



Office of the Director, Academics RAJASTHAN TECHNICAL UNIVERSITY, KOTA

Rawatbhata Road, Kota-324010

Phone: 0744-2473015, Fax: 0744-2473033 mail: rtu_acad@yahoo.co.in

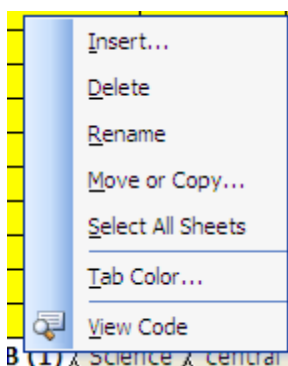
Instructions to Colleges for filling the form

The form is designed as per the norms of AICTE and a few additional identifiers in Microsoft Excel worksheets. So, any asset of the institute, which can improve the quality or the standard of education, faculty, students, habitat, environment or overall technical education scenario, would help the institute in enhancement of score. It is expected that the institutes would put thrust on improvement of quality rather than just meeting the minimum standards.

It is expected from the colleges to download the latest form (version 13 and onwards) and fill in all the details.

1. It is specifically cautioned that **DO NOT USE CUT and PASTE**. It may lead to some disadvantage to wrong calculations and subsequent complexities.
2. It is also suggested that all relevant documents should be collected before filling the form.
3. The institute seeking affiliation is expected to fill the form and keep it ready for verification by the inspectors.
4. On page 1 (**Cover**), a disclaimer and the details of the people maintaining this information are given.
5. On page 2 (**Affiliation fee**) the details of the fees deposited and the due, if any are calculated.
6. On page 3 (**Adm**) the details of the society, AICTE approval, inspection details, endowment fee and other non-AICTE approved courses are to be provided. Also, the details of the AIEEE or RPET/RMAT/RMCAAT or any such intake and management quota intake are to be provided.
7. On page 5, 6 onwards details of the faculty and laboratory are to be provided. Please be very careful in providing the details of the faculty, as the details are being considered useful for the purpose of examination and creating a knowledge bank also. In the downloaded form page 5 (**B (1)**) is meant for the first branch. If the institute has more than one branches (applicable for engineering streams), duplicate the page **B (1)** as below:

- Right click on the sheet tag "**B (1)**".
- A menu would appear, like this...



- Click on (Move or copy)

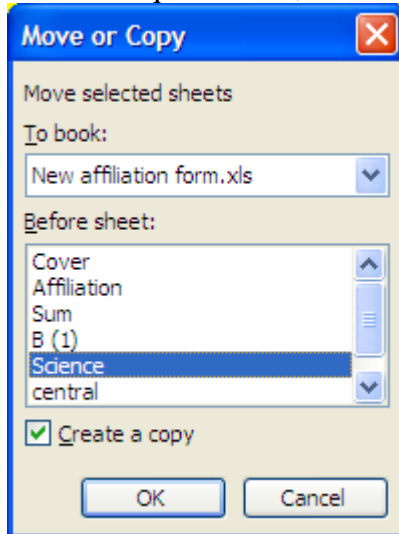


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- Follow the subsequent menu, which would be like this...



- Please click on “Create a copy” and then on “Science”. Click on “OK”.
 - It would result in next sheet (**B (2)**) before the science sheet. It would be a duplicate sheet of **B (1)**. Fill the details of second branch and create more sheets as and when needed.
8. Fill the details in (Science) sheet also. All the faculty members teaching exclusively first year should be mentioned in this sheet. There should not be any computer lab on this sheet. Please note carefully that there should be no duplicate entries.
 9. The last sheet (central) would bear the details of the building and all central resources. It is suggested that the computational facilities may be mentioned in this sheet. All other details should be carefully filled with appropriate units like sq. m, Kiloliter, kW etc. It is also expected that the details of the land and building should match with the drawing and land records.
 10. When all the details are verified, a printout of the “SUM” sheet (duly signed) should be sent to the Director (Academics), RTU, Kota with a soft copy of the entire set of spreadsheets, saved as “engg###.xls, mba###.xls or mca###.xls” (### represents the RPET/RMAT/RMCAAT code for the institute).
 11. in case of any difficulty, please feel free to contact

Office of the Director (Academics)

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