



All India Council for Technical Education

(An Autonomous Organization, Under Ministry of Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: <https://www.aicte-india.org>

APPROVAL PROCESS 2024-2025

REPORT OF THE EXPERT VISITING COMMITTEE

New Institution

IMPORTANT POINTS FOR ATTENTION OF THE EXPERT COMMITTEE MEMBERS

Approval for establishment of New Institutions/ change of site (before shifting)/ conversion of diploma into degree level is granted by AICTE on the basis of the quality of academic and physical infrastructure created/provided 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 about the requirements as per norms and standards as per APH. AICTE solicits your cooperation in this regard and requests you to:

Instructions:

- 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.
- Refer application submitted by institute and SC/RSC/SAC report attached in attachment in AICTE portal for more information. Kindly verify the information depicting in various columns/rows in format entered by the institution at the time of submitting application using uploaded/showing online documents, mark at appropriate cell to denote your findings/recommendation, enter particular in figures/words and give remarks (if any) after surveying and observing the physical infrastructure shown by the institute with respect to norms as per Approval Process Handbook 2024-27.
- Examine all the documents submitted by the institution. Scrutinize various records pertaining to purchase made by the Institution for computers, equipment's, books and journals by verifying the original vouchers/bills, stock registers/ledgers and stamping on books and journals. (Mere presentation of Purchase Orders / Payment records for subscription etc. without actual availability shall not be considered).
- Take special care in verifying the facilities for the proposed institution in case any institutions (AICTE approved/not under AICTE ambit) are being run/proposed to be run in the same building and patch of land shown for the present institution.
- The Committee shall ensure the building plan shown today is same as per the approved building plan shown and submitted to the SC/RSC/SAC meeting.
- The Committee shall verify the actual building/infrastructure as per the building plan shown and submitted to the SC/RSC/SAC meeting.
- Ensure video recording of atleast 30 min shall to be uploaded in YouTube and link should be uploaded in the web portal by the Institute and should be shared with AICTE.
- The EVC shall certify that all the Columns in the Expert Committee Visit Report have been duly filled in and that the Report is complete.
- Do not contact to institute representative (s)/ member(s).
- Study and understand the online proforma in which the report of the visit is to be made and fill it objectively with full facts, figures and observations.
- Refer application submitted by institute for more information. (The institution / RO shall share the information with EVC members)
- Take special care in verifying the facilities for the existing institution in case other than technical institutions courses are also being run in the same premises.
- Ensure that the location of the institution is the same as mentioned in the Application / Scrutiny / Re-scrutiny / EVC / SHC / SAC Report.
- The Committee shall verify the actual building / infrastructure as per the approved building plan as produced before Scrutiny / Re-Scrutiny Committee, as applicable.

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/ society / Trust / Company established under Section-8.

Name & Address of the Institute	SHAILABALA WOMENS AUTONOMOUS COLLEGE BUXI BAZAR, MISSIOR ROAD, CUTTACK
Name & Address of Trust / Society / Company	SHAILABALA WOMENS AUTONOMOUS COLLEGE SHAILABALA WOMENS AUTONOMOUS COLLEGE, CUTTACK



Permanent Id	1-44209833542		
Application Id	1-44209833542		
Application Type	New Institution		
Programme			
Address	BUXI BAZAR, MISSION ROAD, CUTTACK		
Region	Eastern	City/Village	CUTTACK
District	CUTTACK	State	Odisha
PIN Code		Date of EVC	11-APR-24

Experts Details	Name	Designation	Expert ID	Organization
Expert[Architect]	B.U. GANAPATHY	Architect	XXXXXXXXXX073	School of Planning & Architecture, Mysore, Karnataka, India
Expert[Academic]	Rajendra Prasad	Associate Professor	XXXXXXXXXX612348	Indian Institute of Technology (BHU), Varanasi
Expert[Academic]	Sudhir Kumar	Professor	XXXXXXXXXX612546	Malaviya National Institute of Technology Jaipur

INSTITUTION/UNIVERSITY REPRESENTATIVES

Case Presented By.	Name	Name Designation
Representative 1	SHASHI KANTA MOHAPATRA	Dean
Representative 2	DR. BIKASH KUMAR DAS	Dean
Representative 3		

CATEGORIES APPLIED

1 NEW INSTITUTION

TABLE - A : APPLICATION SUMMARY

AICTE Approved Intake during last year (e-governance to make provision accordingly)						
Program	Level of Course	1st Year of approval by AICTE	Courses	Applied Intake of current year	Approved intake	Actual admissions
					A.Y.-1 (2023-24)	
MANAGEMENT	POST GRADUATE	2024	MBA	180	0	0

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

Sr. No.	Original Document Verification	Accepted/Not Accepted	Remarks
1	Any other programmes /institution such as B.Sc./M.Sc/ B. A./M.A./ B. Com/M.Com etc. are being run/sharing in the premises (Land and building) of the present Institution.	Accepted	
2	Copy of the advertisement for recruitment of Principal / Director and faculty members	Accepted	
3	Stock Register (Lab equipment first year)	Accepted	
4	Proof of Digital Payment/ Copy of Invoice / Cash Memo regarding purchase of Lab equipment and books (Bank statement)	Accepted	
5	Provision of Language Laboratory	Accepted	
6	Application to power providing company for electrical load	Accepted	
7	Provision of backup Power Supply	Accepted	
8	Provision of Sewage Disposal	Accepted	
9	Barrier free Built environment relevant for 1st year (Architect Certificate & Photographs)	Accepted	
10	All weather approach Road.	Accepted	
11	Proof about medical facility and counseling arrangements	Accepted	
12	Institute website screenshot	Accepted	
13	Application to Internet service provider for internet facility.	Accepted	
14	List giving titles of books/Journals and volumes of each purchased for Library	Accepted	

TABLE - B : LAND DETAILS

Sr. No.	Particulars	As Per the Application				Remarks	
1	Land Situated at	Urban				URBAN	
2	Total Area of Land (in acres)	9.906					
3	Number of Pieces	1				1	
4	Distance between Farthest Pieces					0	
5	Ownership or Government/Private Lease	Government Land				GOVERMENT LAND	
6	Hilly Area	N				N	
7	Land Use Certificate Issued					9/4/24	
8	Land Use Certificate Issuing Authority	Tahasildar				TASHILDHAR/CUTTAK	
9	Latitude and Longitude	Latitude		Longitude		Accepted / Not Accepted	Remark
		20° 28` 38``		85° 51` 50``		Accepted	

Sr. No.	Land Particulars in Detail (As Per Application)				Remarks(if any)
	Registration No.	Registration Date	Khasra/Plot/ Survey No	Area (in acres)	
1	00	31-MAR-92	674	9.906	

Whether any River/ Canals/Rail Tracks/Highways/ High Tension line or any other such entity hampering continuity of land is passing through the Site of the institute. (If yes-safety arrangements made and certificate to the effect from the respective competent authority)	No
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.	No
Whether any other programmes such as BBA/BCA/B.Sc. , M.Sc. etc. are being run/sharing in the premises (Land and building) of the present Institution.	Yes
	Msc

TABLE - C : AVAILABILITY OF INFRASTRUCTURE AND VERIFICATION OF DOCUMENTS

Verification for availability /provision of Administrative Area, Amenities area and common facilities shall be done in line with the Building Plan approved by Competent Authority)

Disclaimer - The Carpet area specified in instructional, administrative and amenities area is as per self-declaration by the Institutions.

INSTRUCTIONAL AREA:									
Sr No .	Program me	Level	Building No.	Building Name	Room Type	Room No.	Carpet Area (Sq.m)	Accepted/ Not Accepted	Remarks
1	MANAGEMENT	POST GRADUATE	1	main block	Classroom	21	66	Accepted	
2	MANAGEMENT	POST GRADUATE	1	main block	Classroom	22	66	Accepted	
3	MANAGEMENT	POST GRADUATE	1	main block	Classroom	23	66	Accepted	
4	MANAGEMENT	POST GRADUATE	1	main block	Classroom	24	66	Accepted	
5	MANAGEMENT	POST GRADUATE	1	main block	Tutorial Room	25	66	Accepted	
6	MANAGEMENT	POST GRADUATE	1	main block	Computer Centre	26	150	Accepted	
7	MANAGEMENT	POST GRADUATE	1	main block	Seminar Hall	27	150	Accepted	

Instructional Area Details	Total No. required as per Norms	Total No available as per Verification	Total area required as per norms (Sqm)	Total area available as per Verification (sq.m)	Remarks / Short, if any
Computer Centre	1	1	150	150	OK
Classroom	3	4	198	264	OK
Tutorial Room	1	1	33	66	OK
Seminar Hall	1	1	132	150	OK

INSTRUCTIONAL AREA COMMON FACILITIES:

Sr No .	Building Number	Building Name	Room Type	Room No.	Carpet Area (Sq.m)	Accepted/ Not Accepted	Remarks
1		main block	Library&Reading Room	51	300	Accepted	
2		main block	Computer Center	52	150	Accepted	
3		main block	Language Laboratory	53	66	Accepted	

INSTRUCTIONAL AREA (COMMON FACILITIES DETAILS):

Instructional Area Details	Total Area required as per norms (Sqm)	Total area available as per Verification (Sqm)	Remarks / Short, if any
Computer Center	150	150	OK
Library & Reading Room	100	300	OK

ADMINISTRATIVE AREA:

Sr. No .	Building Number	Building Name	Room Type	Room No.	Carpet Area (Sq.m)	Accepted/ Not Accepted	Remarks
1		Main block	Principal Directors Office	1	50	Accepted	
2		Main block	Pantry for Staff	12	10	Accepted	
3		Main block	Exam Control Office	13	50	Accepted	
4		Main block	Other	14	50	Accepted	
5		Main block	Reception Area	2	50	Accepted	
6		Main block	Office All Inclusive	4	150	Accepted	
7		Main block	Cabin for Head of Dept	6	40	Accepted	
8		Main block	Faculty Room	7	75	Accepted	

ADMINISTRATIVE AREA DETAILS:

Sr No.	Instructional Area Details	Total Area required as per norms (Sqm)	Total area available as per Verification (Sqm)	Remarks / Short, if any
1	Board Room	20	50	OK
2	Exam Control Office	30	50	OK
3	Principal Directors Office	30	50	OK

AMENITIES AREA:

Sr. No.	Building Number	Building Name	Room Type	Room No.	Carpet Area (Sq.m)	Accepted/ Not Accepted	Remarks
1		main block	Cafeteria	16	150	Accepted	
2		main block	Toilet	18	150	Accepted	
3		main block	Boys Common Room	19	102	Accepted	
4		main block	Girls Common Room	20	102	Accepted	
5		main block	First aid cum Sick Room	21	12	Accepted	

AMENITIES AREA DETAILS:

Sr No.	Amenities Area Details	Total Area required as per norms (Sqm)	Total area available as per Verification (Sqm)	Remarks*/ Short, if any
1	Cafeteria	150	150	OK
2	First aid cum Sick Room	10	12	OK
3	Girls Common Room	75	102	OK

COMPUTATIONAL FACILITIES:

Sr No.	Verification w.r.t. norms - All Programme taken together	Total No. required as per Norms	Total No. available as per verification	Accepted/Not Accepted	Remarks*/ Short, if any
1	Application S/W	10	35	Accepted	
2	System S/W	1	2	Accepted	
3	PCs to Student ratio	30	70	Accepted	

LIST OF DOCUMENTS TO BE UPLOADED/SHOWN BY THE INSTITUTION TO THE EVC COMMITTEE

Sr. No.	Documents to be submitted/Uploaded	Uploaded on the Portal and shown to the committee (YES/NO)	Shown to the committee (YES/NO)
1	Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director and faculty members	No	Yes
2	Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipment and other items.	Yes	Yes
3	Proof of Digital Payment/ Copy of Invoice / Cash Memo regarding purchase of Lab equipment and books (Bank statement / TDS certificate)	Yes	Yes
4	Provision of language laboratory.	Yes	Yes
5	Application to power providing company for electrical load	Yes	Yes
6	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 (Applicable only for 1st year students).	Yes	Yes
7	Occupancy / Completion/Structural Stability Certificate/Form D from the Competent Authority (Applicable only for fully completed building and not applicable for new construction)	Yes	Yes
8	Application to Internet service provider for internet facility.	Yes	Yes
9	List giving titles of books and volumes of each purchased for Library	Yes	Yes
10	CCTV Installation at prominent locations/ Security	Yes	Yes

RECOMMENDATION OF THE COMMITTEE

NIL DEFICIENCIES

OVERALL/ FINAL RECOMMENDATION*

Committee Id	Application Number	Status
1-KGDRNCL	1-44209833542	NIL DEFICIENCIES

*EOA Recommended as per the category-wise recommendations.

EXPERTS CONSENT AFTER EVALUATION(DECLARATION)

I/we hereby declare that the report submitted herein is unbiased, purely on factual information as provided on the portal/ presented by the Institution/ University and cross checked by Committee. Accordingly, we are giving our consent to the above report as follows:

Expert ID	Name of Expert	Designation	Evaluation Consent
XXXXXXXXXX073	B.U. GANAPATHY	Architect	Yes

XXXXXXXXXX612348	Rajendra Prasad	Associate Professor	Yes
XXXXXXXXXX612546	Sudhir Kumar	Professor	Yes

NOTE: This is a Computer Generated Report. NO Signature is Required.

