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| GUIDANCE ON COMPLETION OF PROFORMAPlease complete the proforma supplied and provide the information requested for the respect of the Degree Course/s to be considered.The proforma is to be regarded as an attempt to assist educational establishments to provide the information required by the Institution of Engineers (India) as clearly as possible. If, in a particular case, the proforma appears to apply undesirable constraints in the presentation of information, alternative means of conveying the information may be adopted.Additional sheets may please be used if necessary.The proforma may please be completed in triplicate. The full information must reach the Institution before formation of the sub-committee. |

**SUBMISSION FOR THE ACCREDITATION OF A DEGREE COURSE AS SATISFYING THE REQUIREMENTS FOR CORPORATE MEMBERSHIP**

# OF

**THE INSTITUTION OF ENGINEERS (INDIA)**

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| Name and Address of the Institution : |
| Name of the Department/Discipline : |
| Date(s) of the Visit : |
| **1.** | **General Information about the Institution** |
| 1.1. | Year of Establishment : |
| 1.2. | UG and PG Courses Available : |
| 1.3. | Total Sanctioned Intake : |
| 1.4. | Total Land Area : |
| 1.5. | Central Facilities : |
| 1.5.1. | Capacity of the boys hostel : |
| 1.5.2. | Capacity of the girls hostel : |
| 1.5.3. | Computational facilities : |
| 1.5.4. | Central workshop facilities : |
| 1.5.5. | Central library facilities : |
|  | No. of books : |
|  | No. of journals subscribed during the last academic session : |
| 1.5.6. | Training & placement facilities : |
| 1.5.7. | Capacity of conference hall, if any : |
| 1.5.8. | Capacity of auditorium, if any : |
| 1.5.9.  | Canteen facilities : |
| 1.5.10. | Facilities for games : |
|  | (i) | Indoor : |
|  | (ii) | Outdoor : |
| 1.5.11. | No. of NCC units : |
| 1.5.12. | No. of NSS units : |
| 1.5.13. | Dispensary/health centre facilities : |
| 1.6. | Details about Supporting Departments : |
| 1.7. | Management Status of the Institution : |
| State college : |
| Constituent college of university : |
| Private college : |
| Private college but governed by a Trust registered under Society Registration Act : |
| Any other status : |
| 1.8. | Financial Status : |
| Government supported : |
| Self-financed : |
| Other sources of funding : |
| Present financial condition : |
| **2.** | **Information about the Department Offering the Course**  |
| 2.1. | Course Title (as appearing on the degree certificate) : |
| 2.2. | Type and Duration (full-time, part-time, sandwich, etc. and duration) : |
| 2.3. | Starting date (Please state the first academic year in which the course started in its present form) :  |
| 2.4. | Intake for the last 3 years : |
|  | (i) | Sanctioned : |
|  | (ii) | Actual : |
| 2.5. | Affiliation/Recognition : |
|  | Affiliated University : |
|  | Recognised By : |
|  | State(s) : |
|  | Govt.of India : |
|  | AICTE : |
|  | Other Professional Societies : |
| 2.6. | Details of Course Structure : |
| 2.7. | Syllabus for Each Individual Subject : |
| 2.8. | Details of Masters’ and Ph D Programme offered by the Department : |

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| 2.9. | Departmental Facilities : |
| (i) | Departmental Library  |
| (a) | No. of books : |
| (b) | No. of journals subscribed during the last academic session : |
| (ii) | Laboratories : |
| (iii) | Workshops : |
| (iv) | List of equipment costing Rs.50,00/- or more : |
| 2.10 | Carpet area under use of the Department : |
| 2.11. | Non-recurring expenditure during the past three years : |
| (i) | Building : |
| (ii) | Equipment : |
| (iii) | Books and journals : |
| 2.12. | Recurring expenditure during the past three years : |
| 2.13. | Technical events conducted during the past three years : |
| **3.** | **Information of Staff** |
| 3.1. | List teaching staff with qualifications (academic and professional) : |
| (i) | Professors : |
| (ii) | Asstt Professors/Readers : |
| (iii) | Lecturers : |
| 3.2. | Procedure for Fresh Recruitment : |
| 3.3. | Procedure for Promotion : |
| 3.4. | Age of Superannuation : |
| 3.5. | Whether UGC/AICTE norms followed for 3.2, 3.3 and 3.4 : |
| 3.6. | Contact (teaching) hours per week : |
| 3.7. | Scales of Pay |
| (i) | Professors : |
| (ii) | Asstt Professors/Readers : |
| (iii) | Lecturers : |
| 3.8. | Allowances : |
| 3.9. | Retirement Benefits : |
| 3.10. | Facilities for Residential Accommodation : |

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| 3.11. | Study Leave Facilities : |
| 3.12. | Facilities for Attending, Continuing Education Courses, Seminar, Symposium, etc : |
| 3.13. | Research Facilities (give details) : |
| 3.14. | Facilities for Consultancy (give details) : |
| 3.15. | List of Publications of the Teachers of the Department during the past three years : |
| 3.16. | List of Non-teaching and Supporting Staff with Designations : |
| **4.** | **Information on Students** |
| 4.1. | Admission Procedures and Eligibility |
|  4.1.1. | Minimum qualification with subjects : |
| 4.1.2. | Entrance examination, if any : |
| 4.1.3. | Interview, if any : |
| 4.1.4. | Reservation for weaker sections (give %) |
| (i) | S.C. : |
| (ii) | S.T. : |
| (iii) | O.B.C. |
| (iv) | Physically handicapped : |
| (v) | Children of late/serving defence personnel : |
| (vi) | Others : |
| 4.1.5. | % of students admitted on payment ofcapitation and amount payable per head : |
| 4.2. | Tuition Fees/Scholarships, etc. |
| 4.2.1. | Tuition fees per year : |
| 4.2.2. | College caution deposit : |
| 4.2.3. | Hostel caution deposit : |
| 4.2.4. | % of students eligible to get scholarships/stipends (give details) : |
| 4.3. | Recurring Grant for Department during Last Session : |
| 4.4. | % as success of Students in Final Year during last three years : |
| 4.5. | Major Areas and Organisations in which Employed during the last three years : |
| 4.6. | Duration of Compulsory Inplant Training : |

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| 4.7. | % of Students from Other States/UTs during last three years (please furnish details) : |
| 4.8. | Date of Graduation of the First Batch : |
| 4.9. | Staff-student Ratio : |
| 4.10. | Achievement by the Students : |
| **5.** | **Information on Examination and Evaluation** |
| 5.1. | Examination System |
| (i) | Annual/supplimentary : |
| (ii) | Semester : |
| (iii) | Class tests : |
| (iv) | Any other special feature : |
| 5.2. | Paper setting and Examination |
| (i) | Internal : |
| (ii) | External : |
| (iii) | Partly internal and partly external (please supply complete set of question papers for each year of the course, for the last two sessions) :  |
| 5.3. | Assessment and Evaluation |
| (i) | Procedure of assessment and evaluation : |
| (ii) | Qualifying requirement for promotion to next higher class : |