

List of Documents to be kept ready for verification during the LIC Visit

1. AICTE approval letters.
2. VTU Affiliation Notification
3. Accreditation letters
4. Land records in original
5. Building plan
6. Approved Budget
7. Balance Sheet
8. Resolutions of GC Meetings
9. Original Appointment letter of Principal
10. Original Appointment letter of Faculty
11. Original Appointment letter of Staff
12. Joining letters of Principal, Faculty and Staff
13. Proceedings of Purchase Committee
14. Faculty attendance register
15. Student's attendance register
16. Lesson plans
17. Lab Manuals
18. Lab Records
19. Blue books
20. Internal Question Papers and Scheme of Evaluation
21. IA Marks submitted to University
22. Fee Registers
23. Faculty Personal files
24. Aquittance Registers
25. Service Rules
26. Any legal Issues with AICTE and VTU