



# Visvesvaraya Technological University

“Jnana Sangama”, Belgaum-590 018, Karnataka State

Dr.H.N. Jagannatha Reddy B.E., M.E., Ph.D.  
**Registrar**

Phone: (0831) 2498100  
Fax: (0831) 2405467

Ref: VTU/Aca /2017-18/A-4/

Date:

## **List of Documents to be placed before LIC team**

1. AICTE Continuation / Extension Approval Letters.
2. VTU Continuation / Extension Approval Letters.
3. Accreditation Letters
4. Land records in original copy
5. Building Plan
6. Approved Budget
7. Balance Sheet
8. Resolutions of Governing Council Meetings
9. Original Appointment letter of Principal
10. Original Appointment letter of Faculty
11. Original Appointment letter of Staff
12. Joining letter 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. Acquittance Register
25. Documents pertaining to Anti-ragging committee and Squad
26. Documents pertaining to Anti-Sexual Harassment committee/College  
Internal Complaint committee
27. Documents pertaining to Grievance redressal cell
28. Service Rules
29. Any Legal Issues with AICTE and VTU
30. EDUSAT Feedback Form



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## **List of documents to be submitted (in the form of Annexure-I) during the LIC Visit**

1. AICTE Approval Letters
2. VTU Affiliation Notifications
3. Accreditation Letters
4. Appointment order of Principal
5. Principal's Credentials (UG, PG, Ph.D. Certificates, Publications, Patents and, etc).
6. Copies of Minutes of Governing Council Meeting held during last Academic year
7. Balance Sheet for Previous 3 years
8. Audit report of Last Financial year
9. Budget for the current financial year
10. Copy of Previous 3 months Aquittance Register
11. Department wise Laboratory details in the format

Sl.No	Name of Laboratory	Carpet Area (Sq.mt)	Major Equipments	Total Investment till Date

12. Departments wise and Program wise (UG/PG separately) Faculty details

Sl.No.	Name	Qualification			Designation	Experience		
		UG	PG	Ph.D		T	R	I

13. Departments wise Non-Teaching Staff details

Sl.No	Name	Qualification	Designation	Experience

14. Details of administrative Staff

Sl. No	Name	Qualification	Designation	Experience

15. Details of Grants received