

- IV. The institution shall ensure that the required number of academic staff duly approved by affiliating body for conducting the course should always remain in position.
4. Further, the recognition/permission is subject to fulfillment of all such other requirements as may be prescribed by other regulatory bodies like UGC, affiliating University / Body, the State Government etc, as applicable.
5. The institution shall submit to the Regional Committee a Self-Appraisal Report at the end of each academic year along with the statement of annual accounts duly audited by a Chartered Accountant.
6. The institution shall maintain its website with hyperlink to the Council and the Eastern Regional Committee, covering, inter-alia, the details of the institution, its location, name of the programme applied for with intake; availability of physical infrastructure, such as land, building, office, classrooms and other facilities or amenities; instructional facilities, such as laboratory and library and the particulars of their proposed teaching faculty and non-teaching staff with photographs, for information of all concerned. The information with regard to the following shall also be made available on the website, namely:-
- a) Sanctioned programmes along with annual intake in the institution;
 - b) Name of faculty and staff in full as mentioned in school certificate along with their qualifications, scale of pay and photograph;
 - c) Name of faculty members who left or joined during the last quarter;
 - d) Names of Students admitted during the current session along with qualification, Percentage of marks in the qualifying examination and in the entrance test, if any, date of admission, etc.;
 - e) Fee charged from students;
 - f) Available infrastructural facilities;
 - g) Facilities added during the last quarter;
 - h) Number of books in the library, journals subscribed to, and additions, if any, in the last quarter;
 - i) The affidavit with enclosure submitted along with application;
 - j) The institution shall be free to post additional relevant information, If it so desires.
 - k) Any false or incomplete information on its website shall render the institution liable for withdrawal of recognition.
7. The institution shall adhere to the mandatory disclosure in the prescribed format and display up-to-date information on its official website.
8. The institution shall make available list of students admitted on its official website.