

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Format for Compliance Report for the year 2008-09 to be submitted alongwith Mandatory Disclosure

- *Last date of submission of Compliance Report – 31/08/2008*
- *Compliance Report to be submitted at the concerned Regional Office.*
- *Alongwith Data Sheet for extension of approval*



**All India Council For Technical Education
7th Floor Chanderlok Building, Janpath, New Delhi - 110001**

Phone: (011) 23724151 to 23724157 Fax: (011) 23724162/74/76

Website: www.aicte.ernet.in

Important information for filling up the compliance report

- *The institution is required to submit two copies of the Compliance Report as per prescribed format along with mandatory disclosure to the concerned Regional Office latest by 31st August 2008.*
- *The Compliance Report should be submitted alongwith a processing fee of Rs. 50,000/- in the form of demand draft in the favour of Member Secretary, AICTE, payable at New Delhi. The compliance reports without the processing fee will not be accepted.*
- *The information in the compliance report should be filled up strictly as per the prescribed format. Compliance Reports with incomplete information will not be accepted.*
- *All the annexures should be indexed with page numbers and signed by the authorized signatory of the institution.*

FORMAT FOR COMPLIANCE REPORT

All the existing technical institutions are required to submit the following information both in the form of hard and soft copy by 31/08/2008.

1 i) Name and Address of the Institution

Name	SSR INSTITUTE OF MANAGEMENT & RESEARCH		
Address	Permanent Location as approved by AICTE Sayli road, Sayli, Silvassa	Temporary Location (if applicable)	
Village	Sayli, Silvassa		
Taluk			
District	U. T. of Dadra & Nagar Haveli		
Pin Code	396 230		
State	U. T. of Dadra & Nagar Haveli		
STD Code	0260	Phone No: 3202278	
Fax No.	0260-2642796	E-Mail: pankajssr@rediffmail.com	
Nearest Rly Station	Vapi		
Nearest Airport	Mumbai		
Web site	www.ssrcolleges.com		
File No with date of first approval : No. 08/01/MHA/MBA/2008/63; DTD: 30.5.2008			

1 ii) Information regarding Mandatory Disclosure:

- a) Whether the Mandatory Disclosure is hoisted on the institutional website: Yes No
- b) If yes, web-site address on which Mandatory Disclosure is available: www.ssrcolleges.com
- c) Whether the faculty information provided in the Mandatory Disclosure is same as being submitted in the Compliance Report. Yes No
- d) Whether the information provided in the Mandatory Disclosure is being regularly updated. Yes No , Date on which the Mandatory Disclosure was last updated: _____

1 iii) Whether the institution is operating at temporary location (if so provide details of permanent location alongwith survey no.)?

	N.A.
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2 i) Name and Address of the Society / Trust

Name	SSR MEMORIAL TRUST		
Address	Sayli road, Sayli, Silvassa – 396 230 U. T. of Dadra and Nagar Haveli.		
Pin Code	396 230	STD Code	0260
Phone No.	2642796	Fax No.	2642796
E-Mail		Web site	www.ssrcolleges.com

2 ii) Brief details regarding background of the Trust/Society, Governing body members, etc.
ANNEXURE - I

3 Name and Designation of the Head of the Institution (*Principal / Director*)

Name	DR. A.G. JAYAKUMARI				
Designation	DIRECTOR	Qualification & Experience :	Highest Degree	Specialization	Total Experience
		Date of Birth: 7.5.1959	PH.D	(1) Marketing Management (2) Financial Management	18 years
STD Code	0260	Phone No. (O) 3202278	Fax No.	0260-2642796	
STD Code	0260	Phone No. (R) 3202278	Fax No.		
E-Mail	drjaya0401@gmail.com	Mobile No. 9714726699	Date of joining the institution: 4 TH JULY 2008		

4. Type of Technical Institution (*Tick ✓ whichever is applicable*)

- i) University Dept./Constituent College of University/Deemed to be University
- ii) Central / State Government
- iii) Government Aided
- iv) Self-Financing (Minority)
- v) Self-Financing (Non-Minority)
- vi) Any other (Please specify)

5. Information on Establishment of the Institution

- i) Year of Establishment 2008
- ii) Date on which first approval was accorded by the Council 30.5.2008
- iii) Year of Commencement of the first batch 2008-09
- iv) Details of Last extension letter with year of approval ----

6. Whether there is any change of Name of the Institution, Society / Trust and Location of the Institution after AICTE approval? If yes, enclose details

- | | | | | | |
|------|--|-----|--------------------------|----|-------------------------------------|
| i) | Whether the name of the Society has been changed
If yes, give details | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| ii) | Whether the composition of the Society has been changed
If yes, give details | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| iii) | Whether the name of the Institution has been changed
If yes, give details | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| iv) | Whether the Institution is functioning at temporary site
If yes, give details | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| v) | Whether the Institution has changed its permanent location
If yes, give details | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |

7. i) Whether there is any Court Case filed by the Institution against AICTE which is in progress? (Please tick (✓) appropriate box)

Yes No

If yes, then give details with name of the Court, Writ Petition No. Subject Matter and Latest Status.

7. ii) Whether there is any case of Malpractices / Complaints/ or being penalized on account of non-submission of compliance within the cut-off-date, making excess admissions etc. against the Institution ? if yes, provide details

--- N.A. ---

8. Name and Address of the Affiliating University

Name	UNIVERSITY OF PUNE		
Address	GANESHKHIND, PUNE		
Pin Code	411 007	Period of Affiliation	---
STD Code	020	Phone No.	25691233
Fax No.	25693899	E-Mail/ Web site	www.unipune.ernet.in

9. i) AICTE approved existing course(s) of study during academic year 2008-2009

			AICTE Approved Intake during last 4 years								Status of Accreditation (Validity period)
Courses	1 st Year of approval by AICTE (give approval ref. no. & date)	2008-2009		2007-2008		2006-2007		2005-2006			
		Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions		
UG(FT)											
UG(PT)											

PG(FT)	MBA	F.NO. 08/01/M HA/MBA /2008/6 3; 30.5.08	60	60	--	--	--	--	--	--	--
PG(PT)											

FT: Full Time, PT: Part Time

9. ii) Whether any excess admissions over and above the sanctioned strength are made ? If yes, give details.

S. No.	Courses	Sanctioned Intake 2008-2009	Actual Admissions	No. of Excess Admissions	Reasons
----- N.A. -----					

9 iii) Is the Institution offering M. Phil or a Doctoral programmes ? if yes, give details

S. No.	Program	Specialization	Intake
----- N.A. -----			

10. i) Whether the Institution is sharing its facilities / premises with any other Institution or running any unapproved Programmes? If yes, give details.

Yes No

A. Name of the other Institutions, which are sharing the facilities

----- NO -----

B. Unapproved course(s) functioning in the college premises, its duration and intake

S. No.	Courses	Approving Authority	Affiliating Body	Degree / Diploma / Certificate	Duration (Years)	Sanctioned Intake	Actual Admissions during 2008-09
TOTAL							

10 ii) Whether admissions under PIO / Foreign Nationals quota has been approved for your institution by the AICTE? If yes, give details.

S. No.	Courses	Sanctioned Intake 2008-2009	Actual Admissions
-- N A ---			

11. Status of Compliance of Specific Conditions / Deficiencies Communicated in the Last Approval/Extension of Approval by AICTE.

S.No.	Deficiencies Communicated / Specific Conditions	Compliance Report
	<u>NEW COURSE</u>	

12. (i) Particulars of the Full Time Principal/Director of the institution

Name	DR. A. G. JAYAKUMARI
Date of Birth	7.5.1959
Academic qualifications (with field of specialization)	B.COM. – Advanced Accounting M.COM. – Financial Management MBA – Marketing & finance M. PHIL – Financial Management Ph. D – Marketing Management
Details of Experience (Academic / Industrial)	Academic – 18 years
Date of the appointment in the present institution	4 th July 2008

12 ii) (a) *Faculty Position for the existing programme(s) (Programme-wise)

Name of the Programme (UG & PG)	Total Sanctioned Intake (last 4 yrs. for Engg./Arch./HMCT/ Pharmacy/ Applied Arts etc. , last 3 yrs. for MCA and last 2 yrs. for MBA/ PGDBM)	Total number of Faculty required as per norms (column 2 divided by 15)	Details of Faculty Available							Nature of Appointment	
			Professors (Rs. 16400-22400 scale) Ph.D. / Non Ph.D.		Assistant Professors / Readers (Rs. 12000-18000)		Lecturers (Rs.8000-13500)	Total	Others/visiting faculty	Total number of faculty Permanent & Approved by University	Total number of faculty on adhoc Basis
			4	5	6	7	8	9	10		
			Ph. D.	Non Ph.D	Ph. D.	Non Ph.D					
PG MBA	60	4	1	--	--	1	3	5	2	--	--
Humanities											
Social Sciences											

***NOTE: The institution should clearly give information about the faculty in each approved course(s) separately without any ambiguity.**

12 ii) (b) Details of the Full Time Teaching Faculty exclusively appointed and working for the AICTE approved programme with designation, date of birth, qualification alongwith class / division obtained, experience, date of joining and pay scale (Programme wise).

Name of the Course	S. No.	Name (s) of the Teaching Faculty	Designation (Lecturer/ Asst. Professor/ Professor)	Qualifications with field of specialization with class / division of passing			Date of Birth	Experience			Date of Joining the Institution	Gross total salary as on date with scale & Basic pay	PAN Number	P.F. A/c No.
				UG	PG	Doct orate		a	b	c				
UG Level														
PG Level		-- ANNEXURE II ---												
Humanities & Sciences														

Important Note:

- 1. The institution is required to submit:**
 - i. A statement signed by each faculty member stating that he / she has been appointed and is working exclusively for the AICTE approved programme in the institution.**
 - ii. An affidavit from the Chairman of the Trust / Society / Director of the institution stating that faculty members mentioned in the section 12 of the compliance report are exclusively teaching for the AICTE approved programme / institution.**
- 2. The faculty in Humanities & Sciences / General subjects should be specifically mentioned.**

12 ii) (c) Information about stability of the Faculty (separately for each Programme).

S. No.	Programme	Category	Period of appointment				Total
			Less than 6 Months	Between 6 Months to 1 year	Between 2 to 3 years	More than 3 years	
		Professors	1	--	--	--	1
		Assistant Prof.	1	--	--	--	1
		Lecturers	2	--	--	--	2
		Others	--	--	--	--	--

12 ii) (d) Mode of selection of faculty and staff: Through Local Selection Committee

**Name of the newspapers in which advertisements are placed and their circulation status
(1) Indian Express (2) Times of India (3) Sandesh (4) Divya Bhaskar**

Constitution of the selection committee

The Selection Committee is constituted by appointing subject experts from different Universities and Representative from the Trust.

- | | | |
|---|---|------------------|
| 1 | Dr. S.B. Kolte
Director General
Institute of Management Studies,
Career Development & Research, Ahmednagar | Chairman |
| 2 | Dr. E.B. Khedkar
Director
Allana Institute of Management Science
Pune | Expert Member |
| 3 | Dr. S. Vernekar
Director, Bharati Vidyapeeth University
Institute of Management & Research
New Delhi | Expert Member |
| 4 | Dr. G. K. Shirude
Director
Naralkar Institute of Career Development & Research
Pune | Expert Member |
| 5 | Dr. S.R. Gudsoorkar
Trust Representative | Member |
| 6 | Shri. B.N. Parmar
Trust Representative | Member Secretary |

Whether University representative is invited in the selection committee meeting. Yes **No**

12 ii) (e) Details of Technical / Administrative / supporting Staff

S.No	Category Staff	Number
1	Technical Supporting Staff	
	a) Workshop Attendant	--
	b) Workshop Technician	--
	c) Laboratory Assistant	--
	d) Librarian	01
	e) Assistant Librarian	--
	f) Programmer	--
	g) System Analyst	--
	h) Others (Computer Lab in-charge, Lab Attendant etc)	02
2	Administrative Staff	
	a) Administrative Officer	--
	b) Accounts Officer/Assistant Account Officer	--
	c) Clerks	02
	d) Others (Driver & Sweepers)	05

13. Strengths & Weaknesses of the institution in terms of Teaching Methodology/Transaction of Syllabus /Innovations /best practices (if any)/ industrial project / Industrial consultancy / research taken up for industry and amount granted thereby:

We are going to practice innovative methods in teaching like, guest Lecture from Industrial experts and Academicians. Apart from normal teaching the syllabus will be covered by methods like case study, Role Plays and Management games.

14. Students data and pass % since last three years.

S.No.	Course	Year	Sanctioned Intake	Students Admitted	Students Passed out in first attempt	% of Students passed in first attempt	% of Students passing out with Distinction	% of Students with 1st Division	% of Students with IInd Division
--- N.A. ---									

NOTE: Average result of two Semesters in case of Semester system

15. i) Total no. of students placed by the Institution through its Placement Cell (Discipline wise)

Year	Discipline	Total no. of students passed out (last 3 years)	Total no. of students placed through placement cell (last 3 years)
--- N.A. ----			

15 ii) Provide details of companies/Industries, which visited the institute for placement since the last three years.

S.No.	Year	Name of the Company/Industry	Number of Students placed
--- N.A. ----			

16. Utilization status of grants received under various schemes of AICTE (R&D, MODROB, Faculty development, IIPC etc for the last three years).

S.No	Name of the Scheme(s)	Grant sanctioned (Amount & Date)	Grant utilized	Whether utilization certificate submitted, if yes amount for which submitted	Major impact
--- N.A. ---					

17. Library facilities

- A Total area of the library - 260.85 sq.mtrs.**
- B Seating capacity of the library - 55**
- C Reprographic facility (yes / No) - Yes**
- D Working hours of library - 8.00 am to 6.00pm**
- E Library Networking facility (yes / No) - Yes**
- F Usage data of the library (in terms of books issued to the faculty & students etc.)**
- G Annual library budget (% of annual student fee collected) - 10% (of annual fees)**
- H Details of the library staff with qualifications and pay scales - Mrs. Amita Parmar
Librarian
B.Sc.,M.LISc., NET
8000-275-13500**

I Details of the library facilities

(1) E- Library – 12 computers (2) Reprographic facility (3) Reading Room (4) Xerox machine

S.No	Course(s)	Number of titles of the books	Number of volumes	Journals	
				National	International
1.	MBA	549	1361	15	5

18. Details of Laboratories & Workshops

S.No	Name of the Course	Name of the laboratory/workshop	Total Area of lab/workshop	Major equipment
-- N.A . --				

19. Computer Facilities for the existing programme(s)

S.No	Particulars	Requirements as per Norms (1:4 all undergraduate UG Programmes and 1:2 for MBA/MCA/ PGDM/ PGDBM)		Availability	
1.	No of Computer terminals	30		75	
2.	Hardware Specification	P-4 Processor		P-4 Processor	
3.	No of terminals of LAN/WAN	30		69	
4.	Relevant Legal Software	Application	System		
		04	02	04	02
5.	Peripheral(s)/ Printers	1:10		04	
6.	Internet Accessibility (in kbps & hrs)			1 Mbps	

Whether the computer facilities are suitable for the existing programmes ? Yes

No

20. Building

1. Available Built up area per student 47.04 sq.mtrs.

2. Total Built up Area for the existing programme(s)

Particulars	Area required as per norms (Sq.M)	Building with RCC Roof (Sq.M)	Building with Sheet Roof (if suitable for Educational Institution) (Sq.M)	Total sanctioned intake (last 4 yrs. for Engg./Pharmacy/HMCT/ Arch. etc. 2 yrs. MBA/ PGDBM and 3 yrs. for MCA)	Built up area per student	Total Area Available (Sq.M)
Instructional Area (Carpet Area)	502					626.01
Administrative Area (Carpet Area)	155					217.20
Amenities (Carpet Area)						675.35
Circulation & Others	115					224.25
Total	772					1742.81

21. Instructional Area for the existing programme(s)

Particulars	Number of rooms		Carpet area of each room	
	Requirement as per norms	Available in the institution	Requirement as per norms	Available in the Institution (Sq.M)
Class Rooms	01	04	66	72.40 x 4 =289.60
Tutorial Hall	01	02	36	47.61 x 2 = 95.22
Drawing Hall / Conference Hall(*)	02	02	75	189
Computer Centre	01	01	150	154.57
Library	01	01	100	260.85
Laboratories & workshops				
Total				989.24

- ❖ Whether any academic activity is being carried out in the basement
If yes, give details. Yes No
- ❖ Whether a barrier free environment has been created in the building for Physically challenged persons. Yes No
- ❖ Whether the Classrooms, Tutorial hall, Drawing hall, Computer centre, Library, Laboratory and workshops are well equipped for the existing courses. Yes No

22. Land Availability

Land Category (Rural/ District Head Quarter/ State Capital/ Metropolitan city/ Mega City)	Area required as per Land Category (Acres)	Total Area available (Acres)
Rural	1.0 acre	1.5 acre

- (a) Whether the said land is demarcated by fencing/ boundary wall for the institution (Tick ✓ appropriate box) Yes No
- (b) Whether the land is contiguous (Tick ✓ appropriate box) Yes No
- If Not, Number of plots Distance between the plots (Sq.M)
- (c) Whether the surroundings of the institution are suitable for educational purpose. Yes No

23. Availability of other facilities:

S.No.	Parameter	Availability
1	All Weather Approach Road (cemented / kuchha)	Yes
2	Potable Water Supply System (own bore well / municipal corporation)	Yes
3	Electrical Generator (5kv, 5-10 kv, 10-15 kv, more than 20 kv)	Yes
4	Students' Canteen	Yes
5	Students' Common Room (Boys / Girls)	Yes
6	Hostel	Boys 160
		Girls 160
	If no hostel facility is available, whether arrangements have been made for boarding and lodging of students near to the institution, if yes mode of travel from the place of stay to the institution	
7	Principal's Quarters	Yes
8	Digital Library/	Yes (E Library)
9	Quarters for Faculty	Yes
10	Guest House	Yes
11	Parking facilities	Yes
12	Medical facilities (full time / part time doctor / dispensary)	Yes
13	Insurance facilities	Yes
14	Telephone booth	Yes
15	Gymnasium /indoor / outdoor stadium	Yes
16	Rainwater-harvesting facilities are available	Yes

17	Post office facility	Yes
18	Bank facility	Yes
19	Transport facility for day scholars	Yes
20.	Reprographic facilities in the Institutions.	Yes
21.	Barrier free environment for physically challenged.	Yes

24. Fee Structure of the Institution

S.No.	Category	CET quota		Management quota	
		Fixed by the State Fee Committee	Being charged by the Institution	Fixed by the State Fee Committee	Being charged by the Institution
1.	Admission Fee				
2.	Tuition Fee				
3.	University fee (Examination fee, Registration fee etc.)				
4.	Hostel fee (Rent etc.)				
5.	Laboratory fee				
6.	Library fee				
7.	Any other				
Total Fee			45,000/-		

25. Financial Position

(i) Whether applicant has opened a bank account in the name of the Society/ Trust for the existing institution

Yes

No

(ii) Source of income & expenditure during the last year

S.No.	Source of Income	Rs. (in lakhs)	Expenditure during the last year	Rs. (in lakhs)
1.	Central Government		Salary of Full-Time Faculty	
2.	State Government		Salary for Visiting/Adjunct faculty	
3.	University Grants Commission		Salary of Non-Teaching Staff	
4.	Other Central/State Govt. Bodies		Library	
5.	Private Trust		Computer Centre	
6.	Donations		Equipments Labs and Workshops	
7.	Student Fees		Building	
8.	Internal Revenue Generation		Others (please specify)	
9.	Others (please specify)			
	Total			

(iii) **Details of Operational funds**

S.No.	Name of Bank With Branch & Full Address	Account No.	Cash Balance (in lakhs)	FDR, if any (Excluding joint FDR submitted to AICTE)	Total Amount (in lakhs)
1	Bank of Baroda	26140100012735	33,81,500 as on 28.8.08	15.00 lacs 13.00 lacs	61,81,500

Declaration:

It is certified that:

- a) Existing Courses are being conducted as per norms, standards and guidelines of the AICTE.
- b) All the physical deficiencies stated in the last approval letter have been complied with.
- c) The AICTE pay scales are being paid to the faculty members.
- d) The admissions are made on merit and no capitation fee or donation of any kind is charged for admission.
- e) The teaching faculty has been recruited as per qualifications and experience laid down by AICTE.
- f) The tuition and the other fee is being charged as prescribed by the Competent Authority.
- g) No new course has been started (since the last approval by AICTE) without prior approval of AICTE.
- h) The institution is not running any courses not approved by AICTE in the premises of the AICTE approved institution.
- h) The intake in any of the AICTE approved course has not been increased beyond the sanctioned intake, without prior approval of AICTE.

I/We solemnly declare that no information has been withheld and all the information provided in this Compliance Report is correct. If any information is found to be incorrect or false, I/We understand that proposal shall be liable for rejection.

**Date: 28.8.2008
Place: Silvassa.**

**Name and Signature of the Authorized
Signatory of the institution with seal**

List of Annexure's to be submitted along with the Compliance Report

(Annexures should be strictly submitted in the following order alongwith index and page numbers and signed by the authorized signatory).

Annexure 1 Copy of Mandatory Disclosure.

Annexure 2 Faculty & Staff

(A) Existing faculty:

The following documents should be submitted for each of the existing faculty members in the serial order as mentioned **in the section 12. ii b)** of the compliance report.

- 1) One page biodata alongwith attested passport size photographs (with details covering number of papers published, books written, summer winter schools attended, R&D projects undertaken etc.).
- 2) Copies of appointment letters with terms and conditions of appointment and joining report.
- 3) Acquittance roll of Faculty / Non-teaching staff for the current and previous year.
- 4) Salary register of faculty/proof of salary paid to the staff along with TDS records.

(B) Additional faculty appointed.

The following documents should be submitted for the additional faculty members appointed.

- 1) Copy of the advertisement.
- 2) Details of the number of candidates applied and called for interview.
- 3) Selection Committee minutes and recommendations.
- 4) Approval by the Governing body or board of governors.
- 5) One page biodata of the appointed candidates.
- 6) Appointment letter and joining letters of the appointed faculty.

(C) The institution is required to submit a statement signed by each faculty member stating that he / she has been appointed and is working exclusively for the AICTE approved programme in the institution.

(D) An affidavit from the Chairman of the Trust / Director / Principal of the institution stating that faculty members mentioned in the section 12 of the compliance report are exclusively teaching for the AICTE approved programme / institution is required to be submitted by the institution.

Annexure 3 Details of the Built-up Area.

- Details of instructional area, administrative area, amenities area & circulation area (excluding play grounds, residential area, parking space and open air theater) duly certified by Registered Architect.
- Approved building plan with total area of built-up space.
- Building completion certificate from competent authority.
- Details of proposed/under construction area. (if any)

Annexure 4 Photographs and Video CD

- The Institution is required to submit a group photograph with name underneath of all the faculty members and staff (Technical and Non-Technical, etc. separately) along with the head of the Institution.
- Photograph (color) of the building attested by the Chairman/Secretary of the Trust/Society.

Annexure 5 Correspondence related to AICTE Approval.

- Copy of the first approval of AICTE
- Copies of subsequent extension of approval letters of AICTE
- Latest Affiliation of University
- Details of reduction in intake last year, if any.
- Documents related to penal action against the Institution by the University/State/AICTE last year, if any.

Annexure 6 Details regarding workshop, laboratories, library and computers– Course-wise

- Stock Register of Library Books (copies of last five pages to be submitted)
- Usage register of books (copies of last five pages),
- Stock registers of Computers, equipment
- Internet facility, (Type and bandwidth details)
- Copies of Cover page of all journals (last six months) Cover Page of all Journals to bear the stamp of the institution.
- List of laboratories available with area of each lab and major equipments.

Annexure 7 Students data.

- Course-wise number of Students admitted in the previous year.
- Percentage of Pass in each course for the last three years. (A copy of the affiliating University Results of the last three years to be provided.)
- No. of students admitted under PIO / Foreign Nationals (with passport details and account and currency in which fees have been paid).

Annexure 8 Land details.

- A copy of original Land documents.

Annexure 9 Financial details

- Audited Statement of accounts of the institution
- Latest bank statement, funds available in the FDR and Saving Account/Current Account
- A copy of fee receipts with details of the fee being charged from the students.
- TDS Certificate in respect of the Income Tax deducted from salary of faculty members.