

MANDATORY DISCLOSURE

Mandatory Disclosure by Institutions running Pharmacy Programmes to be included in their respective information Brochure. Displayed on their website and to be submitted to AICTE every year well before the admission process.

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.”

1. AICTE File No. : **AP/035/NDEGP/2007 – 2008.**
Date & Period of last approval: **2009 - 2010**
2. Name of the Institution : **GLOBAL COLLEGE OF PHARMACY**

Address of the Institution : **Survey No.179/195, Chilkur (V),**
City & Pin Code : **Moinabad (M) R.R.DIST – 501 504.**
State / UT : **Andhra Pradesh.**
Phone number with STD code : **08417 252234.**
FAX number with STD code : **040 23237184, 08417 252234.**
Office hours at the Institution : **Form : 09:00 AM to 03:30 PM**
Academic hours at the Institution :
Email : globalcollegeofpharmacy@gmail.com
Website : www.globalpharmacycollege.com
Nearest Railway Station : **Nampally (Hyderabad)**
Nearest Airport : **Shamshabad**
3. Type of Institution : **Govt /Govt aided /University Dept /Deemed Univ / Private-Self Financed.**
Category (1) of the Institution : **Non Minority / Minority specify minority**
Category (2) of the Institution : **Co-Ed / Women only**
4. Name of the organization : **Madina Education & welfare Society**
running the Institution
Type of the organization : **Society/ Trust / PPP**
Address of the organization : **No.3-6-126, Street No.18, Himayatnagar, Hyderabad – 50029, A.P.**
Registered with :
Registration date :
Website of the organization : www.globalpharmacycollege.com
(Society or Trust website) www.madinaeducationcentre.com
5. Name of the affiliating University : **Jawaharlal Nehru Technological University.**
Address : **Kukatpally, Hyderabad, - 500 072 (AP).**
Website of the university : www.jntu.ac.in
Latest affiliation period : **2009 – 2010**
6. Name of Principal / Director : **Dr. AHMED ABDUL MATEEN**
Exact Designation : **Principal**
Phone number with STD code : **08417 – 252234**
FAX number with STD code: **040 23237184, 08417 252234**
Email : Abdulmateen49@yahoo.com
Highest Degree : **M.Pharm, Ph.D**
Field of specialization : **(Clinical Pharmacology and Therapeutics)**

7 Governing Board Members: Give details of all members with their educational qualifications and other credentials.

1. **Mr.K.M.Arifuddin** : **Secretary, Madina Education & welfare Society**
2. **Mr.Gulam Yazdani** : **Sr.Advocate, A.P. High Court**
3. **Mr.B.Madhava Reddy** : **Senior Advocate, A.P. High Court**
4. **Prof. A.H.Moosvi** : **Retd. Indian Forest service**
5. **Prof. S.Anwar** : **Professor, Agricultural University**
6. **Prof. Mohd.Ishaq** : **Former Principal College of Education**
7. **Prof. Yousuf Kamal** : **Department of Geology**
8. **Prof. Masood Ahmed** : **Principal, Deccan College of Management
To be nominated by University**
9. **Prof. Prabhakara Rao** : **Principal, Global Institute of Engineering &
Technology.**

Frequency of meetings & date of last meeting:

Frequency of the Board Meeting and Academic advisory Body. - **Quarterly**

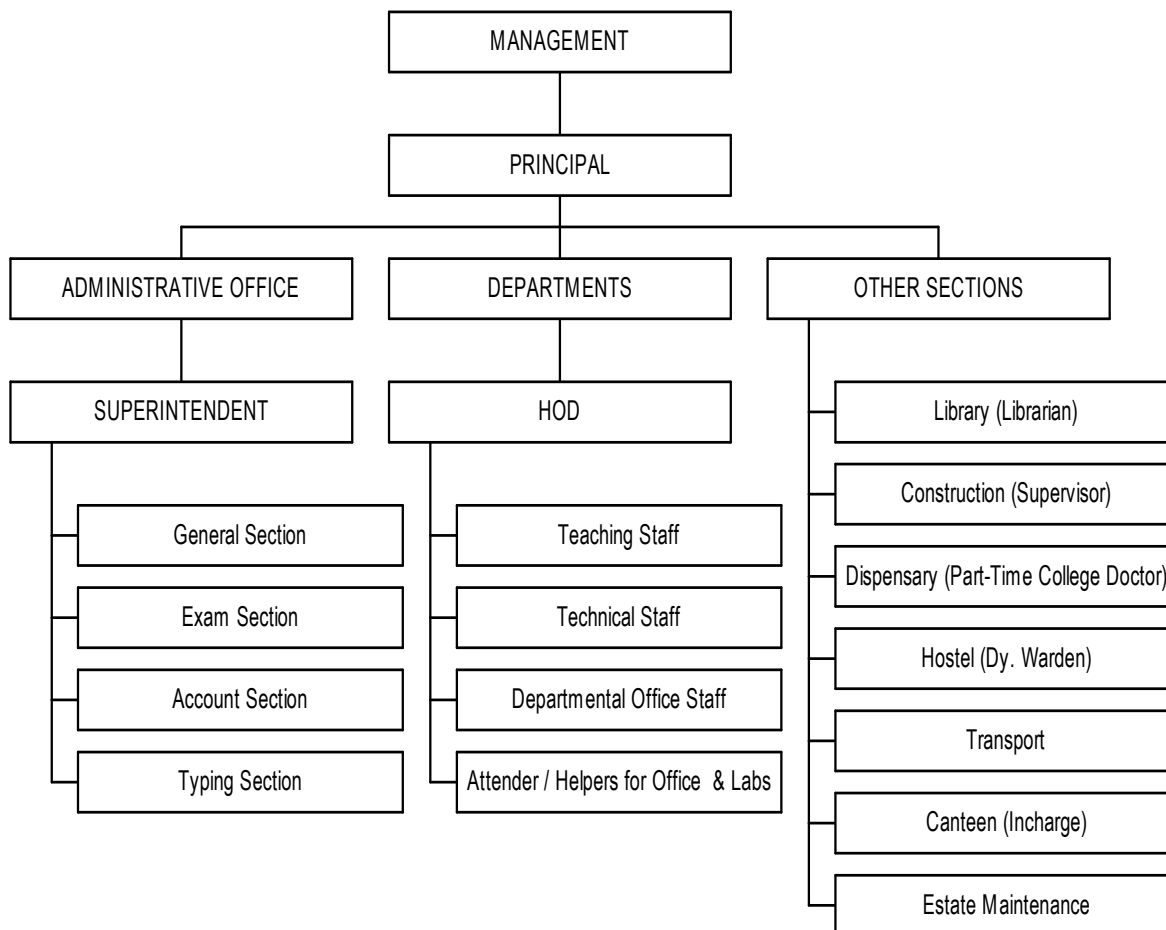
8. Academic Advisory Body :

The College academic council which consists of all the Professors & Assistant Professors, it advises the Principal in all the academic matters.

Frequency of meetings & date of last meeting :

The Governing Body of the college meets once a year. The College academic council meets on an average once in a month.

9. **Organizational Chart:**



10. Student feedback mechanism on Institutional Governance/faculty performance

Student Feedback on Institutional Governance/faculty performance.

Feedback regarding teaching methodology followed in the classes obtained from the students at regular intervals. Any suggestions made by the students will be taken into the consideration for academic improvement.

11. Grievance redressal mechanism for faculty, staff and students

1. Feedback
2. Suggestion boxes
3. Open house
4. Grievance handling Cell

Students and staff are allowed to bring their grievances to the principal of the college for onward transmission to the management so that grievances are rectified.

12. Name of the Department

Name of the Department	Name of the laboratory	No. of Experiments	Floor area (sq. m)
1. Pharmaceutics	1. Physical Pharmacy Lab- I & II	15	136
	1. Pharmaceutical Technology – I & II	15	136
	1. Pharmaceutical Unit operation – I & II	15	136
	1. Pharmaceutical- Analysis	15	136
2. Anatomy, Physiology & Health Education	1. Anatomy & Physiology Lab	30	121
	1. Health Education & Pathphysioog Lab		
3. Pharmaceutical Chemistry	1. Organic Chemistry / . Medicinal Chemistry – I, II & III	30	136
	1. Inorganic Chemistry Lab	30	136
4. Pharmacognosy & Phytochemistry	1. Pharmacognosy Lab – I & II	15	139
5. Pharmacology	1. Pharmacology – I & II	15	139
6. Pharmaceutical microbiology	1. Pharmaceutical Microbiology/ Biotechnology	15	159
Total No. of Computers in the college available for students:		30	161

Course	:	B. Pharmacy
Level UG / PG	:	UG
1 st Year of approval by the Council	:	2007 – 2008
Year wise Sanctioned Intake	:	60
Year wise Actual Admissions	:	2007 – 2008 - 53
		2008 – 2009 - 60
		2009 – 2010 - 45
Cut off marks – General quota	:	50% marks - General quota - 30%
% Students passed with Distinction:		2007 – 2008 1 st Year Batch - 13
		2008 – 2009 1 st year - 04
		2008 – 2009 II-I Semester - 19
		2008 – 2009 II-II Semester - 08


% Students passed with First Class:	2007 – 2008 1 st Year Batch	-	34
	2008 – 2009 1 st year	-	06
	2008 – 2009 II-I Sem	-	25
	2008 – 2009 II-II Sem	-	30

Students Placed	:	Not Applicable
Average Pay package	:	Not Applicable
Students opted for Higher Studies	:	Not Applicable

Accreditation Status of the course:	Accredited / Provisionally Accredited / Not Accredited / Not eligible yet
Doctoral Courses	: Yes / No
Foreign Collaborations	: if any
Professional Society Memberships	:
Professional activities	:
Consultancy activities	:
Grants fetched	:
Departmental Achievements	:
Distinguished Alumni	:

13. Name of Teaching Staff : Photos

BIO-DATA

1. Name of the Staff	Dr. Ahmed Abdul Mateen	
Designation	Principal	
2. Date of Birth	15-03-1975	
3. Educational Qualifications	M.Pharm, Ph.D	
4. Work Experience	08 years	
Teaching:	Research:	Industry:
8 years		Others:
5. Area of Specialization	: Clinical Pharmacology & Therapeutics	
6. Subjects teaching at	:	
U.G. Level	: Pharmacognosy, Biochemistry	
P.G. Level	: Pharmacology, Biochemistry	
7. Research guidance	<u>No. of Papers published in :</u>	
	: National Journals : 08	
	: International Journals: 02	
	: Conferences : 04	
8. Master's:	Ph.D	
	: Comparative evaluation of atrovastatin, curcumin (NCB.02), Garlic & Placebo on endothetical function and Arterial Stiffness in patients with type II diabetics mellitus.	
9. Projects Carried out		
10. Patents	: NIL	
11. Technology Transfer	: NIL	
12. Research Publications	: 10	
13. No. of Books published with details	: NL	

BIO-DATA

1. Name of the Staff : Mr. Fazlu – Rahman
Designation : Associate Professor
2. Date of Birth : 26-08-1973
3. Educational Qualifications : M. Pharmacy, (Ph.D)
4. Work Experience : 12 Years
Teaching: 12 Years Research: Industry: 03 Others:
5. Area of Specialization : Pharma Management
6. Subjects teaching at :
U.G. Level : Industrial Management, Pharmacy Administration, Statistics, Bio-Chemistry, Organic Chemistry.
P.G. Level :
7. Research guidance : No. of Papers published in :
: National Journals : 05
: International Journals: NIL
: Conferences : 06
8. Master's: : (Ph.D)
9. Projects Carried out : “The Knowledge of Nutraceutical Antioxidants among the Medical Practitioners”
To Study the role of marketing strategies in success of product (Ciproflozaction)
Market Potential of anti-diabetic drug and patient's compliance.
10. Patents : NIL
11. Technology Transfer : NIL
12. Research Publications : 05
13. No. of Books published with details : NIL



BIO-DATA

1. Name of the Staff : M. Suresh Babu
Designation : Asst. Professor
2. Date of Birth : 02-02-1971
3. Educational Qualifications : B.Pharm, M.Pharm
4. Work Experience : 08
Teaching: 08 Research: Industry: Others:
5. Area of Specialization : Industrial Pharmacy
6. Subjects teaching at :
U.G. Level : Pharmaceutical Unit-Operations, Physical Pharmacy
P.G. Level : Nil
7. Research guidance : No. of Papers published in :
: National Journals : 02
: International Journals: Nil
: Conferences : 03
8. Master's:
9. Projects Carried out : NIL
10. Patents : NIL
11. Technology Transfer : NIL
12. Research Publications : 02
13. No. of Books published with details : NIL



BIO-DATA

1. Name of the Staff : Kyshzai Mansoor Ali Khan
Designation : Assistant Professor
2. Date of Birth : 30-01-1964
3. Educational Qualifications : M.Sc (Bio-Chemistry)
4. Work Experience : 20 Years
Teaching: 2 Years Research: Industry: 18 Years Others:
5. Area of Specialization : Bio-Chemistry
6. Subjects teaching at :
U.G. Level : Bio-Chemistry, Pharmaceutical Microbiology
P.G. Level :
7. Research guidance : No. of Papers published in :
: National Journals : Nil
: International Journals: Nil
: Conferences : 04
8. Master's: : Nil
9. Projects Carried out : Seminar Lecture at PG Level (Chemo Therapy)
10. Patents : Nil
11. Technology Transfer : Nil
12. Research Publications : Nil
13. No. of Books published with details : Nil



BIO-DATA

1. Name of the Staff : S.H. Rizwan
Designation : Assistant Professor
2. Date of Birth : 01-07-1981
3. Educational Qualifications : M. Pharmacy,
4. Work Experience : 3 Years
Teaching: 3 Years Research: Industry: Others:
5. Area of Specialization : Pharmaceutical Analysis
6. Subjects teaching at :
U.G. Level : Pharmaceutical Analysis, Pharmaceutical Technology
P.G. Level :
7. Research guidance : No. of Papers published in :
: National Journals : 02
: International Journals: NIL
: Conferences : 02
8. Master's: :
9. Projects Carried out : “Analytical method Development of Triclabendazole on UV visible and High Performance Liquid Chromatography“
10. Patents : NIL
11. Technology Transfer : NIL
12. Research Publications : 02
13. No. of Books published with details : NIL



BIO-DATA

1. Name of the Staff : Hanuma Reddy Yerram
Designation : Asst. Professor
2. Date of Birth : 09-01-1979
3. Educational Qualifications : M. Pharmacy
4. Work Experience : 5 year
Teaching: 3 year Research: 01 Industry: 01 Others:
5. Area of Specialization : Quality Assurance
6. Subjects teaching at :
U.G. Level : Pharmaceutical Technology & Pharma. Unit - Operations
P.G. Level :
7. Research guidance : No. of Papers published in :
: National Journals : Nil
: International Journals: Nil
: Conferences : Two
8. Master's: : Nil
9. Projects Carried out : 1. HPCL Method Development of Bivalirudin & Eptifibration
2. Implementation of Six Sigma.
10. Patents : Nil
11. Technology Transfer : Nil
12. Research Publications : Nil
13. No. of Books published with details : Nil



BIO-DATA

1. Name of the Staff : Mohd Mansoor
Designation : Assistant Professor
2. Date of Birth : 04-05-1974
3. Educational Qualifications : M. Pharmacy
4. Work Experience
Teaching: 7 Months Research: 01 Months Industry: NIL Others: NIL
5. Area of Specialization : Pharmacology
6. Subjects teaching at : Health Education & Pathophysiology, Anatomy and physiology & dispensing & hospital pharmacy
U.G. Level :
P.G. Level :
7. Research guidance : No. of Papers published in
: National Journals : NIL
: International Journals: NIL
: Conferences :NIL
8. Master's: :
9. Projects Carried out : Lipid lowering effect of atovsation in diabetes & hypertension patents
10. Patents : NIL
11. Technology Transfer : NIL
12. Research Publications : NIL
13. No. of Books published with details : NIL



BIO-DATA

1. Name of the Staff : M. Paul Richards
Designation : Lecturer
2. Date of Birth : 03-12-1985
3. Educational Qualifications : M. Pharmacy
4. Work Experience : 1 year
Teaching: 6 Months Research: Industry: 6 Months Others:
5. Area of Specialization : Analysis & Quality Assurance
6. Subjects teaching at
U.G. Level : Pharmacognosy & Organic Chemistry - I
P.G. Level :
7. Research guidance : No. of Papers published in :
: National Journals : Nil
: International Journals: Nil
: Conferences : Nil
8. Master's: : Nil
9. Projects Carried out : UGC Networking from University of Hyd. Detp of Lamuvidine by UV-Visible, Method Develop & Validatin of Amlodipine & Telmisetran by HPLC.
10. Patents : Nil
11. Technology Transfer : Nil
12. Research Publications : Nil
13. No. of Books published with details : Nil



BIO-DATA

1. Name of the Staff : Syed Imam Pasha
Designation : Lecturer
2. Date of Birth : 15-01-1985
3. Educational Qualifications : B. Pharmacy
4. Work Experience : 2 Years
Teaching: 2 Years Research: Industry: Others:
5. Area of Specialization :
6. Subjects teaching at :
U.G. Level : Organic Chemistry, Anatomy & Physiology,
Pharmaceutical Technology
P.G. Level :
7. Research guidance : No. of Papers published in :
: National Journals : Nil
: International Journals: Nil
: Conferences : Nil
8. Master's: : Nil
9. Projects Carried out : Nil
10. Patents : Nil
11. Technology Transfer : Nil
12. Research Publications : Nil
13. No. of Books published with details : Nil



BIO-DATA

1. Name of the Staff : Rumana Rahman
Designation : Lecturer
2. Date of Birth : 17-08-1982
3. Educational Qualifications : B. Pharmacy
4. Work Experience : 3 Years
Teaching: 3 Years Research: Industry: Others:
5. Area of Specialization : Pharmacology
6. Subjects teaching at :
U.G. Level : Pathology, Health Education & Pharmacology
P.G. Level :
7. Research guidance : No. of Papers published in :
: National Journals : Nil
: International Journals: Nil
: Conferences : Nil
8. Master's: : Nil
9. Projects Carried out : 1) Anti Diabetic Activity of leaves of ficus glomerata..
2) Antidiabetic effect of Tinospora cordifolia on alloxan induced diabetic
3) Pharmacognostic evaluation of leaves of punica granatum.
10. Patents : Nil
11. Technology Transfer : Nil
12. Research Publications : Nil
13. No. of Books published with details : Nil



BIO-DATA

1. Name of the Staff : K.Viswa Bharathi
Designation : Lecturer
2. Date of Birth : 24-04-1986
3. Educational Qualifications : M. Pharmacy
4. Work Experience : 6 Months
Teaching: 6 Months Research: Industry: Others:
5. Area of Specialization : Pharma Analysis & Quality Assurance
6. Subjects teaching at
U.G. Level : Pharmaceutical Analysis - I
P.G. Level :
7. Research guidance : No. of Papers published in :
: National Journals : Nil
: International Journals: Nil
: Conferences : Nil
8. Master's: : Nil
9. Projects Carried out : 1. Enhancement of dissolution of Diclofenac sodium
2. Method Development of glinidipine by rp-HPLC
10. Patents : Nil
11. Technology Transfer : Nil
12. Research Publications : Nil
13. No. of Books published with details : Nil



BIO-DATA

1. Name of the Staff : P. Ranjith Kumar
Designation : Lecturer
2. Date of Birth : 02-01-1986
3. Educational Qualifications : M. Pharmacy
4. Work Experience : 6 Months
Teaching: 6 Months Research: Industry: 1 year Others:
5. Area of Specialization : Pharmacology
6. Subjects teaching at
U.G. Level : Anatomy, Physiology & Health Education,
Pharmacology, Chemistry of Natural Products.
P.G. Level :
7. Research guidance : No. of Papers published in :
: National Journals : Nil
: International Journals: Nil
: Conferences : Two
8. Master's: : Nil
9. Projects Carried out : Bio-Availability and Bio-
Equivalent studies of Metformin HCL on health human
volunteers.
10. Patents : Nil
11. Technology Transfer : Nil
12. Research Publications : Nil
13. No. of Books published with details : Nil



BIO-DATA

1. Name of the Staff : Shabana Sultana Hashmi
Designation : Lecturer
2. Date of Birth : 10-12-1986
3. Educational Qualifications : B. Pharmacy
4. Work Experience : 2 Year
Teaching: 2 Year Research: Industry: Others:
5. Area of Specialization : Pharmacy
6. Subjects teaching at :
U.G. Level : Pharmaceutical Unit Operations, Inorganic
Chemistry
P.G. Level :
7. Research guidance : No. of Papers published in :
: National Journals : NIL
: International Journals: NIL
: Conferences : NIL
8. Master's: :
9. Projects Carried out : Project on Different Formulation of diclofenac and
sodium gels
10. Patents : NIL
11. Technology Transfer : NIL
12. Research Publications : NIL
13. No. of Books published with
details : NIL



BIO-DATA

1. Name of the Staff : Syed Ahmed Hussain
Designation : Lecturer
2. Date of Birth : 22-12-1985
3. Educational Qualifications : B. Pharmacy
4. Work Experience : 6 Months
Teaching: 2 years Research: Industry: Others:
5. Area of Specialization : Pharmacology
6. Subjects teaching at
U.G. Level : Dispensing Pharmacy, Environmental Science.
P.G. Level :
7. Research guidance : No. of Papers published in :
: National Journals : Nil
: International Journals: Nil
: Conferences : Nil
8. Master's: : Nil
9. Projects Carried out : Nil
10. Patents : Nil
11. Technology Transfer : Nil
12. Research Publications : Nil
13. No. of Books published with details : Nil



14 Admission quota

Entrance test / admission criteria	:	EAMCET
Cut off / last candidate admitted	:	
Fees in rupees	:	2007 – 2008 - Rs. 27,500/-
		2008 – 2009 - Rs. 30,200/-
		2009 – 2010 - Rs. 30,200/-
Number of Fee Waivers offered	:	
Admission Calendar	:	Following JNTUH University Academic Calendar
PIO quota	:	Yes / No

15 Infrastructural information

Classroom /Tutorial Room facilities :

Photo



Laboratory details

:

Photo



List of available equipments in various laboratories is mentioned below:

DEPARTMENT OF PHARMACEUTICAL CHEMISTRY

S.No	Name of the instrument	Quantity
01	Colorimeter/Spectrophometer	01
02	UV & Spectrophometer	01
03	Fluorimeter	01
04	Polarimeter	01
05	Naphelometer & Turbid meter	01
06	Paper Electrophoresis unit	01
07	Conductivity Meter	02
08	Potentiometer	01
09	Ph Meters	05
10	Oven	02
11	Hot air blower or driver	-
12	Flame photometer	01
13	Magnetic stirrer with thermostat	01
14	Mechanical stirrer	02
15	Hot plates	02
16	Centrifuge	01
17	Thermostatic water bath	02
18	Analytical balances	16
19	Vacuum pumps	02
20	Distillation unit/D.M.unit/reverse osmosis water unit	01
21	Heating mantle	20
22	Molecular Model kit	10
23	Chromatographic colum	02
24	Centrifuse machine ultra	01
25	Di-ionizer-unit	02
26	Slide projector	01
27	Water bath electrical	03
28	All glass distillation unit	01
29	Laminar air flow bench	01
30	Incubator	02
31	Refrigerator	01
32	Photo Calorimeter	03
33	Physical Balance	06
<u>DEPARTMENT OF PHARMACOGNOSY</u>		
01	Compound microscope	20
02	Stage micrometer	24
03	Eve piece micrometer	16
04	Camera Lucida	13
05	Pointer eyepiece	04
06	Sox let apparatus	02
07	Clevenger's apparatus	01
08	Suction (vacuum) pump	03
09	Heating mantle	11
10	Chromatography chamber	10
11	Columns for chromatography	06
12	Dissecting microscope	19
13	Suction cutter	01
14	Mixer/Grinder	01
15	T.L.C. Spreader	01
16	Spectrophometer U.V.	01
17	Physical Balance	06

18	OHP	01
	<u>DEPARTMENT OF PHYSIOLOGY AND PHARMACOLOGY</u>	
01	<u>Sub: Human anatomy & Physiology</u>	20
02	Compound microscope	20
03	Haemocytometer	20
04	Haemoglobinometer	08
05	Sphygmomanometer	04
06	Stethoscope	01
07	Spirometer	01
08	F.S.R. stand	25
09	Stop watch	35
10	Dissection boards	07
11	Dissection sets	06
	Dissection trays	
	<u>Sub: Pharmacology</u>	07
01	Student organ bath double unit	12
02	Student kymograph motor	01
03	Operation table	-
04	Dissection boards	15
05	Eddy's analgesimeter	01
06	Analgesimeter (Tail flicks)	01
07	Electroconvulsometer with electrodes	01
08	Actophotometer	01
09	Refrigerator	01
10	Tele thermometer	01
11	Student organ bath single batch	01
12	Student isolated organ bath	01
13	Plethysmometer	01
14	Pole climbing apparatus	01
15	OHP	03
16	Student stimulator	06
17	Balance for weighing animals	04
18	Student kymograph drum	05
19	Lucas muscle bath	05

Computer Centre facilities: **Photo**

a. No. of Computers/Computer Terminals	:	30
b. Hardware specifications	:	Dual Core 28, 512 RAM, 80 GB HD
c. No. of Computers/ terminals on LAN/WAN	:	30 / 30
d. Details of licensed soft ware	:	
1. Windows XP,		
2. Windows Office		
3. Fedora & Visual C.		
e. No. of Peripherals / Printers	:	03
f. Internet accessibility (in MBPS & timings)	:	2 MB

Library facilities: **Available Photo**

a. Qualifications of the Librarian	:	M.Com, BLisc, H.P.T
b. Number of Supporting Staff	:	Two
c. Total Number of Titles of Books	:	790
d. Total Number of Volume of Books	:	3859
e. No. of Titles of Technical/Professional Journals (Exclude Magazines and News letters)	:	10
f. Seating Capacity of Library	:	70 Students
g. Working Hours of library	:	8 Hours

Auditorium / Seminar Halls / Amphi : Available Photo



Cafeteria : Available Photo



Indoor Sports facilities : Available Photo



Outdoor Sports facilities

: Available Photo



Gymnasium facilities : Photo
Facilities for disabled : Photo
Any other facilities : Photo

16 Boys Hostel

Available Photo
Girls Hostel : Not Available Photo
Medical & other Facilities at Hostel : Available Photo

17 Academic Sessions

Examination system, Year / Sem : **Following JNTUH University Semesters Academic Calendar.**
Period of declaration of results :

18 Counseling / Mentoring

Career Counseling : Available
Medical facilities : Available
Student Insurance : Not Available

19 Students Activity Body

Cultural activities : Available
Sports activities : Available
Literary activities : Available
Magazine / Newsletter : Available
Technical activities / TechFest : Available
Industrial Visits / Tours : Conducting every year
Alumni activities :

20 Name of the Information Officer for RTI (Public Information officer under Right to information Act 2005)

Designation :
Phone number with STD code :
FAX number with STD code :
Email :

CAY=Current Academic Year
Repeat this template for each department / staff.
Repeat this template for additional quota, if any.
Add photographs

As per New Norms of AICTE, Submission of
“Compliance Report” with following enclosures
(Scanned from the originals)

- a. Copy of Mandatory Disclosure.**
- b. 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
- c. Faculty and Staff**
- Copies of appointment letters of the Faculty Members and other Staff of the Institution along with the terms and conditions of appointment.
 - Name of the Principal/Director-Date of Joining and Experience details.
 - List of Faculty Members appointed discipline-wise with qualification, designation, date of joining.
 - List of Faculty Members deputed for higher studies in the last two years (with proof)
 - List of Papers published in National / International Journals by the Faculty Members in the last two years (copies to be furnished)
 - List of Books / Text Books written by the Faculty in the last two years, if any
 - List of Faculty Members who attended Summer/Winter School in the last two years (if any).
 - List of R&D, Consultancy Project undertaken by Faculty in the last two years with utilization details.
 - Acquittance roll of Faculty / Non-teaching staff for the current and previous year
 - Salary register of faculty/proof of salary paid to the staff along with TDS records.
- d. Land and Building**
- A copy of original Land document.
 - Approved Plan of the building with total area of built up space
 - Building Completion Certificate
 - Details of proposed/under construction area. (if any)
 - Plot no. and addresses of the owner of the land surrounding the institution (i.e. front, back, to the left, to the right)
- e. Finance**
- Audited Statement of accounts of the institution
 - Latest bank statement, funds available in the FDR and Saving Account/Current Account
 - Purchase register-all the equipment/books/furniture etc., copy of the last 5 pages to be submitted.
 - 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.
- f. Library, Computers and Equipment – 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, software (s)
 - 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.

g. Students

- 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).

h. Photographs

- All Institutions are 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