students in academic affairs/improvements

Mechanism/Norms & Procedure for democratic/good Governance

Student Feedback on Institutional Governance/faculty performance

Grievance redressal mechanism for faculty, staff and students

#### **V. PROGRAMMES**

Name of the Programmes approved by the AICTE

Name of the Programmes accredited by the AICTE

For each Programme the following details are to be given:

Name

Number of seats

Duration

Cut off mark/rank for admission during the last three years

Fee

Placement Facilities

Campus placement in last three years with minimum salary, maximum salary and average salary

VI. FACULTY

Branch wise list faculty members:

Permanent Faculty

Visiting Faculty

Adjunct Faculty

Guest Faculty

Permanent Faculty: Student Ratio

Number of faculty employed and left during the last three years

VII. PROFILE OF DIRECTOR/PRINCIPAL WITH QUALIFICATION, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED

For each Faculty give a page covering

1. Name
2. Date of Birth
3. Educational Qualification
4. Work Experience
  - Teaching
  - Research
  - Industry
  - Other
5. Area of Specializations
6. Subjects teaching at Under Graduate Level  
Post Graduate Level
7. Research guidance  
No. of papers published in  
Masters's : National Journals  
Ph.D. : International Journals  
: Conferences
8. Projects Carried out
9. Patents
10. Technology Transfer
11. Research Publications
12. No. of Books published with details

Photograph
Signature

**VIII. FEE**

- Details of fee, as approved by State fee Committee, for the Institution.
- Time schedule for payment of fee for the entire programme.
- No. of Fee waivers granted with amount and name of students.
- Number of scholarship offered by the institute, duration and amount
- Criteria for fee waivers/scholarship.
- Estimated cost of Boarding and Lodging in Hostels.

**INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE LIBRARY:**

- Number of Library books/Titles/Journals available (programme-wise)
- List of online National/International Journals subscribed.
- E-Library facilities
- **LABORATORY:**
  - For each Laboratory
  - List of Major Equipment/Facilities
  - List of Experimental Setup
- **COMPUTING FACILITIES:**
  - Number and Configuration of Systems
  - Total number of systems connected by LAN
  - Total number of systems connected to WAN
  - Internet bandwidth
  - Major software packages available
  - Special purpose facilities available
- **WORKSHOP:**
  - List of facilities available.
  - Games and Sports Facilities
  - Extra Curriculum Activities
  - Soft Skill Development Facilities
  - Number of Classrooms and size of each
  - Number of Tutorial rooms and size of each
  - Number of laboratories and size of each
  - Number of drawing halls and size of each
  - Number of Computer Centres with capacity of each
  - Central Examination Facility, Number of rooms and capacity of each.

- **Teaching Learning process**

- Curricula and syllabi for each of the programmes as approved by the University.
- Academic Calendar of the University
- Academic Time Table
- Teaching Load of each Faculty
- Internal Continuous Evaluation System and place
- Students' assessment of Faculty, System in place.

**NOTE : Suppression and/or Misrepresentation of information would attract appropriate penal action.**