

## 2002-03 EOA

SOUTHERN REGIONAL OFFICE  
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
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F.No.TAE-104/2003/2219

6<sup>th</sup> March 2003

To

The Principal,  
**Pragati Engg. College,**  
1-378, ADB Road, Surampalem,  
Near Peddapuram 533 437  
East Godavari

Phone No.: 08852 - 252233, 252234  
FAX: 08852 - 252232

Sir,

I am to state that an Expert Committee will be visiting to your institution on **Friday, 14<sup>th</sup> March 2003 (AN)** for (**Degree E & T Programme**) as per details given below:

The terms of reference of the Committee are to examine the infrastructural and instructional facilities available with the Institution for extension of approval beyond the academic year **2002-2003** and submit its observations.

Sl. No.	Existing Approved Courses	Approved Intake	Period of approval
1.	Computer Science & Engg.	60	2002-2003
2.	Information Tech.	60	2002-2003
3.	Elects. & Commn. Engg.	60	2002-2003
4.	Electrical & Elects. Engg.	60	2002-2003
Total		240	

I request you to kindly make necessary arrangements for the visit of the Expert Committee on **Friday, 14<sup>th</sup> March 2003 (AN)**. During the visit, the Expert Committee will inspect complete infrastructural facilities created by the Trust/Society by way of buildings, equipments, library, etc. Hence, necessary arrangements may be made to present a complete picture in this regard to the Committee. **You are also requested to submit a copy of the Part II [Institutional Profile] of the Expert Committee's Report, which was sent to you, and document details listed in the 2<sup>nd</sup> page of this letter to the Expert Committee at the time of visit.**

If necessary, the undersigned may be contacted at the above address in case of any clarification/difficulty with regard to the visit of the Expert Committee to your Institution.

It is the responsibility of the management to provide generator, if power supply is not available at the time of inspection.

It has come to our notice that a few of the Managements had, in the past, indulged in certain unethical practices during the visit of AICTE's Expert Committees, by way of providing fabulous gifts, pleasantries like garlands, shawls and also taking photographs/videographs of the visit of the team etc. **You are requested to ensure that, during the visit of the Expert Committee, the above practices are strictly to be avoided.**

Contd....

The following Documents are to be made available to the Expert Committee during the visit.

Approval	Land & Building
<ul style="list-style-type: none"> <li>➤ First approval of AICTE</li> <li>➤ Subsequent extension of approval of AICTE</li> <li>➤ Affiliation of University</li> </ul>	<ul style="list-style-type: none"> <li>❖ Original land document</li> <li>❖ Approved building plan with total built up area.</li> </ul>
Faculty	Photographs and Video [CD]
<ul style="list-style-type: none"> <li>• Name &amp; Date of Joining of the Principal/Director</li> <li>• List of Faculty Members appointed with qualification, designation, date of joining discipline wise.</li> <li>• List of Faculty members deputed for higher studies last two years.</li> <li>• List of Papers published in National/international Conferences/Journals by the Faculty Members – last two years.</li> <li>• List of books/Text books written by the faculty last two years.</li> <li>• List of Faculty members attended Summer/Winter School- last two years.</li> <li>• List of R&amp;D, Consultancy Project undertaken by Faculty – last two years.</li> <li>• A quittance roll of Faculty /Non-teaching for the Current and previous year.</li> </ul>	<p>Color Photographs of the building attested by the Chairman/Secretary of the Trust/Society and a Video CD indicating the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Front portion of the entire building in close View.</li> <li><input type="checkbox"/> Back side of the entire building in close view</li> <li><input type="checkbox"/> Inner view of at least one class room.</li> <li><input type="checkbox"/> Inner view of the computer room along with computers.</li> <li><input type="checkbox"/> Inner view of the entire institute with institution's name board in close view Inner view of drawing hall with furniture and drawing boards [as application]</li> <li><input type="checkbox"/> Inner view of library room.</li> <li><input type="checkbox"/> Inner view of faculty sitting room.</li> </ul>
Students	Library, Computers & Equipments [Coursewise]
<ul style="list-style-type: none"> <li>❖ Number of students admitted during previous year coursewise</li> <li>❖ Percentage of Pass in each course for the last three years.</li> <li>❖ Time table of each course during the current year.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Stock Register of Library Books, Computers, Equipments of various laboratories, Furniture.</li> </ul>
	Finance
	<ul style="list-style-type: none"> <li>▪ Audited statement of accounts of the institution</li> </ul>

A line of confirmation regarding the arrangements made for the visit of the Expert Committee is requested.

Yours faithfully,

*S. Chandra*  
7/2/11