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**APPLICATION FORM**  
**FOR**  
**THE EXTENSION OF APPROVAL / VARIATION IN EXISTING**  
**INTAKE / STARTING OF ADDITIONAL COURSE(S)**

**FOR THE ACADEMIC SESSION 2008-09**



**Directorate of Technical Education,  
Vocational & Industrial Training,  
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**DIRECTORATE OF TECHNICAL EDUCATION  
VOCATIONAL AND INDUSTRIAL TRAINING  
HIMACHAL PRADESH SUNDERNAGAR**

Proforma for report of the expert committee visits for the extension of approval /  
variation in existing intake / starting of additional course(s) for the year 2008-2009

Date of visit of expert committee : \_\_\_\_\_

Constitution of expert committee : 1.

2.

3.

4.

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**PART -I**

1. INSTITUTIONAL DETAILS

a) Name of the Institution : \_\_\_\_\_

b) Address : \_\_\_\_\_

\_\_\_\_\_

Phone Numbers : \_\_\_\_\_

E-mail :

Website :

c) Name of the Trust/ Society : \_\_\_\_\_

d) Address : \_\_\_\_\_

\_\_\_\_\_

Phone Numbers : \_\_\_\_\_

g) Type of Institution : \_\_\_\_\_

h) Affiliating Board / University : \_\_\_\_\_

\_\_\_\_\_

i) DTE File No. : \_\_\_\_\_  
 j) Year of Establishment : \_\_\_\_\_  
 k) Whether UG / PG courses offered by the Institute : Yes/No  
 l) Location (Temporary/ Permanent )  
 m) NOC from state Govt. received : Yes/No  
 n) NOC from affiliating Board / university received : Yes/No  
 o) Whether affiliation has been accorded by the Board / University for the existing courses, Yes/No  
  
 if No give details : \_\_\_\_\_  
 \_\_\_\_\_

2 (a) EXISTING APPROVED COURSE (S) DETAIL

Sr. No.	Courses	Year & Date of Approval	Approved Intake as on date	Actual Admitted Intake	Any Excess Admission made	Grades in case accredited by NBA-AICTE and period of validity
1.						
2.						
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Note : Reasons for excess admissions made, if any : \_\_\_\_\_  
 \_\_\_\_\_

2(b) ANY AICTE UNAPPROVED COURSE(S)/ BRANCH(S) BEING RUN BY THE INSTITUTION IN THE SAME PREMISES, DETAILS THEREOF: \_\_\_\_\_  
 \_\_\_\_\_

3. PROPOSAL FOR INCREASE IN INTAKE AND/OR ADDITIONAL COURSES  
 \_\_\_\_\_

## PART-II

1. Land (Enclose site plan ) : \_\_\_\_\_

➤ OBSERVATIONS OF THE EXPERT COMMITTEE :

2. Location of the Institution : \_\_\_\_\_

➤ OBSERVATIONS OF THE EXPERT COMMITTEE :

3. Approach to the Institution : \_\_\_\_\_  
\_\_\_\_\_

➤ OBSERVATIONS OF THE EXPERT COMMITTEE :

4. Building Details :

a) Instructional facility :

S.No.	Particulars	Numbers	Seating Capacity	Area
i.	Class Rooms			
ii.	Tutorials			
iii.	Seminar Halls (AV aids)			
iv.	Drawing Hall			
v.	Laboratories			
vi.	Workshop			
vii.	Computer Centre			
viii.	Library			
ix.	Circulation/others			
<b>Total (Seq M)</b>				

**b) Administrative facility**

S.No.	Particulars	Area
i.	Principal office	
ii.	Visitors Lounge	
iii.	College Office	
iv.	Faculty Rooms	
v.	Departmental Offices	
vi.	Conference Room	
vii.	Stores	
viii.	Circulation/others	

**c) Amenities:**

S.No.	Particulars	Area
i.	Common Rooms	
ii.	Recreation Centre	
iii.	Cooperative Stores	
iv.	Medical Facilities	
v.	Health club	
vi.	Electricity, Sewer, Water, Transport facilities	
vii.	Toilets for (girls & boys)	
viii.	NCC/NSS	

**d) Residential Facilities:**

S.No.	Particulars	Area
i.	Principal House	
ii.	Staff Quarters	
iii.	Girls Hostels (capacity)	
iv.	Boys Hostel (capacity)	
v.	Guest House	
vi.	Circulation/others	
<b>Total (Seq M)</b>		

e) Open spaces: \_\_\_\_\_

f) Resource Sharing with any other Institution :

Yes / No

(if yes, give details ): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

➤ **OBSERVATIONS OF THE EXPERT COMMITTEE:**

### **PART-III**

#### **1. Laboratories / Workshops:**

<b>Branch</b>	<b>Name of Laboratory / Workshop</b>	<b>Equipments added in the last academic year(06-07)</b>	<b>Investment made in the last academic year</b>
<b>1<sup>st</sup> Year</b>			
<b>2<sup>nd</sup> year onwards (if applicable)</b>			

➤ **OBSERVATIONS OF THE EXPERT COMMITTEE:**

## 2. Computer Centre:

a) Whether centralized computer facility is available, if yes please give details :

S. No.	Particulars	Observations
a.	No. of Computers with configuration	
b.	Hardware specification:-	
c.	No. of terminals on LAN / WAN	
	Supporting legal software, printer, UPS & alternate power supply	
e.	Other Peripherals	

b) Whether the computers are connected to the network ( information with respect to internet and intranet connectivity),

Yes

/ No

if yes please give details :  
Internet facility available.,

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c) Whether computer labs in various departments are provided,

Yes / No

if yes provide details : \_\_\_\_\_

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➤ OBSERVATIONS OF THE EXPERT COMMITTEE :



### 3. Library :

a) Area :

i) Reading Hall area : \_\_\_\_\_

ii) Stacking area : \_\_\_\_\_

iii) Total area : \_\_\_\_\_

iv) Adequacy of the area : \_\_\_\_\_

(if inadequate give details)

S.No.	Category	Acquisition prior to the preceding year	Total no. of acquisition during the preceding year	Cumulative acquisition on date
1.	Text Books a) Titles b) Volumes			
2.	Reference Books a) Titles b) Volumes			
3.	Journals			
4.	Periodicals			
5.	Thesis			
6.	Institutional Work			
7.	VCD/CD/Video/Online Journals & Internet Connectivity			

➤ OBSERVATIONS OF THE EXPERT COMMITTEE :

#### 4. Faculty :

a) Teaching Staff Details :

Discipline	Level			Nature of Appointment		
	Professor (HOD)	Asstt. Professor (Sr. Lect.)	Lecturer	Permanent	Adhoc/ Cont.	Adjunct

Attach a detailed list as per format given above :

b) Mode of selection of faculty :

c) Whether AICTE pay scales are paid to the teaching staff : Yes / No

d) Whether PF scheme/other retiring benefit scheme is implemented : Yes / No

e) Whether tax is being deducted as source towards income tax : Yes / No

f) Staff student ratio :

g) Total no. of faculty recruited during last two years :

h) Total no. of faculty resigned/left during last two years :

i) Average age of faculty :

j) Number of faculty not meeting the qualifications as per AICTE norms (if any give detail) :

k) Various faculty improvement programmes :

#### 5. Other Staff :

1) Total number of supporting technical/laboratory staff:

2) Total number of administrative & ministerial staff:

➤ **OBSERVATION OF THE EXPERT COMMITTEE :**

## 6. Financial details :

a) Whether the joint FDR with RO created, if yes give details:

b) Funds available exclusively for running the institute:

- i) FDs: (Student Fund) =
- ii) Bank Balance: =

b) Financial support received from AICTE & other funding agencies (attach details, if any):

c) Fund generated through consultancy :

d) Income from fees :

e) Expenditure during the last year :

f) Whether accounts for the last year audited or not. If yes, give details

➤ **OBSERVATION OF THE EXPERT COMMITTEE :**

## 7. Academic Performance of the year :

a) The table should be filled for all the existing disciplines in the institution

S.No.	Discipline	Year	Appeared	Passed	Percentage

b) Rank of first and last student admitted through CET in each discipline:

S.No.	Discipline	First Rank	Last Rank	Total Marks
1.				
2.				
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c) Academic Calendar

1. Total number of working days :

2. Total number of teaching hours :

3.

➤ **OBSERVATION OF THE EXPERT COMMITTEE :**

## 8. Placement Activities (Last year)

- a) Whether placement cell has been established :
- b) Name of the placement officer appointed/designated :
  
- c) Number of student passed :
  
- d) Number of students placed through institute :

➤ OBSERVATION OF THE EXPERT COMMITTEE :

## 9. Status of compliance of conditions stipulated by AICTE for earlier approval (if any) :

Sr. No	Condition pointed by Expert Committee	Compliance
1		
2		
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➤ OBSERVATION OF THE EXPERT COMMITTEE :

### SIGNATURES

1. AUTHORISED SIGNATORY
2. DIRECTOR/PRINCIPAL

Signature of the Experts

**DIRECTORATE OF TECHNICAL EDUCATION, VOCATIONAL AND INDUSTRIAL  
TRAINING HIMACHAL PRADESH SUNDERNAGAR**

**SUMMARY OF THE REPORT OF EXPERT COMMITTEE VISIT FOR THE EXTENSION OF  
APPROVAL/VARIATION OF INTAKE/ADDITIONAL COURSES FOR THE YEAR 2008-2009**

1. Name of the Institution : \_\_\_\_\_
2. Land : Adequate/ Inadequate
3. Location : Temporary/Permanent
4. Sanctioned Intake: \_\_\_\_\_
5. Actual Intake : \_\_\_\_\_
6. Built up Area : \_\_\_\_\_
  - a. Instructional area: Adequate/ Inadequate
  - b. Administrative area: Adequate/ Inadequate
  - c. Amenities: Adequate/ Inadequate
7. Computer facilities : Adequate/ Inadequate
8. Machinery & Equipment: Adequate/ Inadequate
9. Library: Adequate/ Inadequate
10. Faculty : Adequate/ Inadequate
  - a. Total number: \_\_\_\_\_
  - b. No. of faculty not meeting the qualifications, as per AICTE norms: \_\_\_\_\_
  - c. Staff Student Ratio: \_\_\_\_\_
11. Funds available: Adequate/ Inadequate
12. Total Revenue Collected per annum
  - a. %age of funds spent on equipments : \_\_\_\_\_
  - b. %age of funds spent on salary: \_\_\_\_\_
13. Academic Performance :

Pass Percentage ( with reference to intake in first year): \_\_\_\_\_

### Recommendations of the Expert Committee :

- a) May be accorded extension of approval/increase in intake for running the following existing branches with the intake as indicated for the academic year(s) 2008-09

S. No.	Course(s)	Existing Approved intake	Requested intake by Institution as per the Proposal submitted	Intake recommended by the Expert Committee

- b) Additional Course(s) recommended ( if applicable) :

S.No.	Course(s)	Proposed Intake	Intake recommended by the Expert Committee

- c) May NOT BE accorded extension of approval and/or introduction of additional course(s)/increase in intake for the academic year 2008-09, because of the following reasons
- 1.
  - 2.
  - 3.
  -

Signature of Expert Committee:

(MEMBER)

(MEMBER)

(MEMBER)

(CHAIRMAN)