

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR**  
(Established by Govt. of A.P., ACT No.30 of 2008)

**ANANTHAPURAMU - 515 002 (A.P) INDIA**

**Prof. K.Hemachandra Reddy**  
M.Tech., Ph.D  
**REGISTRAR**



Ph:08554-272433 Fax:08554-272437  
Mobile: 9908088806  
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Lr.No.DAPO/A2/Affiliation/FFC visits/2014

Date:19-04-2014

To  
The Principals of all Affiliated Colleges

Sir,

Sub:- JNTUA, Anantapur - Academic & Planning - Fact Finding  
Committee (FFC) visits - Requested - Reg.

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It is to inform that the University Fact Finding Committee visits to all the affiliated colleges are scheduled tentatively from **24-04-2014**. You are therefore advised to keep ready all the necessary documents and make necessary arrangements for the forthcoming FFC visit. Built up area, Laboratory infrastructure and Teaching faculty as per norms should be available for all the programmes for which affiliation renewal is sought from the academic year 2014-15. If the Fact Finding Committee visit is scheduled on a holiday, then the Principals of such affiliated colleges are requested to make it a working day for both faculty and students.

The list of necessary documents to be submitted to the Fact Finding Committee for issuance of the Extension of Affiliation is as per Annexure.

Further, I am, by direction to inform that

- i) TA/DA and Honorarium shall be paid to the members of Fact Finding Committee for affiliation by the University.
- ii) The affiliated Colleges have been paying the affiliation fees and TA/DA and Honorarium of the members shall be met from these fees.
- iii) Hospitality and accommodation can be taken care of, but no other emoluments shall be paid to the members of Fact Finding Committee for affiliation.

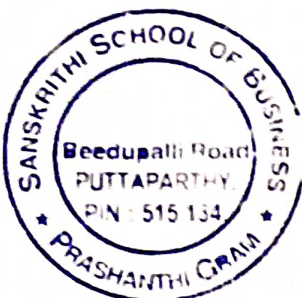
Yours faithfully,

*Dr. Balakoteswari*

*Bora*  
for REGISTRAR

**PRINCIPAL**

Sanskriti School of Business,  
Beedupalli Road, Prasanthigram,  
PUTTAPARTHI - 515134,  
Ananthapuramu (Dt.) A.P.



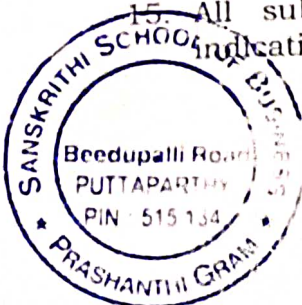
## ANNEXURE

**Documents to be submitted to the Fact Finding Committee for Affiliation  
(As per UGC Regulations F. No. 14-9/2013 (CPP-II) 28<sup>th</sup> February, 2014):**

The Institution/College shall submit to the FFC the List of enclosures as given below duly attested by a gazette officer or a first class Judicial Magistrate.

Supporting documents other than affidavits shall be made on Institution/College Letter heads and duly signed by the head of the Institution/College

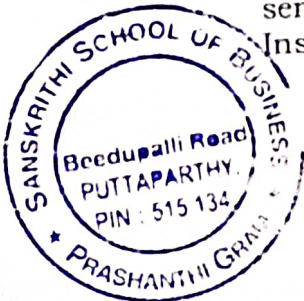
1. Show Cause Notice issued by University, if any, during the last two years, since the establishment of the college.
2. Details of court cases filed against University and order of the Court, if any.
3. Self Appraisal Report, **in a format as per Annexure-I** to be signed by the Principal of the College and Chairman/Secretary of the Society/Trust.
4. An affidavit, **in a format as per Annexure-II**, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
5. Copy of all the accreditation letters, if obtained in the last one year.
6. Certificate by the Head of the college to the effect that all Faculty and all non teaching staff data and all student data of all years and all courses, has been entered as per the prescribed format on the Web Portal.
7. A copy of the Registration Certificate and Trust Deed / Registration Certificate of the Society
8. Details of Governing Body of the Institute.
9. The registration document establishing that the land on which the concerned College is located is in legal possession of sponsoring trust /society as the case may be;
10. 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.
11. Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
12. Final building and floor plan duly approved by the competent authority.
13. Certificate from an architect registered with Council of architecture regarding total built up area of the building and carpet area of each room.
14. The Letter of Affiliation, initially given by the university, at the time of establishment of the Institution approved by the university;
15. All subsequent Letter of Extension of Affiliation and/or letters indicating variation in intake.



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16. 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 and all faculty members.
17. 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.
18. Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff.
19. Audited statement of accounts of the Institution and applicant Society / Trust / A company established under Section 25 of Companies Act 1956, and existing College for last three years, if applicable.
20. Certified income-expenditure statement for the last financial year.
21. Details regarding current approved fee structure and the approving body.
22. Details of operational funds as on date.
23. List giving numbers and details for major Equipment, computers, software, and printers.
24. Last three pages of Accession Register for Library Books.
25. Proof of subscription of E-Journals as per appendix 9 and Hard Copy of National Journals. However Hard Copy of International Journals is desirable.
26. 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.
27. Sanction of electrical load by electric supply provider company.
28. Details of provision of backup power supply
29. 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.
30. Details and proof of telephone connections available at the college.
31. Details and proof about medical facility and counseling arrangements.
32. Details of reprographic facility available for students
33. Details of transport facility available for students and staff
34. (a) Copy of the Receipt of Joint FDR, and copy of the FDR, that the Institute opened at the time of inception of the college.  
(b) In case the FDR has been encashed on completion of the eight year term, the copy of the FDR release letter to be submitted to the university by the college.
35. A Video (Compatible with "Windows Media Player") of maximum five minutes duration with date and time of shooting indicating the complete physical infrastructure / facilities and highlighting following:
  - (a) Front & Back side of the entire building
  - (b) Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms as mentioned in program-wise Instructional area requirements.



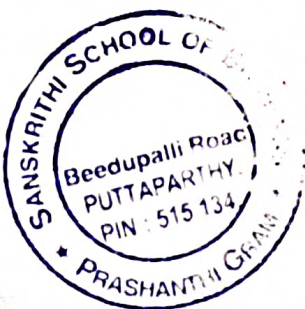
*Dr. Balakrishna*  
**PRINCIPAL**  
 Sanskriti School of Business,  
 Beedupalli Road, Prashanthigram,  
 PUTTAPARTHI - 515134,  
 Ananthapuramu (Dt.) A.P.

- (c) Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins/seating arrangement and all other rooms as mentioned in Administrative area requirements
- (d) Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements.
- (e) Circulation area details highlighting entrance lobby, passages, escalators, staircase and other common area.

*Borua*  
for REGISTRAR  
19.4.14

*Dr. Balakrishnan*  
PRINCIPAL

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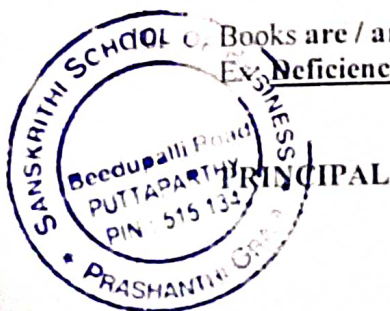
**Annexure-I**  
**FORMAT OF SELF APPRAISAL REPORT BY THE**  
**COLLEGE AUTHORITIES**

To be submitted by the College to the Fact Finding Committee during its visit to the college.  
The self appraisal is to be signed by the Principal of the college and Chairman / Secretary of  
the Society/Trust.

We \_\_\_\_ (1) <<Name>> \_\_\_\_ S/o. \_\_\_\_ <<Name>> \_\_\_\_ Chairman/Secretary of  
\_\_\_\_ <<SocietyName>> \_\_\_\_ Society/Trust and \_\_\_\_ (2) <<Name>> \_\_\_\_ S/o.  
\_\_\_\_ Principal of the College, jointly state and undertake the following in  
connection with an application for extension of affiliation from JNT University Anantapur to  
\_\_\_\_ <<Name of the college>> \_\_\_\_ for the academic year 2014-15.

1. College website is / is not created.
2. Atleast two governing body meetings were/were not conducted during the academic year 2011-12.  
Ex: **Deficiency:** 1. Only one Governing Body meeting is conducted  
2. Governing Body meeting is not conducted
3. CAC is / is not constituted as per JNTUA norms
4. Computer to student ratio is / is not maintained as per AICTE norms.  
Ex: **Deficiency:** 1. Computer to student ratio is more than 1:4 for UG  
2. Computer to student ratio is more than 1:2 for PG
5. All the laboratories are / are not established as per JNTUA curriculum requirements  
Ex: **Deficiency:** 1. List the laboratories to be established  
2. List the specific equipment required to be added to fulfil the JNTUA curriculum requirements
6. All legal software are/are not procured as per JNTUA curriculum requirements  
Ex: **Deficiency:** List the legal softwares to be procured
7. Built up area is / is not as per AICTE norms  
Ex: **Deficiency:** 1. \_\_\_\_ Sq.M. of Instructional area is to be added.  
2. \_\_\_\_ Sq.M. of Administrative area is to be added.  
3. \_\_\_\_ Sq.M. of Circulation area is to be added.
8. Atleast 2 MBPS internet bandwidth is / is not provided  
Ex: **Deficiency:** Please mention existing bandwidth.
9. a) Digital library is / is not established  
b) NPTEL learning resources is / is not procured.

Books are / are not available as per AICTE norms  
Ex: **Deficiency:** \_\_\_\_ No. of books are to be procured



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CHAIRMAN/SECRETARY

11. National & International journals **are / are not** available as per AICTE norms  
Ex: **Deficiency:** \_\_\_\_\_ No. of Journals are to be procured
12. Principal appointment **is / is not** ratified by the University
13. Atleast 50% of faculty appointments **are / are not** ratified by the University.
14. Teacher to student ratio **is / is not** maintained as per AICTE norms  
Ex: **Deficiency:** \_\_\_\_\_ is the existing Teacher to Student Ratio
15. Faculty Cadre ratio **is / is not** maintained at 1:2:6 (Professor, Associate Professor, Assistant Professor)  
Ex: **Deficiency:** The existing faculty cadre ratio is \_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_.
16. Staff salaries **are / are not** paid through bank.
17. Biometric system **is / is not** adopted for PG courses.
18. CC Cameras **are/are not** installed in PG Class rooms & Exam halls.

\* Strike out whichever is not applicable.

\* In case of deficiencies please mention the deficiencies clearly.

**Undertaking:** We undertake to state that the above information is correct and furnished only after verifying with the relevant records of the college.

Date:

Place:

PRINCIPAL

CHAIRMAN/SECRETARY



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**PRINCIPAL**  
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## Annexure-II

### **AFFIDAVIT**

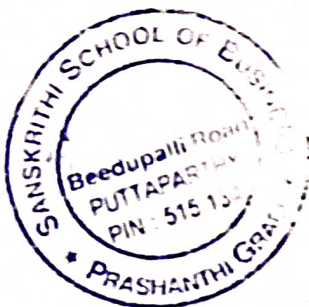
I, \_\_\_\_<<name>>\_\_\_\_ Chairman / Secretary, <<Society Name>>, Son of Sri. \_\_\_\_\_, aged \_\_\_\_ years resident of <<address>> do here solemnly affirm, state and undertake to comply with the following in connection with my application for <<college name and address>> to JNT University Anantapur for:

- Extension of Affiliation for the academic year 2014-15.
- 1. That all deficiencies as mentioned in the Self Appraisal will be rectified and JNTUA norms will be complied within two months from today.
- 2. In the event of non-compliance by the <<society name>> and / or <<college name>> with regard to guidelines, norms and conditions prescribed by JNTUA, as also in the event of incorrect SELF APPRAISAL mentioned herein, the JNTUA shall be free to take appropriate action including withdrawal of its affiliation without consideration of any related issues and that all liabilities arising out of such withdrawal shall solely be that of the <<society name>> and / or <<college name>>.
- 3. That I am competent to swear this affidavit on behalf of <<society name>> and <<college name>>.

Chairman / Secretary  
Seal

#### **Note:**

Please print the above affidavit format in the Rs.100/- non judicial stamp paper and the Chairman/Secretary of the Society/Trust shall sign the affidavit.



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(Established by Govt. of A.P., ACT No.30 of 2008)

**ANANTHAPURAMU – 515 002 (A.P) INDIA**

**Prof. P.R. Bhanu Murthy**  
M.E., Ph.D  
**DIRECTOR, ACADEMIC AUDIT**



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Mobile: 9000551423  
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**Lr.No.DAAO/A2/Affiliation/FFC Visits/2019-20**

**Date:17-05-2019**

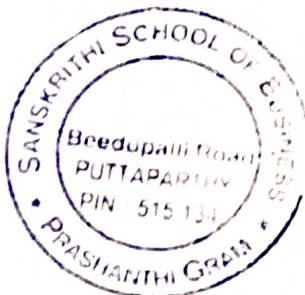
To  
The Principals of all affiliated Colleges.

Sir/Madam,

I am by direction bring to your notice that Fact Finding Committee (FFC) visits will start from 5<sup>th</sup> week of May, 2019. Principals of all colleges should keep all the necessary records ready for the conduct of FFC visits smoothly. Your earnest co-operation is solicited.

Yours faithfully,

  
**DIRECTOR**  
Academic Audit



*Dr. Balakrishna*

**PRINCIPAL**

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Lr.No.DAAO/A2/Affiliation/FFC Visits/2020-21


Date:06-10-2020

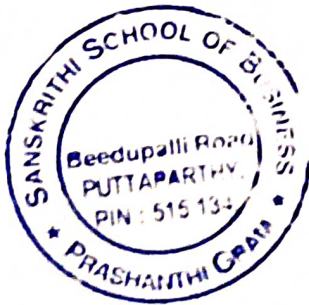
To  
The Principals of all affiliated Colleges.

Sir/Madam,

I am by direction bring to your notice that Fact Finding Committee (FFC) visits will start from 8<sup>th</sup> October, 2020. Principals of all colleges should keep all the necessary records ready for the conduct of FFC visits smoothly. Your earnest co-operation is solicited. Annexure I & II attached may be kept ready to handover to FFC team.

Yours faithfully,

  
**DIRECTOR**  
Academic Audit



*Dr. Bala Koteswari*  
PRINCIPAL  
Sanskriti School of Business,  
Beedupalli Road, Prashanthigram,  
PUTTAPARTHI - 515134,  
Ananthapuramu (Dt.) A.P.

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTHAPUR**

(Established by Govt. of A.P. Act No. 16 of 1989)

**ANANTHAPURAMU - 515 002 (A.P.) INDIA**

**Prof. C. Sashidhar**

M.Tech., Ph.D.

**REGISTRAR**



Ph: 08554-271433 Fax: 08554-271437

Mobile: 9008088806

Email: registrar@jntua.ac.in

LT.No.DAAO/A2/Affiliation/FPC Visits/2023-24

Date: 07-06-2023

To

The Principals of all affiliated Colleges.

Sir/Madam,

I am by direction bring to your notice that Fact Finding Committee (FFC) visits will start from 14-06-2023. Principals of all colleges should keep all the necessary records ready for the conduct of FFC visits smoothly. Your earnest co-operation is solicited.

Yours sincerely,

  
REGISTRAR



*Dr. Balakrishna*

**PRINCIPAL**

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PUTTAPARTHI - 515134,  
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