

## PART V - DOCUMENTATION

Records Maintained (Essential)	Yes/No	Remarks of th
<b>No. Records</b>	Yes	
Admission Registers	Yes	
Individual Service Register	Yes	
Staff Attendance Registers	Yes	
Sessional Marks Register	Yes	
Final Marks Register	Yes	
Student Attendance Registers	Yes	
Minutes of meetings-Teaching Staff	Yes	
Fee Paid Registers	No	
Acquittance Registers	Yes	
0 Accession Register for books and Journals in Library	Yes	
1 Log Book for chemicals and Equipment costing more than Rupees one lakh	No	
2 Job Cards for laboratories	Yes	
3 Standard operating Procedures (SOP's) for Equipment	Yes	
4 Laboratory Manuals	Yes	
5 Stock Register for Equipment	Yes	
6 Animal House Records as per CPCSEA	Yes	

Signature of the Head of the Institution

Signature of the I

## PART - VI

Financial Resource Allocation and Utilization for the past Three years  
(Audited Accounts for previous year to be enclosed)

Expenditure in Rs. 2014-2015			Expenditure in Rs. 2015-2016			Expenditure in Rs. 2016-2017		
Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Re
0	0	0	--	--	--	--	--	

Total amount spent on Chemical, Glassware, Equipments, Books and Journals for the past Three Years  
(Enclose purchase invoice)

Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	R I
Chemicals	120000	0	Chemicals	--	--	Chemicals	--	--	
Glassware	75000	0	Glassware	--	--	Glassware	--	--	
Equipment	200000	0	Equipment	--	--	Equipment	--	--	
Books	450000	0	Books	--	--	Books	--	--	
Journals	50000	0	Journals	--	--	Journals	--	--	