

# UTTARAKHAND TECHNICAL UNIVERSITY

**Format for Compliance Report for affiliation for the academic year 2008-09 and 2009 - 2010 to be submitted alongwith Mandatory Disclosure**

*(Please submit separate Compliance Report for each academic year)*

- *Last date of submission of Compliance Report – 10/02/2009*
- *Compliance Report to be submitted at the University Office.*
- *Alongwith Data Sheet for extension of approval*



## UTTARAKHAND TECHNICAL UNIVERSITY

A – 12, Saraswati Vihar, Lower Adhoiwala, PO- Dalanwala, Dehradun  
Ph: 0135 – 2780461, Telefax: 0135-2780962, Email: registrar@uktech.in  
Website: www.uktech.in

## ***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 University Office latest by 10/02/2009.*
- *The Compliance Report should be submitted alongwith a processing fee of **Rs. 1,00,000/-** in the form of demand draft in the favour of **Finance Controller, Uttarakhand Technical University, payable at Dehradun**. 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 are required to submit the following information both in the form of hard and soft copy by 10/02/2009.

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

Name			
Address	Permanent Location as approved by AICTE	Temporary Location (if applicable)	
Village			
Taluk			
District			
Pin Code			
State			
STD Code			Phone No:
Fax No.			E-Mail:
Nearest Rly Station			
Nearest Airport			
Web site			
File No with 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 alongwith 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)**

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

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

- i) College of University
- ii) Central / State Government
- 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 \_\_\_\_\_
- ii) Date on which first approval was accorded by the Council \_\_\_\_\_
- iii) Year of Commencement of the first batch \_\_\_\_\_
- iv) Details of Last extension letter with year of approval \_\_\_\_\_

**6. Whether there is any change of Name of the Institution, Society / Trust and Location of the Institution after AICTE approval? If yes, enclose details**

- i) Whether the name of the Society has been changed Yes  No   
If yes, give details
- ii) Whether the composition of the Society has been changed Yes  No   
If yes, give details

- iii) Whether the name of the Institution has been changed  
If yes, give details Yes  No
- iv) Whether the Institution is functioning at temporary site  
If yes, give details Yes  No
- v) Whether the Institution has changed its permanent location  
If yes, give details Yes  No

7. i) **Whether there is any Court Case filed by the Institution against AICTE/University which is in progress?** (Please tick (√) appropriate box)

Yes  No

**If yes, then give details with name of the Court, Writ Petition No. Subject Matter and Latest Status.**

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7. ii) **Whether there is any case of Malpractices / Complaints/ or being penalized on account of non-submission of compliance within the cut-off-date, making excess admissions etc. against the Institution ? if yes, provide details**

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8. i) AICTE approved/affiliated to the University existing course(s) of study during academic year 2008-2009 and 2009 - 2010

			AICTE Approved Intake during last 4 years								Status of Accreditation (Validity period)
Courses	1 <sup>st</sup> Year of approval by AICTE (give approval ref. no. & date)	2008-2009		2007-2008		2006-2007		2005-2006			
		Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions		
UG(FT)											
UG(PT)											
PG(FT)											
PG(PT)											

FT: Full Time, PT: Part Time

Signature of Authorized Signatory with date



9. i) **Whether the Institution is sharing its facilities / premises with any other Institution or running any unapproved Programmes/courses of other University?**    
**If yes, give details.** Yes No

A. Name of the other Institutions, which are sharing the facilities

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B. Unapproved course(s) functioning in the college premises, its duration and intake

S. No.	Courses	Approving Authority	Affiliating Body	Degree / Diploma / Certificate	Duration (Years)	Sanctioned Intake	Actual Admissions during 2008-09
<b>TOTAL</b>							

9 ii) **Whether admissions under PIO / Foreign Nationals quota has been approved for your institution by the AICTE/University? If yes, give details.**

S. No.	Courses	Sanctioned Intake 2008-2009	Actual Admissions

10. **Status of Compliance of Specific Conditions / Deficiencies Communicated in the Last Approval/Extension of Approval by AICTE/University.**

S.No.	Deficiencies Communicated / Specific Conditions	Compliance Report

**11. (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 :



**11 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 (Lecturer/ Asst. Professor/ Professor)	Qualifications with field of specialization with class / division of passing			Date of Birth	Experience			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 orate		a	b	c				
UG Level														
PG Level														
Humanities & Sciences														

**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.**

**11 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	
		Professors					
		Assistant Prof.					
		Lecturers					
		Others					

**11 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 is invited in the selection committee meeting. Yes  No**   
**(Give full Name & Designation of the University representative)**

11 ii) (e) **Details of Technical / Administrative / supporting Staff**

<b>S.No</b>	<b>Category Staff</b>	<b>Number</b>
1	<b>Technical Supporting Staff</b> a) Workshop Attendant b) Workshop Technician c) Laboratory Assistant d) Librarian e) Assistant Librarian f) Programmer g) System Analyst h) Others (Computer Lab in-charge, Lab Attendant etc)	
2	<b>Administrative Staff</b> a) Administrative Officer b) Accounts Officer/Assistant Account Officer c) Clerks d) Others	

12. **Strengths & Weaknesses of the institution in terms of Teaching Methodology/Transaction of Syllabus /Innovations /best practices (if any)/ industrial project / Industrial consultancy / research taken up for industry and amount granted thereby:**







**17. Details of Laboratories & Workshops**

S.No	Name of the Course	Name of the laboratory/workshop	Total Area of lab/workshop	Major equipment

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

S.No	Particulars	Requirements as per Norms (1:4 all undergraduate UG Programmes and 1:2 for MBA/MCA)		Availability	
		Application	System		
1.	No of Computer terminals				
2.	Hardware Specification				
3.	No of terminals of LAN/WAN				
4.	Relevant Legal Software				
5.	Peripheral(s)/ Printers				
6.	Internet Accessibility (in kbps & hrs)				

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

**19. 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 (if suitable for Educational Institution) (Sq.M)	Total sanctioned intake (last 4 yrs. for Engg./Pharmacy/ HMCT/ Arch. etc. 2 yrs. MBA/ PGDBM and 3 yrs. for MCA)	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>						

**20. 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>				

- ❖ 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

## 21. Land Availability

Land Category (Rural/ District Head Quarter/ State Capital/ Metropolitan city/ Mega City)	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

## 22. 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
		Girls
	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.	

**23. Fee Structure of the Institution**

S.No.	Category	CET quota		Management quota	
		Fixed by the State Fee Committee	Being charged by the Institution	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>					

**24. 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 AICTE)	Total Amount (in lakhs)

**Declaration:**

It is certified that:

- a) Existing Courses are being conducted as per norms, standards and guidelines of the AICTE.
- b) All the physical deficiencies stated in the last approval letter have been complied with.
- c) The AICTE pay scales are being paid to the faculty members.
- d) The admissions are made on merit and no capitation fee or donation of any kind is charged for admission.
- e) The teaching faculty has been recruited as per qualifications and experience laid down by AICTE.
- f) The tuition and the other fee is being charged as prescribed by the Competent Authority.
- g) No new course has been started (since the last approval by AICTE) without prior approval of AICTE.
- h) The institution is not running any courses not approved by AICTE in the premises of the AICTE approved institution.
- h) 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 11. 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.

Signature of Authorized Signatory with date

- 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 11 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.