

Infrastructure Inspection Details

The purpose of this section is to bring to the notice of Head Office, if there are any deficiencies as per the requirements of AICTE Approval Process Handbook (APH). It is important that, such deficiencies should be addressed at all levels and removed at the earliest. Hence Principals should ascertain that they have applied for Faculty, Staff, Civil works, equipments, library requirements, ICT facilities etc as per the current APH, in their New Items applications to DTE. On the other hand DTE officials may note such requirements and take all steps to comply AICTE requirements.

1 **Land:** _____ Acre.

2 **Instructional Area (INA) in m².**

2.1 Class Rooms (No. of divisions * duration of course * 0.75)

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Classrooms	Number of Rooms Required = (Number of divisions/Year) * Duration of the course * 0.75	66 m ² (UG) / 33 m ² (PG)

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m ²	Seating Capacity
2.5	Toal Area:					

2.2 Tutorial Rooms

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Tutorial Rooms	25% of total classrooms	33 m ²

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m ²	Seating Capacity
2.3	Toal Area:					

2.3 Laboratory (For first year UG)

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Laboratory (For first year)	2 per division Additional 2 Laboratories for Basic Sciences	66 m ²

Sr. No.	Intake	Basic Sciences Laboratories
1	Up to 300	2
2	301 – 600	4
Requirement shall be calculated on pro - rata basis for intake greater than 600.		

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m²	Seating Capacity
2.3	Toal Area:					

2.4 Laboratory (Other than first year UG)

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Laboratory (Other than first year)	2 per Course per semester	66 m ²
For course having more than 2 divisions, one additional laboratory for each division need to be created.		

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m²	Seating Capacity
2.4	Toal Area:					

2.5 Laboratory (For PG Courses)

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Laboratory (For PG Courses)	1 per Course	66 m ²

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m ²	Seating Capacity
2.5	Toal Area:					

2.6 Workshop

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Workshop	1	200 m ²

Sr. No.	Intake	Basic Sciences Laboratories
1	Up to 300	1
2	301 – 600	2
Requirement shall be calculated on pro - rata basis for intake greater than 600.		

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m ²	Seating Capacity
2.6	Toal Area:					

2.7 Computer Centre

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Computer Centre	1	150 m ²

Sr. No.	Intake	Basic Sciences Laboratories
1	Up to 300	1
2	301 – 600	2
Requirement shall be calculated on pro - rata basis for intake greater than 600.		

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m ²	Seating Capacity
2.7	Toal Area:					

2.8 Drawing Hall

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Drawing Hall	1	132 m ²

Sr. No.	Intake	Basic Sciences Laboratories
1	Up to 300	1
2	301 – 600	2
Requirement shall be calculated on pro - rata basis for intake greater than 600.		

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m ²	Seating Capacity
2.8	Toal Area:					

2.9 Seminar Hall

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Seminar Hall	1 per 2 UG Courses	132 m ²
	1 per PG Department	66 m ²
	1 per Diploma Institution	132 m ²

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m ²	Seating Capacity
2.9	Toal Area:					

2.10 Library

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019						
Library	1				400 m ²	
Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m ²	Seating Capacity
2.10	Toal Area:					

2.11 Language Laboratory

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019						
Language Laboratory	1				132 m ²	
Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m ²	Seating Capacity
2.11	Toal Area:					

Total Instructional Area (INA) in m2 (2.1 + 2.2 + ... + 2.11)		
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3 Administrative Area (ADA) in m²

Sr. No.	Name of Admin Office	Min. Req. in m ²	Name of Building	Room No.	Carpet Area m ²	Remarks
1	Principal Office	30				
2	Board Room	20				
3	Office all Inclusive	150 ¹ / 300 ²				
4	Cabin for HODs	20	NA	NA		
5	Faculty rooms (One per faculty)	5	NA	NA		
6	Central Stores	30				

Sr. No.	Name of Admin Office	Min. Req. in m ²	Name of Building	Room No.	Carpet Area m ²	Remarks
7	Maintenance	10				
8	Security	10				
9	Housekeeping	10				
10	Pantry for Staff	10				
11	Examinations Control Office	30				
12	Placement Office	30				
13	Any Other					
14	Any Other					
3	Toal Area:					

¹ Technical Institution having one Programme

² Technical Campus having more than one Programme

Total Administrative Area (ADA) in m²		
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4 Amenities Area (AMA) in m²

Sr. No.	Name of Admin Office	Min. Req. in m ²	Name of Building	Room No.	Carpet Area m ²	Remarks
1	Toilets (Ladies & Gents)	150 ¹ / 350 ²				
2	Boys Common Room	75 ¹ / 100 ²				
3	Girls Common Room	75 ¹ / 100 ²				
4	Cafeteria	150				
5	Stationery Store & Reprography	10				
6	First Aid cum Sick Room	10				
7	Principal's Quarter (Desirable)	150				
8	Guest House (Desirable)	30				

Sr. No.	Name of Admin Office	Min. Req. in m ²	Name of Building	Room No.	Carpet Area m ²	Remarks
9	Sports Club / Gymnasium (Desirable)	200				
10	Auditorium / Amphi Theatre(Desirable)	400				
11	Boys Hostel (Desirable)					Indicate Capacity
12	Girls Hostel (Desirable)					Indicate Capacity
4	Total Area:					

¹ Technical Institution having one Programme

² Technical Campus having more than one Programme

Total Amenities Area (AMA) in m²		
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5 Access and Circulation Area (ACA) in m² . (25% of Built up area)

Access and Circulation are (ACA) of 25% of sum of INA, ADA, AMA is desirable covering common walkways, staircases, entrance lobby.

Sr. No.	Department Name	Name of Building	Area Type	Carpet Area m ²
5	Toal Area:			

Total Access and Circulation Area (ACA) in m²		
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6 Checklist of Essential and Desirable Requirements

Sr. No.	Detail	Essential/ Desirable	Yes/ No	Remark
1	Standalone Language Laboratory	E		
2	Potable Water supply and outlets for drinking water at strategic locations	E		
3	Electric Supply	E		
4	Sewage Disposal System	E		

Sr. No.	Detail	Essential/ Desirable	Yes/ No	Remark
5	Telephone	E		
6	Vehicle Parking	E		
7	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution	E		
8	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed in the Web site of the Institution	E		
9	Digital payment for all financial transactions as per MHRD directives	E		
10	Compliance of the National Academic Depository(NAD) as per MHRD directives, applicable to PGDM/PGCM Institution and University Departments	E		
11	Provision to watch MOOCS Course(s) through Swayam	E		
12	Display board within the premises as well as in the Website of the Institution indicating the feedback facility of students and Faculty available in the AICTE Web-Portal	E		
13	Barrier Free Built Environment for disabled and elderly persons (as per Chapter V of Approval Process Handbook 2018-19)	E		
14	Safety and Security measures in the Campus (as per Chapter V of Approval Process Handbook 2018-19)	E		
15	Safety provisions including fire and other calamities (Refer Annexures 8 & 9 of Approval Process Handbook 2018-19)	E		
16	Implementing Food Safety and Standards Act, 2006 in the Institution.	E		

Sr. No.	Detail	Essential/ Desirable	Yes/ No	Remark
17	General Insurance provided for the assets against fire, burglary and other calamities	E		
18	Road suitable for use by Motor Vehicle- Motorized road	E		
19	General Notice Board and Departmental Notice Board	E		
20	First aid, Medical and Counselling Facilities	E		
21	Appointment of Student Counsellor	E		
22	Group Insurance to be provided for the Employees	E		
23	Insurance for Students	E		
24	Institution-Industry Cell	E		
25	Placement Cell	E		
26	Applied for membership of National Digital Library	E		
27	Establishment of Online Grievance Redressal Mechanism as per Annexure 12 of Approval Process handbook 2018-19	E		
28	Establishment of Anti Ragging Committee (as per All India Council for Technical Education notified Regulation for Prevention and Prohibition of ragging in AICTE, approved Technical Institution vide No. 37-3/Legal/AICTE/ 2009 Dated 01/07/2009)	E*		
29	Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 F.No. 37-3/Legal 12012, dated 25/05/2012)	E*		

Sr. No.	Detail	Essential/ Desirable	Yes/ No	Remark
30	Establishment of Internal Complaint Committee (ICC)(As per section 4 All India Council for Technical Education (Gender Sensitization, Prevention Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances of Technical Institutions) Regulations, 2016 vide No. F.AICTE/WH/2016/01 dated, 10/06/2016	E*		
31	Establishment of Committee for SC/ST (As per the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11/09/1989)	E*		

- **Appointment of Committees should be made before commencement of the session, however, an Affidavit to that effect need to be submitted by the new Institution at the time of inspection by Expert Visit Committee (Affidavit 4)**

Sr. No.	Detail	Essential/ Desirable	Yes/ No	Remark
1	Implementation of the Schemes announced by MHRD	D		
2	Offering of Skill development Courses Approved by the Council	D		
3	Participation in the National Institutional Ranking Framework (NIRF)	D		
4	Fabrication facility Laboratory (FABLAB) / Tinkering Laboratory/ Innovation Laboratory	D		
5	Backup Electric Supply	D		
6	Availability of at least ONE Smart Classroom per Department	D		
7	Rain Water Harvesting and installation of grid connected solar roof tops/ power systems	D		
8	Waste management and environment improvement measures to ensure a sustainable green Campus	D		

Sr. No.	Detail	Essential/ Desirable	Yes/ No	Remark
9	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency	D		
10	Enterprise Resource Planning (ERP) Software for Student-Institution- Parent interaction	D		
11	Efforts to encourage Final Year Students to write GATE Examination.	D		
12	Transport	D		
13	Post Office, Banking facility/ATM	D		
14	LCD (or similar) Projectors in Classrooms	D		
15	Staff Quarters	D		
16	Display of Course(s) and “Approved Intake” in the Institution at the entrance of the Institution. Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)	D		
17	Implementation of Startup Policy	D		
18	Intellectual Property Right Cell	D		
19	Implementation of Unnat Bharat Abhiyan/Saansad Adarsh Gram Yojna (SAGY)	D		
20	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environment friendly disposal of used sanitary napkin through sanitary napkin incinerator	D		

Comments by Head of the Institute :

1. _____

2. _____

Head of the Institute

Comments by Inspection Panel Members

1. _____

2. _____

Member 1

Member 2

Chairperson