

Website of the Institution – Following information / documents should be uploaded.

1.	Sanctioned Programme with intake	Recognition Orders issued by NCTE from time to time.
2.	Faculty / Staff Details	<ol style="list-style-type: none"> 1. Approved teaching Staff list. 2. Non-teaching staff list.
3.	Student details	1. List of students approved by the University of both 1 st & 2 nd Year.
4.	Fees details	Fees details of students for 1 st year & 2 nd Year.
5.	Infrastructural facilities	<ul style="list-style-type: none"> • Details of total Built up area – Upload approved Building Completion Certificate. • Upload photos of class rooms, labs, library, multipurpose hall, sports room, common room, staff room etc in the Gallery of the website.
6.	Facilities added during last quarter	<ul style="list-style-type: none"> • Details of additional facilities made during last year like additional construction, adding books to library, adding equipment to labs etc.
7.	Library details	<ol style="list-style-type: none"> 1. Number of books - _____. 2. No. of Journals subscribed - _____. 3. No. of Encyclopedia - _____. 4. No. of seating capacity - _____.
8.	Additional relevant information	<ul style="list-style-type: none"> • Photos of college building. • Photos of Seminars / Workshops. • Photos of Sports events. • Photos of Annual Day celebrations. • Photos of Annual tour. • Photos of Out reach activities by students. • Any other photos institution wishes to upload.
9.	Affidavit	<ul style="list-style-type: none"> • Affidavit submitted to the NCTE.
10.	Audited Account statements	<p>Every financial year by the 30th day of September</p> <ol style="list-style-type: none"> 1. Balance sheet as on the last date of the financial year; 2. Income and expenditure account for the financial year; 3. Receipt and payment account for the financial year.