

Dr. Balkar Singh

Director
College Development



PTU

ਆਈ. ਕੇ. ਗੁਜਰਾਲ. ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No.1 of 1997)

Ref. No. IKGPTU/DCD/3587

Dated 08/5/17

**Director/Principal/Chairman
All AICTE Colleges
IKG Punjab Technical University, Jalandhar**

Subject: Regarding inspection of AICTE Colleges for the session 2017-18.

Respected Sir/Madam,

To uplift the quality of Technical Education, University has decided to perform physical inspection of AICTE Colleges before the issuance of continuation of affiliation order. The inspection committee shall verify all the claims made by the respective colleges in the application submitted to the AICTE /IKGPTU during extension of approval for session 2017-18 i.e. facilities like Infrastructure, Labs, Library and faculty etc. necessary as per AICTE regulations. The process of inspection is time bound and colleges have to abide by the time schedule given by the inspection committee including Saturday or Sunday. Any type of refusal/non-adherence of time /date schedule shall lead to disqualification for affiliation of session 2017-18.

The IKGPTU Co-ordinator of the inspection team shall inform the colleges one or two days before the actual visit. So all the colleges are required to keep ready all the documents (**list attached**) and **provide printed copy of complete online application for extension of approval (2017-18) submitted to AICTE and copy of approval letter issued by AICTE to the inspection committee.** Colleges are requested to fully co-operate with the inspection team in all aspects. The TA/DA and honorarium to inspection team shall be paid by the University. Colleges are also requested not to offer any TA/DA/Honorarium etc., in any form to the inspection committee.

For any query you may contact on the following numbers 9465884812, 9501031477, 9478098031.

With regards,


8/5/17

Director (College & Development)

"Propelling Punjab to a Prosperous Knowledge Society"

I. K. Gujral Punjab Technical University

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Original Documents to be kept ready during the Inspection

The following documents shall be ready and available in the institute on the day of inspection and must be supplied to inspection team	
1	A copy of the Registration Certificate and Trust Deed / Registration Certificate of the Society
2	Memorandum of Association and Rules.
3	Details of Board of Governors of the Institute constituted as per AICTE regulations.
4	The registration document establishing that the land on which the concerned technical Institution is located is in legal possession of sponsoring trust / society as the case may be;
5	Land use certificate establishing that Competent Authority has allowed the use of the land on which the concerned Institution is located is for educational purpose and for the purpose of establishment of the Institution concerned.
6	Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
7	Final building and floor plan duly approved by the competent authority.
8	Certificate from an architect registered with Council of architecture regarding total built up area of the building and carpet area of each room.
9	The Letter of Approval, initially given by the AICTE, at the time of establishment of the Institution approved by the AICTE;
10	All subsequent Letter of Extension of Approval and/or letters indicating Variation in Intake.
11	Copy of complete online application for extension of approval (2017-18) submitted to AICTE
12	Copy of approval letter issued by AICTE for session 2017-18.
13	Appointment letter, joining report, UG, PG and other certificates, passport size photograph, biometric image of right or left thumb in the absence of right thumb of Principal / Director and all faculty members.
14	Details of administrative and support staff appointed with biometric image of right or left thumb in the absence of right thumb and photographs as done for teaching faculty.
15	Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff.
16	Audited statement of accounts of the Institution and applicant Society / Trust / A company established under Section 25 of Companies Act 1956, and existing Technical Institution for last three years, if applicable.
17	Certified income-expenditure statement for the last financial year
18	Details of operational funds as on date.
19	List giving numbers and details for major Equipment, computers, software, and printers.
20	Last three pages of Accession Register for Library Books.
21	Proof of subscription of E-Journals and Hard Copy of National Journals. However Hard Copy of International Journals is desirable.
22	Information regarding availability of potable water supply with a test report issued by Government authority / Government. recognized laboratory mentioning suitability of water for drinking purpose.
23	Sanction of electrical load by electric supply provider company
24	Details of provision of backup power supply
25	A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
26	Details and proof of telephone connections available at the Institute
27	Details and proof about medical facility and counseling arrangements
28	Details of reprographic facility available for students
29	Details of transport facility available for students and staff