

MANDATORY DISCLOSURE

1. NAME OF THE INSTITUTION

Name	Dr. C.S. Rao P.G. Centre Sri Y.N. College
Address	Sri Y.N. College, College Street, Narsapur-534 275, West Godavari Dist., Andhra Pradesh
STD Code	08814- 274939
Fax No.	08814 – 277879
Email	sriynmcollege@rediffmail.com
Web site	www.sriyncollege.org

2. NAME AND ADDRESS OF THE TRUST / SOCIETY

Name	Sri Y.N. College Committee
Address	Sri Y.N. College, College Street, Narsapur-534 275, West Godavari Dist., Andhra Pradesh
STD Code	08814- 274939
Fax No.	08814 – 277879
Email	sriynmcollege@rediffmail.com
Web site	www.sriyncollege.org

3. NAME & ADDRESS OF THE DIRECTOR

Name & Address	Dr. N. Chnita Rao Professor & Director, Sri Y.N. College, College Street, Narsapur-534 275, West Godavari Dist., Andhra Pradesh	
Designation	Professor & Director	Qualification M.Com., Ph.D.,
STD Code	08814	Phone No. (O) 274939
E-Mail	drchintarao_nimmala@yahoo.com sriyncollegepgcourses.nsp@gmail.com	Mobile No. 9848183927

4. Name of the Affiliating University

Adikavi Nannaya University, Rajamahendravaram

5. GOVERNANCE

❖ **Members of the Board and their brief background**

The college is managed by Governing body elected once in four years by its General body consisting of more than 2500 members. The Governing Body consists of Secretary & Correspondent, Vice President, Treasurer and eight members, with the Sub Collector/RDO of Narsapur Revenue Sub Division as Ex-officio President. One representative from Andhra University and one representative of Andhra Pradesh State Government (Nearby Govt. College Principal nominated by Govt. of Andhra Pradesh) are on the Governing Body.

The present Governing Body consists of four Medical Practitioners, four Advocates, an Engineer, an Industrialist and a President of the Chamber of Commerce, Narsapur. It is committed to the development of the college and for the welfare of its constituents i.e., staff and students.

❖ **Governing Body**

President (Ex-Officio)	Sub-Collector/RDO, Narsapur
Vice-President	Sri G.V.K. Rama Rao M.A., B.L., Advocate
Secretary & Correspondent	Dr C. Satyanarayana Rao MBBS., FCGP., D Acu, Medical Practitioner
Treasurer	Sri Ponnappalli Sri Ramarao, M.A.
Joint Secretary	Dr. Andey Ram Satish, M.S. (Ortho) Medical Practitioner

Governing Body Members

- | | | |
|-----|---|---------------------------|
| 1. | Sri P.S. Raghurama Rao | B.Com., B.L., Advocate |
| 2. | Sri Kanuri Swamy Naidu | M.A.,B.Sc.,B.L., Advocate |
| 3. | Sri Ch. Reddappa Dhavaji | B.Com., |
| 4. | Sri T. China Venkateswara Rao | |
| 5. | Sri K. Veera Venkateswara Rao | B.Com, |
| 6. | Sri G. Sai Radha Krishna | |
| 7. | Sri Balla Venkateswarlu | |
| 8. | Sri C.V.V. Satyanarayana Murthy | |
| 9. | Dr. C.Sri Krishna Appaji | M.D., |
| 10. | Dr.M. Koteswara Rao, | M.D. |
| 11. | The Principal | |
| 11. | University Representative | |
| 12. | Principal, Near by Govt. College (Nominated by Govt. of Andhra Pradesh) | |
| 13. | Director, Dr. C.S.Rao P.G. Centre | |

❖ **Members of Academic Advisory Body**

1. Prof. G. Subrahmanyam, Professor(Retd.),
Former Vice-Chancellor, GITAM University
Visakhapatnam
2. Prof. V. Krishna Mohan, Registrar, Andhra University, Visakhapatnam
3. Sri M.N. Srinivas, M.B.A., CEO, Trikuta Labs Ltd., Hyderabad
4. Sri R.V. Subba Rao, Sr. Scientist (Rtd.), BARC., Mumbai
5. Sri SK. Suleman, General Manager, EDCIL, New Delhi
6. Sri K. Nagatulasi Rao, Handicrafts Exporter, Narsapur
7. Prof. A. Prasad, Professor, Andhra University, Visakhapatnam
8. Dr N. Chinta Rao, Professor&Director, M.B.A Programme, Sri Y.N. College

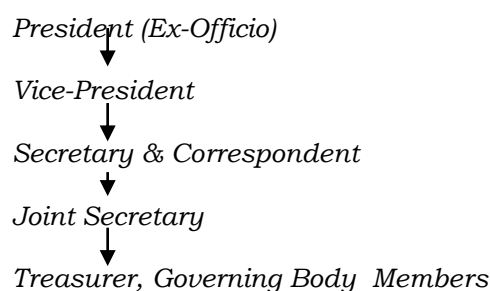
❖ Frequency of the Board Meetings and Academic Advisory Body

The Governing Body meets 2 to 3 times in a year.

The Academic Advisory body meets once a year

❖ Organizational chart and processes

ORGANIZATIONAL CHART



❖ Nature and Extent of involvement of faculty and students in academic affairs/ improvements

The syllabus designed by the Adikavi Nannaya University has been adopted for the MBA programme. The faculty members are also invited by the University in designing the syllabus. In addition to this, the faculty designs various academic and personality development programmes for the benefit of the students. The students are also actively involved in Industrial Visits, Workshops, Group Discussions, Seminars, Student Meets and Campus Placement Activities etc.,. The suggestions of the Alumni are taken into consideration for making improvements.

❖ Mechanism/Norms and Procedure for democratic/ good Governance

❖ Student Feedback on Institutional Governance/ Faculty performance

❖ **Grievance Redressal Mechanism for Faculty, Staff and Students**

❖ **Establishment of Anti Ragging Committee**

S.No.	Appointment order Ref.No.	Date of Appointment	Name of the Member	Profession	Associated with	Mobile	e-Mail
1	MBA-ARC-2020-01	2/18/2020	Dr.N.CHINTA RAO	Director	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9848183927	drchintaraao_nimmala@yahoo.com
2	MBA-ARC-2020-02	2/18/2020	Dr.R.PARDHA SARADHI	Associate Prof.	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9440789319	pardhasaradhi67@gmail.com
3	MBA-ARC-2020-03	2/18/2020	Dr.Ch.SRINIVAS	Associate Prof.	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9440085679	drcsynmba@gmail.com
4	MCA-ARC-2020-04	2/18/2020	Sri P.W.SYAMBABU	Asst.Prof.	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9010997005	pwsyambabu@gmail.com
5	MCA-ARC-2020-05	2/18/2020	Sri P.D.V.N.KUMAR	Asst.Prof.	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9866024533	pdvnkumar@rediffmail.com
6	MBA-ARC-2020-06	2/18/2020	Smt.K.SWATHI	Asst.Prof.	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9441788795	swathikotipalli02@gmail.com
7	MCA-ARC-2020-07	2/18/2020	Smt.CH.LAKSHMI	Asst.Prof.	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9848053059	lakshmiandey@gmail.com
8	SYNC/ARC-2020(1)	2/18/2020	Sri P.V.KRISHNA RAO	Advocate	Judicial Dept.	9441902495	yenkatkrishnarao.puppala@gmail.com
9	SYNC/ARC-2020(2)	2/18/2020	Sri PANDA NAGA TRINADH	Jurnalist	Vaarth News Paper	9440374577	trinadh_advocate@gmail.com
10	SYNC/ARC-2020(3)	2/18/2020	Sri M.V.SUBRAHMANYAM	Librarian	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9550382199	mvs.medicherla@gmail.com
11	MBA-ARC-2020-08	18.02.2020	Sri V.V.SURYANARAYANA	Office Assistant	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9866600645	yennasuryanarayana@gmail.com
12	MCA-ARC-2020-09	18.02.2020	Sri K.P.A.N.SWAMY	Office Assistant	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9951063923	kpanswamy@gmail.com
13	MBA-ARC-2020-10	2/18/2020	BARATAM GOPALAKRISHNA	Student	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9581732372	gopalakrishna9581@gmail.com
14	MBA-ARC-2020-11	2/18/2020	ADDANKI YASA SRI	Student	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9849715986	yasasriaddanki1999@gmail.com
15	MCA-ARC-2020-12	2/18/2020	MOGALIKUDURU LEELAKRISHNA	Student	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9666604012	leelakrishnan933@gmail.com
16	MCA-ARC-2020-13	2/18/2020	BONTHU SRILAKSHMI	Student	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	8367579762	bonthusrilakshmi03@gmail.com

❖ **Establishment of Online Grievance Redressal Mechanism**

❖ **Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University**

❖ **Establishment of Internal Complaint Committee (ICC)**

INTERNAL COMPLAINT COMMITTEE

S.No.	Appointment order Ref.No.	Date of Appointment	Name of the Member		Associated with	Mobile		Designation
1	MBA-INT.COMP-COMMT -2020-1	2/18/2020	Dr.R.PARDHA SARADHI	Chair Person	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9440789319	pardhasaradhi67@gmail.com	Associate Prof.
2	MBA-INT.COMP-COMMT -2020-2	18.02.2020	Dr A.VENKATA RAMANA	Member	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9848266589	ramanavandey@gmail.com	Associate Prof.
3	MCA-INT.COMP-COMMT -2020-3	18.02.2020	Smt.CH.LAKSHMI	Member	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9848053059	lakshmiandey@gmail.com	Teaching
4	MBA-INT.COMP-COMMT -2020-4	18.02.2020	Sri V.V.Suryanarayana	Member	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9866600645	vennasuryanarayana@gmail.com	Non-Teaching
5	MCA-INT.COMP-COMMT -2020-5	18.02.2020	Sri K.P.A.N.Swamy	Member	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9951063923	kpanswamy@gmail.com	Non-Teaching
6	MBA-INT.COMP-COMMT -2020-6	18.02.2020	NIKHIL JAIN	Student	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9402612345	nikhiljain646@gmail.com	Student
7	MBA-INT.COMP-COMMT -2020-7	18.02.2020	MOHAMMAD SHAHIN	Student	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9110758438	ammiammi7890@gmail.com	Student
8	MCA-INT.COMP-COMMT -2020-8	18.02.2020	MOGALIKUDURU LEELAKRISHNA	Student	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9666604012	leelakrishnan933@gmail.com	Student
9	MCA-INT.COMP-COMMT -2020-9	18.02.2020	BONTHU SRILAKSHMI	Student	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	8367579762	bonthusrilakshmi03@gmail.com	Student

❖ **Establishment of Committee for SC/ST**

SC/ST COMMITTEE

S.No.	Appointment order Ref.No.	Date of Appointment	Name of the Member	Profession	Associated with	Mobile	e-Mail	Caste	Gender
1	MCA-SC/ST-COMMT.2020-1	2/18/2020	Sri P.W.SYAMBABU	Teaching	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9010997005	pwsyambabu@gmail.com	BCC	M

2	MBA-SC/ST-COMMT.2021-1	22.02.2021	Sri M.MANIKYA RAO	Teaching	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9490826929	manikyarao.15@gmail.com	SC	M
3	MBA-SC/ST-COMMT.2020-3	18.02.2020	PALAPARTHI SURESH	Student	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9705877176	chinnaustin@gmail.com	SC	M
4	MBA-SC/ST-COMMT.2020-4	18.02.2020	KUMBHA BHUVANESWARI	Student	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	9133495436	kbhuvaneswari@gmail.com	ST	F
5	MCA-SC/ST-COMMT.2020-5	18.02.2020	PEETHALA SUNNY RAJU BABU	Student	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	7036721579	peethalasunny216283@gmail.com	SC	M
6	MCA-SC/ST-COMMT.2020-6	18.02.2020	DONDAPATI PRAMEELA KUMARI	Student	Dr.C.S.Rao P.G.Centre,Sri Y.N.College	8186817229	prameelakumariyanc@gmail.com	SC	F

❖ **Internal Quality Assurance Cell**

6. PROGRAMMES

❖ Name of the Programmes (Full Time) approved by the AICTE

Management (M.B.A)

❖ Name of the Programmes accredited by NBA

Nil

❖ For each Programme the following details are to be given:

- Name : MBA
- Number of seats : 120 Seats
- Duration : 02 years
- Cut off mark/rank for admission during the last three years

Category	2020-21 ICET Cut-off Rank	2019-20 ICET Cut-off Rank	2018-19 ICET Cut-off Rank
OC	37819	42388	43109
BC	37054	41312	43889
SC	40822	38420	45029
ST	--	42857	--

- **Fee** : Tuition Fee: Rs.30,600/- per annum
- **Placement Facilities:** Placement Cell exists.
- Campus placement in last three years with minimum salary, maximum salary and average salary:

The institute sends placement brochure to different companies every year. Basing on this some companies are coming for “on campus” selections and some companies are going for “off campus” interviews and selecting candidates into jobs. During last three years the following companies took part in the placement activity of the Institute.

1. ICICI Prudential Life Insurance
2. ING Vysya Life Insurance
3. Cipla India Limited(MNC)
4. AXIS Bank
5. Birla Sun Life Insurance
6. Sriram General Insurance

Maximum Salary offered : Rs.25,000/- per month

Minimum Salary offered : Rs.15,000/- per month

Average Salary offered : Rs.20,000/- per month

- ❖ Name and duration of programme(s) having affiliation/collaboration with Foreign University(s)/Institution(s) and being run in the same Campus along with status of their AICTE approval. If there is foreign collaboration, give the following details:

-Nil-

- ❖ Whether the Collaborative Programme is approved by AICTE? If not whether the Domestic/Foreign Institution has applied to AICTE for approval as required under notification no. 37-3/Legal/2005 dated 16th May, 2005

7. FACULTY

- ❖ Number of faculty members:

• Permanent Faculty	:	12
• Visiting Faculty	:	00
• Adjunct Faculty	:	00
(Honorary Faculty)		
• Guest Faculty	:	00

- ❖ Profile of each faculty with qualifications, total experience, age and duration of employment at the institute concerned

- ❖ PROFILE OF DIRECTOR/PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED

NAME	:	NIMMALA CHINTA RAO
DATE OF BIRTH	:	10-06-1959
ADDRESS	:	Dr.N.Chinta Rao M.Com., Ph.D., Professor & Director, M.B.A Programme Sri Y. N. College,

Narsapur- 534275, W.G. Dt., A.P.

EDUCATIONAL QUALIFICATION

COURSE	YEAR	DIVISION	UNIVERSITY
M.Com	1983	FIRST	NAGARJUNA UNIVERSITY
Ph.D	1991	AWARDED	NAGARJUNA UNIVERSITY

SPECIALIZATION AREA : Financial Management

TEACHING EXPERIENCE : 31 Years at P.G. Level

As Lecturer 3 Years
As Reader 12 Years
As Professor 16 Year

Department of Management Studies,
P.G. Courses, Sri Y.N. College
Narsapur, W.G. Dt., A.P.

PAPERS PUBLISHED : Published 06 research articles in leading National Journals

SEMINAR &
CONFERENCES
ATTENDED : Attended and Presented Research papers in National
Seminars and Conferences

RESEARCH GUIDANCE : Obtained Research Directorship from Andhra
University to guide M.Phils and Ph.Ds

MEMBERSHIP : 1) Life Member of Indian Commerce Association

ADMINISTRATIVE
EXPERIENCE : 17 Years as Director, MBA Programme
Sri Y.N. College
Narsapur, W.G.Dt., AP

❖ Whether student assessment of faculty is in force :

Yes

9. FEE

❖ Details of fee, as approved by State fee Committee, for the Institution.

Tuition Fee: Rs.30,600/- per year

❖ Time schedule for payment of fee for the entire programme.

Yearly once

❖ No. of Fee waivers granted with amount and name of students.

Nil

❖ Number of scholarship offered by the institute, duration and amount

Nil

- ❖ Criteria for fee waivers/scholarship.

- ❖ Estimated cost of boarding and lodging in Hostels.

10. ADMISSION

- ❖ Number of seats sanctioned with the year of approval.

No. of seats sanctioned: 120 Year of approval: 2012-2013

- ❖ Number of students admitted under various categories each year in the last three years.

Category	2020-21	2019-20	2018-19
Open Category			
SC			
ST			
BC			
Total			

- ❖ Number of applications received during last two years

The admissions are made by the Government of Andhra Pradesh through Integrated Common Entrance Test (ICET). The ICET authorities directly collect applications for the entire state.

11. ADMISSION PROCEDURE

- ❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website).

The admission into the programme is made by A.P. State Government based on the rank obtained in the State wide Common Entrance Test (Integrated Common Entrance Test) .

Website of the admitting authority: <http://apsche.ac.in>

- ❖ Number of seats allotted to different Test Qualified candidates separately [AIMCET/CET (State conducted test/University tests)/ Association conducted test]

Not Applicable

- ❖ Calendar for admission against management/vacant seats:
 - Last date for request for applications.
 - Last date for submission of application.
 - Dates for Group Discussion(GD)/ Interviews
 - Dates for announcing final results.
 - Release of admission list (main list and waiting list should be announced on the same day
 - Date for acceptance by the candidate (time given should in no case be less than 15 days)
 - Last date for closing of admission.
 - Starting of the Academic session.
 - The waiting list should be activated only on the expiry of date of main list.
 - The policy of refund of the fee, in case of withdrawal, should be clearly notified.

The last date for request of applications, the last date for submission of applications, announcement of results, dates for interviews, last date for closing of admission, the starting of the academic session etc., are decided by the Andhra Pradesh State Council for Higher Education from time to time.

Item 11, 12, 13, and 14 are not applicable as the admissions are made by Andhra Pradesh State Government based on the rank obtained in the State level Integrated Common Entrance Test (ICET).

12. Criteria and Weightages for Admission

- ❖ Number of seats allotted to different Test Qualified

13. List of Applicants

- ❖ Number of seats allotted to different Test Qualified

14. Results of Admission under Management Seats / Vacant Seats

- ❖ Number of seats allotted to different Test Qualified

15. Information of Infrastructure and other Resources Available

INSTRUCTIONAL AREA

Room No	Room Type (mention class room/laboratory/Toilet, etc)	Carpet Area (in Sqm)	Completion of flooring	Completion of walls and painting	Completion of Electrification and lighting
1	Class Room – 1	78.94	Yes	Yes	Yes
3	Class Room – 2	81.88	Yes	Yes	Yes
7	Class Room – 3	83.23	Yes	Yes	Yes
8	Class Room – 4	66.1	Yes	Yes	Yes
12	Tutorial Room – 1	33.1	Yes	Yes	Yes
13	Tutorial Room - 2	33.1	Yes	Yes	Yes
15	Library & Reading Room	119.46	Yes	Yes	Yes
10	Computer Centre	151.92	Yes	Yes	Yes
6	Seminar Hall	153.25	Yes	Yes	Yes
4	Computer Laboratory	67.1	Yes	Yes	Yes

	Total Instructional Area	868.08			
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ADMINISTRATIVE AREA

Room No	Room Type (mention class room/laboratory/Toilet etc)	Carpet Area(in Sqm)	Completion of flooring	Completion of walls and painting	Completion of Electrification and lighting
2	Faculty Room - 1	23.02	Yes	Yes	Yes
5	Faculty Room - 2	24.8	Yes	Yes	Yes
9	Faculty Room - 3	25.33	Yes	Yes	Yes
14	Principal/Directors Office	32.84	Yes	Yes	Yes
10	Main Administrative Office	156.92	Yes	Yes	Yes
11	Board Room	26.83	Yes	Yes	Yes
13	Placement Office	51.50	Yes	Yes	Yes
15	Exam Control Office	45.75	Yes	Yes	Yes

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16	Cabin for Head of Dept	14.15	Yes	Yes	Yes
17	Department Office	25.1	Yes	Yes	Yes
18	Maintenance	11.38	Yes	Yes	Yes
19	Housekeeping	11.39	Yes	Yes	Yes
20	Pantry for Staff	11.39	Yes	Yes	Yes
21	Security	11.39	Yes	Yes	Yes
22	Central Store	35.15	Yes	Yes	Yes
	Total Administrative Area	506.94			

AMENITIES AREA

Room No	Room Type (mention class room/laboratory/Toilet etc)	Carpet Area(in Sqm)	Completion of flooring	Completion of walls and painting	Completion of Electrification and lighting
2	Girls Common Room	111.3	Yes	Yes	Yes
3	Guest House	31.22	Yes	Yes	Yes
4	Girls Hostel	188.15	Yes	Yes	Yes
5	Boys Common Room	111.3	Yes	Yes	Yes
C1	Cafeteria	163.8	Yes	Yes	Yes
S1	Stationery Store	11.4	Yes	Yes	Yes
F1	First aid cum Sick Room	11.4	Yes	Yes	Yes
T1	Toilet – 1	13.45	Yes	Yes	Yes
T2	Toilet – 2	12.21	Yes	Yes	Yes
T3	Toilet – 3	9.69	Yes	Yes	Yes
T4	Toilet – 4	11.02	Yes	Yes	Yes

TB1	Toilet – 5	52.45	Yes	Yes	Yes
TG1	Toilet - 6	25.09	Yes	Yes	Yes
TG2	Toilet - 7	27.25	Yes	Yes	Yes
	Total Amenities Area	779.73			

CIRCULATION AREA

Room No	Room Type (mention class room/laboratory/Toilet etc)	Carpet Area(in Sqm)	Completion of flooring	Completion of walls and painting	Completion of Electrification and lighting
	Corridors	142.88	Yes	Yes	Yes
	Stair Cases	56.98	Yes	Yes	Yes
	Other Common Area	314.73	Yes	Yes	Yes
	Total Circulation Area	514.59			

❖ Library

S.NO	Titles	Total
01	Number of Volumes	12,650
02	Number of Titles	3,441
03	Number of Journals Published at Abroad	12
04	Number of Journals Published at India	15
05	Number of e-book Volumes - PG	4270
06	Number of e-book Titles	450

❖ Computing Facilities

S.NO	Titles	Total
01	Internet Bandwidth	80 MBPS
02	Number & Configuration of system	
03	Total Number of Systems connected by LAN	85
04	Total Number of Systems connected by WAN	
05	Major Software Package available	
06	Special purpose facilities available (Conduct of online meetings/webinar/workshops, etc.)	
07	Facilities for conduct of classes courses mode (Theory & Practical)	
08	Innovation Cell	Existing
09	Social Media Cell	Existing

❖ List of facilities available

- Games and Sports Facilities
- Extra-Curricular Activities
- Soft Skills development facilities

❖ Teaching & Learning Process

- Curricular and syllabus for each of the programmes as approved by the University
- Academic calendar of the University

- Academic Time table with the name of the faculty members handling the course

16. Enrolment and Placement details of students in the last 3 years.

❖ Number of seats allotted to different Test Qualified

17. List of Research Projects /Consultancy works

❖ Number of seats allotted to different Test Qualified

18. LoA and Subsequent EoA till the current academic year

❖ Number of seats allotted to different Test Qualified

19. Accounted audited statement for the last three years.

❖ Number of seats allotted to different Test Qualified

20. Best Practices adopted, if any

Note: Suppression and / or misrepresentation of information would attract appropriate penal action.