

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Format for Compliance Report for the year 2009-10 to be submitted along with Mandatory Disclosure

- *Last date of submission of Compliance Report – 31/08/2009*
- *Compliance Report to be submitted at the concerned Regional Office.*
- *Along with Data Sheet for extension of approval*



**All India Council for Technical Education
7th Floor Chanderlok Building, Janpath, New Delhi - 110001**

Phone: (011) 23724151 to 23724157 Fax: (011) 23724162/74/76

Website: www.aicte.ernet.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 concerned Regional Office latest by 31st August 2009.*
- *The Compliance Report should be submitted along with a processing fee of Rs. 50,000/- in the form of demand draft in the favour of Member Secretary, AICTE, payable at New Delhi. 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 annexure 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 31/08/2009.

1 i) Name and Address of the Institution

Name	S.S.H.C.JAIN INSTITUTE OF MANAGEMENT AND RESEARCH		
Address	Permanent Location as approved by AICTE BEHIND M.P.E.B. COLONY NH-26 NARSHINGPUR ROAD	Temporary Location (if applicable) N.A.	
Village	MAKRONIA (BUJURG)		
Taluk			
District	SAGAR		
Pin Code	470004		
State	MADHYA PRADESH		
STD Code	07582	Phone No: 268099	
Fax No.	268060	E-Mail: sshcj.imr@gmail.com	
Nearest Rly Station	SAGAR		
Nearest Airport	BHOPAL		
Web site	www.sshcjimr.org		
File No with date of first approval :	08/01/MP/MBA/57 DATED 15 JUNE 2009		

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: www.sshcjimr.org
- 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: 26/08/09

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

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2 i) Name and Address of the Society / Trust

Name	SHRIMANT SETH HUKUM CHAND JAIN MEMORIAL EDU.SOCIETY		
Address	CHAMELI CHOWK, SAGAR M.P.		
Pin Code	470002	STD Code	07582
Phone No.	268060	Fax No.	268060
E-Mail	hcjaineducation@rediffmail.com	Web site	--

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

The society was established in 1994 named as SHRIMANT SETH HUKUM CHAND JAIN MEMORIAL EDUCATION SOCIETY. The chairman of the society is Mr. Naresh Chand Jain secretary Mr. Prakesh Chand Jain and joint secretary Mr. Prince Jain.

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

Name	Dr. R.P.Rawat				
Designation	DIRECTOR	Qualification & Ph.D. & M.A. (ECO.)	Highest Degree	Specialization	Total Experience
		Experience : 35 YEARS			
		Date of Birth: 10/04/1946	Ph.D.	ECONOMICS	35 YRS.
STD Code	07582	Phone No. (O)262211	Fax No.	268060	
STD Code	07586	Phone No. (R)250116	Fax No.	--	
E-Mail	drprawat.rawat8@gmail.com	Mobile No.	Date of joining the institution: 1st may 09		
		09425627001			

4. Type of Technical Institution (Tick \checkmark whichever is applicable)

- i) University Dept./Constituent College of University/Deemed to be 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 2008
- ii) Date on which first approval was accorded by the Council 15th JUNE 2009
- iii) Year of Commencement of the first batch 2009
- iv) Details of Last extension letter with year of approval 08/01/MP/MBA/57 DATED 15 JUNE 2009

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

7. i) Whether there is any Court Case filed by the Institution against AICTE 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.

_____ N.A. _____

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

_____ N.A. _____

8. Name and Address of the Affiliating University

Name	Dr.H.S.GOUR CENTRAL UNIVERSITY		
Address	SAGAR (M.P.)		
Pin Code	470003	Period of Affiliation	UNDER PROGRESS
STD Code	07582	Phone No.	264417
Fax No.	264143	E-Mail/ Web site	www.sagaruniversity.nic.in

9. i) AICTE approved existing course(s) of study during academic year 2008-2009

			AICTE Approved Intake during last 4 years								
	Courses	1 st Year of approval by AICTE (give approval ref. no. & date)	2008-2009		2007-2008		2006-2007		2005-2006		Status of Accreditation (Validity period)
			Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	
UG(FT)											
UG(PT)											
PG(FT)	M.B.A.	08/01/MP/MBA/57 DATED 15 JUNE 2009	60	COUNSELLING IS DUE							2 YEAR
PG(PT)											

FT: Full Time, PT: Part Time

Signature of Authorized Signatory with date

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

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

_____ **N.A.** _____

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

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

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

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

11. Status of Compliance of Specific Conditions / Deficiencies Communicated in the Last Approval/Extension of Approval by AICTE. **N.A.**

S.No.	Deficiencies Communicated / Specific Conditions	Compliance Report

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

Name : DR. R.P. RAWAT

Date of Birth : 10/04/1946

Academic qualifications (with field of specialization) : M.A.,Ph.D. (ECONOMICS)

Details of Experience (Academic / Industrial) : 35 Years Teaching
experience on diff. post and retired as principal from govt. college.

Date of the appointment in the present institution : 01 MAY 2009

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 along with 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	Docto rate		a	b	c				
UG Level	--	---	---	--	--	--	--	--	--	---	-----	---	----	
PG Level	1	Dr. R.P. Rawat	Director	BA	MA	Ph.D.	10/04 1946	35	--	--	01/05 2009	16400-22400 Basic+DA+ HRA as per govt. norms	ACCPRO 796E	----
	2	Parul Guru	Asst. Professor	B.com	M.B.A	--	06/12 1976	06	--	--	01/07 2009	12000 18000 Basic+DA+ HRA as per govt. norms	A/F	----
	3	Akash Bharadwaj	Lect.	B.B.A.	M.B.A	--	08/07 1978	1	3.2	--	01/07 2009	8000-13500 Basic+DA+ HRA as per govt. norms	A/F	----
	4	Ajay Dwivedi	Lect.	B.com	M.B.A	--	14/08 1982	3	--	--	01/07 2009	8000-13500 Basic+DA+ HRA as per govt. norms	A/F	----
	5	Pooja Shrivastava	Lect.	B.Sc.	M.B.A	--	28/07 1985	--	--	--	01/07 2009	8000-13500 Basic+DA+ HRA as per govt. norms	A/F	----
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.**

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	
	MBA	Professors				01	
		Assistant Prof.				01	
		Lecturers				03	05
		Others					

12 ii) (d) Mode of selection of faculty and staff: As per the university norms/ AICTE

**Name of the newspapers in which advertisements are placed and their circulation status
Nav Bharat, Date 09th January, 2009.**

**Constitution of the selection committee
Board of Advisors and Society members were the member of selection committee.**

Whether University representative is invited in the selection committee meeting. Yes No

12 ii) (e) Details of Technical / Administrative / supporting Staff

S.No	Category Staff	Number
1	Technical Supporting Staff 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)	--- --- --- 01 --- --- --- --- 01
2	Administrative Staff a) Administrative Officer b) Accounts Officer/Assistant Account Officer c) Clerks d) Others	02 01 --- 08

13. 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: N.A.

18. Details of Laboratories & Workshops

S.No	Name of the Course	Name of the laboratory/workshop	Total Area of lab/workshop	Major equipment
	M.B.A.	2 PG. LABS	160 Sqm	

19. 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/ PGDM/ PGDBM)		Availability	
1.	No of Computer terminals	30		30+5	
2.	Hardware Specification	P4 OR EQIV.		Dual Core 1.80GHz 160GB. 1GM RAM	
3.	No of terminals of LAN/WAN	ALL IN LAN		ALL	
4.	Relevant Legal Software	Application	System		
		04	02	03	30
5.	Peripheral(s)/ Printers	03		03	
6.	Internet Accessibility (in kbps & hrs)			512 Kbs/Broadband	

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

20. Building

1. Available Built up area per student 14.56 Sqm.

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)	502 Sqm	554 sqm		60	5 Sqm	
Administrative Area (Carpet Area)	155 Sqm	160 sqm			1 Sqm	
Amenities (Carpet Area)		playground			2 Sqm	
Circulation & Others	155 Sqm	160 sqm				
Total	772 Sqm	874 Sqm			8 Sqm	1264.74 Sqm

21. 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	01	01	66 Sqm	81.53 Sqm
Tutorial Hall	01	01	36 Sqm	42.23 Sqm
Drawing Hall (*)	03	03	150 Sqm	150 Sqm
Computer Centre	01	02	150 Sqm	160 Sqm
Library	01	01	100 Sqm	110 Sqm
Laboratories & workshops			NA	
Total				

- ❖ 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

22. 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)
DISTRICT HEAD QUARTER	1 ACRE	3.70 ACRE

- (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

23. Availability of other facilities:

S.No.	Parameter	Availability
1	All Weather Approach Road (cemented / kuchha)	KUCCHA
2	Potable Water Supply System (own bore well / municipal corporation)	YES,(BOTH)
3	Electrical Generator (5kv, 5-10 kv, 10-15 kv, more than 20 kv)	20 KV
4	Students' Canteen	YES
5	Students' Common Room (Boys / Girls)	YES,(BOTH)
6	Hostel	N.A.
		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	NO
8	Digital Library	NO
9	Quarters for Faculty	NO
10	Guest House	NO
11	Parking facilities	YES
12	Medical facilities (full time / part time doctor / dispensary)	YES (PT)
13	Insurance facilities	NO
14	Telephone booth	NO
15	Gymnasium /indoor / outdoor stadium	NO
16	Rainwater-harvesting facilities are available	YES
17	Post office facility	NO
18	Bank facility	NO
19	Transport facility for day scholars	YES
20.	Reprographic facilities in the Institutions.	YES
21.	Barrier free environment for physically challenged.	NO

24. 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		2000		
2.	Tuition Fee	22800	22800		
3.	University fee (Examination fee, Registration fee etc.)		1100		
4.	Hostel fee (Rent etc.)				
5.	Laboratory fee				
6.	Library fee				
7.	Any other				
Total Fee			25400		

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 **N.A.**

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)			
Total				

(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)
1.	S.B.I. Bada Bazar, Sagar	10046402828 30518634890 30518634335 30518635077	1, 61,014.00	5,00,000.00 5,00,000.00 3,00,000.00	14,61,014.00

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:.....

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.