As per Advt. No. – SPMU/01/2022

Self-attested hard & soft copy of the relevant documents for adding the name and course of Institute on MNSSBY Portal

Desired report by the Private / Deemed Institute on the following points

1. Whether the institution is **Physically Operational** or not - since
    - Name of the trust of the Institute .... Full address .... **(Annexure-1)**
    - Registration Certificate number (as per society Registration 1860) .... date ....
      (Annexure-2)
    - Validation of registration certificate no. - .... date from - .... to ....
      (Annexure-3)
    - Institute's land type – Personal / Lease (period of lease ....Year@ ...., rate of lease .... monthly/ Annually) **(Annexure-4)**
    - Full address of the Institute with pincode - ....
    - Web Address, e-mail id and contact No. ....
    - Institute Photographs - .... **(Annexure-5)**

2. Whether Classes are conducted regularly in the institute or not - ....
    - Photograph of Laboratory **(Annexure-6)**
    - Photograph of Library **(Annexure-7)**
    - Photograph of Classroom Containing students studying **(Annexure-8)**
    - Photograph of Computer Lab **(Annexure-9)**
    - Photograph of Institute Building **(Annexure-10)**

3. Type of Institute -

    Govt. ☐   Private ☐   Govt. Aided ☐   Other ☐

4. The accreditation achieved by the institute -   NAAC ☐   NIRF ☐   NBA ☐
    (Any one of the three) accreditation valid – date from - .... to ....
    (Annexure-11)

5. Whether the institute is recognized by the **Competent Authority** or not -
    - Name of competent Regulatory Authority and full address – ....
      Affiliation valid from .... to .... Letter no. .... date - .... **(Annexure-12)**
    - Web Address, Email id and Contact No. ....

6. Standard process of enrollment in the institute and medium of enrollment. -
    (Annexure-13)
    - Required Minimum Educational Criteria

- Level of Centralized Enrollment Test - National /State /District / University /Institute.
- Management Quota/NRI Quota/Others
- Other Medium

7. Courses run by institute - Competent Authority who gives institutions affiliation. – (Photocopy of relevant letter) **(Annexure-14)**

    ➢ Session .... Governing Body ....

8. In which courses, the institute has got the approval of competent authority and approval for enrollment of how many students. - ....

9. Course wise list of **students**, transgenders enrollmented in the institute. - ....

    (Annexure-15)

10. How many applicants related to this scheme are enrolled in the Institute – (with full details of applicants)- .... **(Annexure-16)**

11. Last 5 years statements of Tuition fee, Hostel fee, Mess fee etc. Prescribed by the competent authority of the institute. (2018, 2019, 2020, 2021 and 2022) with letter no. & date.

    (Annexure-17)

    Year wise percentage of increment in case of **fee hike,** .... **(Annexure-18)**

12. The number of eligible sutdents enrolled in the institute from the beginning and the number of applicants enrolled with this scheme - **with full details**. - ....

    (Annexure-19)

13. Photocopy of the letter issued by the concerned authority to the designated representative of the institute. - .... **(Annexure-20)**

    Name -... Designation -...

    Mob. No. -... Email Id -...

14. Placement status after study in the institute. .... **(Annexure-21)**

➢ Provide self attested copies of all relevant documents (Hard & soft copies) along with the covering letter related to the above 14 points.

Signature

Name - ....

Designature - ....

Contact No. - ....

Email Id - ....