



Visvesvaraya Technological University
"Jnana Sangama", Belgaum-590 018, Karnataka State

Ref: VTU/Aca /2021-22/LIC/ 1080

Date: 20 MAY 2022

Check List (Includes Checklist 1 and 2)

(Copies to be kept ready for verification by LIC visit and subsequently (* marked) to be submitted to VTU)

Sl.No.	Particulars
1.	AICTE Continuation/Extension Approval Letters*
2.	VTU Continuation/Extension Approval Letters
3.	Land Records in Original Copy*
4.	Building Plan and Occupancy Certificate*
5.	Building Stability Certificate*
6.	Fire Safety Certificate*
7.	Approved Budget*
8.	Balance Sheet*
9.	Resolutions of Governing Council Meetings*
10.	Original Appointment letter of Principal*
11.	Original Appointment letter of Faculty
12.	Original Appointment letter of Staff
13.	Joining letter of Faculty and Staff
14.	Proceedings of Purchase Committee
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.	Internal Assessment Marks submitted to University
22.	Fee Registers
23.	Faculty Personal files containing original degree certificates
24.	2(f) Status of UGC*
25.	Proof , if applied for 2 (f)
26.	NBA status*
27.	Proof , if applied for NBA
28.	NAAC status*
29.	Proof , if applied for NAAC
30.	Acquittance Register
31.	Service (C & R) Rules
32.	DA to Faculty --salary slips and Institute/trust order copy.
33.	Proof of Pay Scale to Teaching and Non-Teaching staff ---- salary

	slips and Institute/Trust order copy as per AICTE/Govt norms
34.	DA to Staff ---- salary slips and Institute/Trust order copy
35.	Form-16 of Employees
36.	Documents pertaining to Anti-ragging committee and Squad
37.	Documents pertaining to Anti-Sexual Harassment committee/College Internal Complaint committee
38.	Youth Red Cross Unit
39.	SC/ST/OBC Cell
40.	SC/ST/Other Scholarship dispersal Register
41.	NSS and NCC Units
42.	Documents pertaining to Grievance redressal cell
43.	Details of Faculty attended for Valuation duty (Furnish details individual faculty for last two years)*
44.	Student feedback mechanism
45.	Students counseling cell
46.	Innovation Club
47.	Green campus initiatives
48.	Skill lab details(If applicable)*
49.	The details to be submitted by Autonomous Colleges(Format Enclosed)*
50.	Any Best practices adopted by the Institution
51.	Any Legal Issues with AICTE /VTU/GOVT *

* Attested photocopies of Documents need to be submitted to VTU

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