



All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)

7th Floor, Chandralok Building, Janpath, New Delhi- 110 001
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

REPORT OF EXPERT VISITING COMMITTEE

IMPORTANT POINTS FOR ATTENTION OF THE EXPERT COMMITTEE

Approval for establishment of new institutions is granted by AICTE on the basis of the quality of academic and physical infrastructure created by an institution. This is to reiterate that the Council is committed to make the entire process absolutely transparent and objective through e-governance process. Your role in this regard is most critical. You are requested to holistically appraise the institution and fill in the necessary information in the format. AICTE solicits your cooperation in this regard and requests you to :

- Study and understand the proforma in which the report of the visit is to be made and fill it objectively with full facts, figures and observations.
- Examine all the documents submitted by the institution.
- Scrutinize various records pertaining to purchase made by the institution for computers, equipments, books and journals verifying the original vouchers/bills, stock registers/ledgers and stamping on books and journals.
- Countersign the last page of the ledgers/stock registers.
- Take special care in verifying the facilities for the proposed institution in case other than technical institutions courses are also being run in the same premises. AICTE norms do not permit sharing of facilities.
- Ensure that the location of the institution is the same as mentioned in the EVC Report.
- Ensure that under no circumstances any column left unfilled as the entire information solicited is extremely important for taking a final decision. Do not write any other comments in the EVC Report.
- Original Visit Report along with the attachment as per Annexure 17.2 shall also be sent to the Regional Officer.
- Scanned copy of the Expert Visit Committee Report shall also be sent to the Regional officer by e-mail.

1- Signature & Name Expert, EVC Committee (Academic)	2-Signature & Name Expert, EVC Committee (Academic)	3-Signature & Name Expert, EVC Committee (Architect/Civil Engineer)
1-2192100021		

DECLARATION BY THE EXPERTS

I/We hereby declare that the report presented herein is unbiased, purely on factual information as provided by the institution(s) as given below and cross checked by Committee. I/We are neither associated, nor have any interest in the affair of institution(s)/ society / Trust /Section 25 Companies. The Committee has not been extended hospitality beyond working lunch, tea and snacks. No gifts/mementos/souvenirs etc have been given and/or accepted or asked for.

Name of the Institute	G. K. BHARAD INSTITUTE OF ENGINEERING
Application ID	1-2192100021

Expert No.	1 - Academic Expert	2 - Academic Expert	3 - Architect
Name of Expert			
Designation			
Affiliation/Organization			
Email - Id			
Contact No.			
Registration Number	Not Applicable	Not Applicable	

INSTRUCTIONS TO EXPERTS:

1. Refer application submitted by institute for more information.
2. Do not leave any cell blank
3. Please tick (✓) mark at appropriate cell to denote your findings.
4. Do not use white fluid for correction. Strike off and sign in case of any correction.
5. Verify the figure printed in various columns with respect to norms as per approval process Handbook 2013-14

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1-2192100021		

DECLARATION BY THE INSTITUTE REPRESENTATIVES

The Committee has not been extended hospitality beyond working lunch, tea and snacks. No gifts/mementos/souvenirs etc have been given and/or accepted or asked for.

Name of the Institute	
Application ID	

Case presented by	Name	Position in the applicant organization	Sign
Representative (1)			
Representative (2)			

	Representative-1	Representative-2
Name of Representative		
Designation/ Position in the applicant organization		
Profession		
Email - Id		
Contact No.		

1- Signature & Name Expert, EVC Committee (Academic)	2-Signature & Name Expert, EVC Committee (Academic)	3-Signature & Name Expert, EVC Committee (Architect/Civil Engineer)
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Region	Central
Application Id	1-2192100021
Permanent Institute Id	Not Applicable
EVC Date	04-Mar-2015
Name of the Institute	G. K. BHARAD INSTITUTE OF ENGINEERING
Address	RAJKOT BHAVNAGAR STATE HIGHWAY KASTURBADHAM(TRAMBA) DIST. RAJKOT
City/Village	RAJKOT
District	RAJKOT
State	Gujarat
Pin	360020
Name of Parent Organization	G. K. BHARAD INSTITUTE OF ENGINEERING

Programme	New / Existing	Instructional Area Housing/Building Details
ENGINEERING AND TECHNOLOGY	Existing Programme	Exclusive building

Application details	
Application For	All Existing Institute
Change of site	N
Closure of Institute	N
Conversion of Women's Institution into Co-Ed Institution	N

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1-2192100021		

Application Status: EOA Recommended by Council
Application Sub Status:

EVC Eval Report Generated on: 2 March 2015

Increase in intake / New course	Y
Closure of program / course / Division	N
Introduction of 2 nd Shift / 2 nd shift Course / Part Time Programme	N
Introducing / continuing / discontinuing supernumerary seats for PIO	N
Introducing / continuing / discontinuing seats for sons/daughters of NRIs	N
Change of name of the Institute	N

TABLE - A : LAND DETAILS

Location	Rural
Northern hilly area	N
Number of pieces	NA
Max distance in farthest pieces	NA
Latitude and Longitude	Latitude - 22, 14, 7 Longitude - 70, 54, 5
Total area in acres	15.6
Land registered with	SUB REGISTRAR OFFICE
Land registration date	09-May-2005
Land Use Certificate issued by	RAJKOT GRAM PANCHAYAT
Land Use Certificate date	18-Mar-2009
Land ownership details	Registered Sale Deed
Mortgage details	N
Purpose of mortgage	NA

Other Land Details

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Sr Num	Land Registration No (1)	Date of Registration (2)	Area of Land (3)	Khasra Number (4)	Plot Number /Survey Number (5)	Land Situated At(6)	Land Registered in the name Of(7)	Ownership or Govt Lease(8)	Land Use Certificate Issued(9)	Land Use Certificate Issuing Authority (10)
1	192/05-06/vasi/5448/56	05-Sep-2005	12.6	X	S.N. 233	KASTURBADHAM TRAMBA A , COLLEGE SITE	SUB REGISTRAR OFFICE	Ownership	Yes	KASTURBADHAM TRAMBA GRAM PANCHAYAT
2	11354	23-Sep-2011	3	X	S.N. 277	KASTURBADHAM TRAMBA A , COLLEGE SITE	SUB REGISTRAR OFFICE	Government Lease	Yes	KASTURBADHAM TRAMBA GRAM PANCHAYAT

Other Land Details Contd

Sr Num	Is the Land Mortgaged(11)	Details of Land If the Land is Mortgaged(12)	Land required at the time of First AICTE approval(In Acres)(13)	Land available at the time of First AICTE approval(In Acres)(14)
1	No	Data Not Provided by the Institute	10	12.6
2	No	Data Not Provided by the Institute	0	0

Whether any River, Canals, Rail Tracks, Highways or any other such entity hampering continuity of land is passing through the Site of the institute. Whether High Tension Transmission line is passing through the Site of the Institute.	Yes/No If yes give details :
Whether any other institution (AICTE approved/not under AICTE ambit) are being run/proposed to be run in the same patch of land shown for the present institution. Also no other programmes such as BBA/BCA/B.Sc. (S/W Engg.)/ M.Sc. (S/W, Engg.) etc are being run/sharing in the premises (Land and building) of the present Institution.	Yes/No If yes give details :

TABLE-B : APPLICATION SUMMARY

1- Signature & Name Expert, EVC Committee (Academic)	2-Signature & Name Expert, EVC Committee (Academic)	3-Signature & Name Expert, EVC Committee (Architect/Civil Engineer)
1-219210021		

Application Status: EOA Recommended by Council
Application Sub Status:

EVC Eval Report Generated on: 2 March 2015

Programme	New/ Existing	Shift	Level	Course	PIO	NRI	Current Intake 13-14	Intake applied for 14-15	Required Faculty (to be entered by Expert Member)	Available Faculty (to be entered by Expert Member and printed as NA for New Institutes)
ENGINEERING AND TECHNOLOGY	Application for new course	1st Shift	UNDERGRADUATE	MECHANICAL ENGINEERING	Not interested	Not interested	0	120		NA
ENGINEERING AND TECHNOLOGY	Application for new course	1st Shift	UNDERGRADUATE	CIVIL ENGINEERING	Not interested	Not interested	0	60		NA
ENGINEERING AND TECHNOLOGY	Application for new course	1st Shift	UNDERGRADUATE	COMPUTER ENGINEERING	Not interested	Not interested	0	60		NA
ENGINEERING AND TECHNOLOGY	Application for new course	1st Shift	UNDERGRADUATE	ELECTRONICS & COMMUNICATION ENGG	Not interested	Not interested	0	60		NA
ENGINEERING AND TECHNOLOGY	Application for new course	1st Shift	UNDERGRADUATE	INFORMATION TECHNOLOGY	Not interested	Not interested	0	60		NA

TABLE-C : AVAILABILITY OF INFRASTRUCTURE / EQUIPMENTS AND VERIFICATION OF DOCUMENTS

Document Verification	Document Accepted	Not applicable	Not presented	Not accepted with Reason, (if any)
Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director and faculty members				
Stock register of laboratory equipments (First Year laboratories)*				
Stock register of Computers, system software, Application software, Printers*				
Stock register of office equipment*				

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Availability of Language Laboratory (Mandatory as per AICTE Norms)				
Availability of Potable water supply				
Sanction of electrical load by electric supply provider company				
Provision of backup power supply				
A certificate by an architect giving details of sewage disposal system (Physical verification of the same is to be done)..				
Details and proof of telephone connections available at the proposed Technical Institute				
Availability of Vehicle Parking				
Availability of Institute website				
Barrier free environment and toilets created for physically challenged. (Ramp or Working Lift etc.)				
Safety provisions including fire and other calamities				
General insurance provided for assets against fire, burglary and other calamities				
All weather approach road.				
General and departmental notice boards				
Details and proof about medical facility and counseling arrangements				
Details of all other educational Institutions run by the same Society/Trust or management or by any other management to which the Chairman of the applicant Society/Trust is a member. (In case of existing institution in the same location simultaneous verification of the document and inspection for both existing and New Institution shall be done)				
Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. (One Expert shall brief and remain in the video frame throughout the video recording)				

*** Expert to kindly fix their signature in the last page of stock register**

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1-2192100021		

Verification with respect to norms - all Programme taken together Refer application, deficiency report and process handbook for actual requirement.	No. required	No. available (As mentioned in Institute Application)	Number Actual	Ready & accepted	Not ready / Not accepted	Not applicable	Reasons for non-acceptance
Internet Bandwidth	2	2					
Printers	18	26					
Legal Application S/W	20	21					
Legal System S/W	3	3					
PCs to Student ratio	360	370					
Language Laboratory	1						

(*In case of multiple Programme, higher number shall be considered as requirement)

Verification with respect to norms - all Programme taken together Refer application, deficiency report and process handbook for actual requirement.	No. required	No. available (As mentioned in Institute Application)	Ready & accepted	Not ready / Not accepted	Not applicable	Reasons for non-acceptance
Volumes	8250	17191				
Titles	1350	3403				
National Journals	30	32				
Library Management Software	1	1				
Reading Room Capacity	150	152				
MultiMediaPC	10	15				
E Journal subscription / International Journals						
Stock register entry for above items verified						

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Verification of building plan for availability / provision of Administrative area, Amenities area and Common facilities

IMPORTANT NOTE :

1. The Committee shall verify availability and correctness of the number of rooms and the corresponding administrative area, amenities area and instructional facilities from the approved plans submitted by the institute in the tables given below.
2. The Committee shall tick mark appropriate column.
3. The Committee shall endorse the authenticity of the approved building plan by duly affixing his/her signature on the building plan authenticated by Scrutiny Committee. The same shall be attached along with the original EVC Report and sent to Regional Office.
4. The Committee shall verify the actual building/infrastructure as per the original and the copy of the building plan authenticated by the Scrutiny Committee.

Administrative Area

Refer application, deficiency report and process handbook for actual requirement.	Number required	Area Norm Sqm	Total Area required Sqm	Ready & accepted	Not ready / Not accepted	Not applicable	Reasons for non-acceptance
	A	B	C=AxB				
Principal / Director Office	1	30.00	30				
Central Store	1	30.00	30				
Maintenance	1	10.00	10				
Security	1	10.00	10				

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Housekeeping	1	10.00	10				
Exam Control Office	1	30.00	30				
Placement Office	1	30.00	30				
Office All Inclusive	1	150.00	150				

Amenities Area

Refer application, deficiency report and process handbook for actual requirement.	Number required	Area Norm Sqm	Total Area required Sqm	Ready & accepted	Not ready / Not accepted	Not applicable	Reasons for non-acceptance
	A	B	C=AxB				
Boys Common Room	1	75.00	75				
Girls Common Room	1	75.00	75				
Cafeteria	1	150.00	150				
Stationery Store	1	10.00	10				

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First aid cum Sick Room	1	10.00	10				

Instructional Area-Common Facilities

Refer application, deficiency report and process handbook for actual requirement.	Total Area required Sqm	Ready & accepted	Not ready / Not accepted	Not applicable	Reasons for non-acceptance
Computer Center	150				
Library & Reading Room	400				

Verification of Instructional area: ENGINEERING AND TECHNOLOGY

Refer application, deficiency report and process handbook for actual requirement.	Number required	Area Norm Sqm	Total Area required Sqm	Ready & accepted	Not ready / Not accepted	Not applicable	Reasons for non-acceptance
	A	B	C=AxB				
ClassRooms - UG	24	66.00	1584				
Tutorial Room - UG	6	33.00	198				
Laboratories - UG	50	66.00	3300				
Workshops	1	200.00	200				
Drawing Halls	1	132.00	132				

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Refer application, deficiency report and process handbook for actual requirement.	Number required	Area Norm Sqm	Total Area required Sqm	Ready & accepted	Not ready / Not accepted	Not applicable	Reasons for non-acceptance
Seminar Hall	5	132.00	660				

List of documents to be verified by the Expert Committee and also to be attached with the Report

S.No.	Documents to be submitted at the time of Expert Visit (Applicant shall present following supporting documents in original along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Visiting Expert Committee)	Yes / No
1.	Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director and faculty members	
2.	Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other dead stock items.	
3.	Proof of provision of Internet bandwidth in Mbps and contention ratio	
4.	List giving titles of books and volumes of each purchased for Library	
5.	Copy of Invoice / Cash Memo for equipments and Library Books	
6.	Details of subscription of E-Journals as per Appendix 10	
7.	List and details of hard Copy of National Journals subscribed	
8.	List and details of hard Copy of International Journals subscribed	
9.	Sanction of electrical load by electric supply provider company	
10.	Details of provision of backup power supply	
11.	A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.	
12.	Details and proof of telephone connections available at the proposed Technical Campus	
13.	Details and proof about medical facility and counseling arrangements	
14.	Details of reprographic facility available for students	
15.	Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a member.	
16.	Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will	

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1-2192100021		

	form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.	
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S.No	Additional documents to be submitted for closure of Institution	Yes / No
1	Resolution by the applicant Institution, pertaining to application for closure of Institution in the Format ² as prescribed on the web portal.	
2	No objection certificate from Concerned State Government in the given Format.	
3	No objection certificate from affiliating Body with clear mention about provisions / alternative arrangements made to take care of education of existing students studying in the Institute in the Format as prescribed on the web portal.	
4	Details of the RPGF / Joint FDR / FD made with AICTE / State Government / University for establishment of the Institution.	

S.No	Additional documents required for seeking approval for change of Change of Site / Location	Yes / No
1	Resolution by Governing Board Members approving change in Site / Location, duly signed by the Chairman of the Society / Trust.	
2	No objection certificate from Concerned State Government	
3	No objection certificate from Affiliating Body	
4	Certificate stating Arial distance between existing institute and proposed new location is less than 20 KM	

S.No	Additional documents required while seeking approval for the conversion of Women's Institute into Co-Ed Institute.	Yes / No
1	A certificate stating that less than 40% admissions for three consecutive years issued by Competent Admission Authority.	

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2	A certificate stating the actual enrolment of students for the last three consecutive years, issued by the Registrar of the Affiliating Body	
3	Resolution of the Trust / Society / Board of Governors for the conversion from Women's Institution to Co-Ed Institution.	
4	NOC of the State Government	
5	NOC of the Affiliating Body	
6	Money to be deposited as per the Regulations in lieu of return of the existing FDR if any as provided for in Clause 6.3A, 6.4, 6.5 of Chapter I	
7	Land related documents to be submitted as per the Regulations.	

S.No	Additional documents required while seeking approval for establishment of the Institute setup by such a Private Limited or Public Limited Company/Industry	Yes / No
1	Certificate of Registration of companies	
2	Memorandum association and article of association	
3	Certificate of incorporation	
4	Situation of the registered office of the company	
5	Particulars of the Directors, Managers or Secretaries	
6	PAN number	
7	TAN number	
8	Companies general rules and forms	
9	NOC from Directors or Promoters	
10	Audited statement for last 3 years clearly indicating turnover through operations	

Recommendations

Note : To recommend, experts shall tick one or more appropriate boxes below as per application for approval.

In case of, non-submission of required documents / unsatisfactory documents / non fulfillment of required norms, experts shall not recommend for approval.

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Table A - Fill this table only when Existing Institutions are also linked in approval of this application. Please refer Deficiency Report of each constituent existing Institute.	No Deficiencies noted	Deficiencies noted
Remark on deficiency in Existing Institution/s		

Application details	Applied	Deficiencies Noted
Application For new Institute	All Existing Institute	

It is certified that all the Columns in the Expert Committee Visit Report have been duly filled in and that the Report is complete in all respect.

Recommendation Summary

Note : To recommend, experts shall tick one of the boxes below.

Forwarded to RC

Please tick this only if,
No deficiencies are noted

Deficiencies noted

Please tick this, if deficiencies
are noted

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