



APPROVAL PROCESS 2025-26

Application Deficiency Report

DEFICIENCY REPORT AS PER APPLIED INTAKE (Applicable for Existing Institutions only)

Regional Office	South-West	Overall Deficiency of Institution:	Yes
Application ID	1-44644087171	Permanent ID	1-44232292663
Name of the Institution	Siena College Of Professional Studies	Address	Edakochi
City/Village	Kochi	District	Ernakulam
State	Kerala	PIN	682010

Director/Principal Details

Designation	Name	Appointment Type	Qualification	PhD	Eligible as per AICTE Norms (YES/NO)
Director/Principal	Solomon Marottiparambil	Adhoc/Contract	B.Sc, M.Sc,	Yes	Yes

Other Details

Sr. No.	Particulars	Status Provided by the Institution	Deficiency
1.	List of Faculty Member and Data Uploaded on the Institution Web Portal	Yes	No
2.	Are all Approved Teaching Faculty Member being Paid as per Present /Pay Scale/Commission?	No	Yes
3.	Whether Institution is Operating from Permanent Site?	Yes	No
4.	Fees to be Charged, Reservation Policy, Admission Policy and Document Retention Policy are Uploaded in Institution's Website?	Yes	No
5.	Courses/Approved Intake Displayed at the Entrance of the Institution?	Yes	No

Anti-Ragging Related Deficiency Status

Sr. No.	Particulars	Status Provided by the Institution	Deficiency
1.	Constitution of Anti-Ragging Committee	Yes	No
2.	Constitution of Anti-Ragging Squad	No	Yes
3.	Undertaking Obtained from all Students	No	Yes
4.	Appointment of Counselors	No	Yes
5.	Undertaking Obtained from Parents of all the Students	Yes	No
6.	Undertaking Obtained from Students Staying in Hostel	No	Yes
7.	Undertaking Obtained from Parents of Students Staying in Hostel	No	Yes

Institution Level Faculty Member

Sr. No.	Particulars	Actual No.	Required No. as per CI	Deficiency
1.	Total Faculty(UG+PG+Diploma)	15	10	No

Date of Signature(dd/mm/yyyy)

Seal of Institution

Name & Signature of Director/Principal

Application Deficiency Report



Application Status: **Submitted**
Application Sub-Status: **Payment Received**

Report Generated on :-07/01/2025

Administrative Area				
Sr. No.	Particulars	Actual Room Area (Sq.m.)	Expected Room Area (Sq.m.)	Deficiency
1.	Board Room	62	20	No
2.	Department Offices/Cabin for Head of Dept	72	40	No
3.	Central Store	0	30	Yes
4.	Exam Control Office	30	30	No
5.	Housekeeping	10	10	No
6.	Maintenance	10	10	No
7.	Office All Inclusive	120	300	Yes
8.	Placement Office	30	30	No
9.	Principal Directors Office	62	30	No
10.	Security	10	10	No
TOTAL		406.00	510.00	

Amenities Area				
Sr. No.	Particulars	Actual Room Area (Sq. m.)	Expected Room Area (Sq. m.)	Deficiency
1.	Boys Common Room	110	100	No
2.	Cafeteria	50	150	Yes
3.	First aid cum Sick Room	62	10	No
4.	Girls Common Room	110	100	No
5.	Stationery Store	10	10	No
TOTAL		342.00	370.00	

Computational Facilities				
Sr. No.	Particulars	Available	Required	Deficiency
1.	Printers	3	0	No
2.	A1 size Color Printers	0	0	No
3.	Number of PCs in Language lab	1	20	Yes
4.	Legal Application S/W	1	30	Yes
5.	Legal System S/W	1	4	Yes
6.	PCs to Student ratio	104	0	No

Library Facilities				
Sr. No.	Particulars	Available	Required	Deficiency
1.	Volumes	2513	11000	Yes
2.	Titles	808	100	No
3.	Journals	14	12	No
4.	Library Management Software	1	1	No
5.	Reading Room Seating Capacity	50	36	No
6.	MultiMediaPC	0	10	Yes

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Instructional Area-Common Facilities				
Sr. No.	Particulars	Available	Required	Deficiency
1.	Computer Center	240	150	No
2.	Library & Reading Room	124	100	No
TOTAL		364.00	250.00	

Existing Programme / MANAGEMENT					
Sr. No.	Particulars	Level	Actual Room Area (Sqm)	Expected Room Area (Sqm)	Deficiency
1.	Seminar Hall	UG/PG	132	132	No
2.	Classroom	UG	186	0	No
3.	Tutorial Room	UG	0	0	No
4.	Computer Centre	UG/PG	0	150	Yes
5.	Language Laboratory	UG/PG	0	33	Yes
TOTAL			318.00	315.00	

Existing Programme / COMPUTER APPLICATIONS					
Sr. No.	Particulars	Level	Actual Room Area (Sqm)	Expected Room Area (Sqm)	Deficiency
1.	Seminar Hall	UG/PG	132	132	No
2.	Classroom	UG	186	0	No
3.	Tutorial Room	UG	0	0	No
4.	Computer Centre	UG/PG	240	150	No
5.	Language Laboratory	UG/PG	0	33	Yes
TOTAL			558.00	315.00	

Other Facilities			
Sr. No.	Particulars	Availability	Deficiency
1.	All Weather Approach(Motorised Road)	Yes	No
2.	Safety Provisions	Yes	No
3.	Sewage Disposal System	Yes	No
4.	Telephone	Yes	No
5.	Vehicle Parking	Yes	No
6.	First Aid	Yes	No
7.	Appointment of Student Counselor	No	Yes
8.	Establishment of Anti-Ragging Committee	Yes	No
9.	Establishment of Committee for SC/ST	No	Yes
10.	Establishment: Internal Committee(IC)	No	Yes
11.	Establishment of Grievance Redressal Committee/OMBUDSMAN	Yes	No
12.	Barrier free Enviroment	Yes	No
13.	AICTE Approval Letters- EoA/LoA	Yes	No
14.	Institution-Industry Cell	No	Yes
15.	Digital Payment-Financial Transactions	No	Yes
16.	Food Safety and Standards	No	Yes

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17.	Insurance for Students	No	Yes
18.	Online Grievance Rederssal Mechanism	No	Yes
19.	Internal Quality Assurance Cell	Yes	No
20.	Fire and Safety Certificate	Yes	No
21.	Atleast 5 MoUs with industries	Yes	No
22.	Display of info submitted to AICTE on website	No	Yes
23.	General Insurance	No	Yes
24.	Backup Electric Supply	Yes	No
25.	Group accident policy for employees	No	Yes
26.	Waste Management and a sustainable Green Campus	Yes	No
27.	Display of Course(s) and Approved In entrance	Yes	No
28.	Establishment of 24x7 Women helpline number	No	Yes
29.	Establishment of platform for seeking help	No	Yes
30.	Implementation of PARAKH	No	Yes
31.	Institution Web Site-Mandatory Disclosure	Yes	No
32.	Internship	No	Yes
33.	Inbuilt mechanism for Social & Emotional Learning	No	Yes
34.	Internship(Compulsory for all final year students)	No	Yes
35.	Electives mandatorily through SWAYAM(MOOCs)	No	Yes
36.	Earning credits through 'Skilling' based courses	No	Yes
37.	Language Laboratory (for DIPLOMA & UG Course)	No	Yes
38.	Medical & Counseling	Yes	No
39.	Notice Boards	Yes	No
40.	Potable Water Supply	Yes	No

Date of Signature(dd/mm/yyyy)

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DECLARATION

BY THE AUTHORIZED SIGNATORY OF THE INSTITUTION /DEPARTMENT

I, as the Head of the Institution, hereby declare that:

- a) I have carefully gone through the AICTE Regulations 2021, published in the Gazette of India Extraordinary Part III, Section- 4 dated 04th February, 2021, also all provisions mentioned in the Approval Process Handbook 2024-27 and the addendum / corrigendum as updated from time to time.
- b) I am fully aware of the data uploaded by me in respect of my institution on the web portal.
- c) I am aware that there is no provision for correction of data, alteration of data, subsequent editing and appeal etc. for the online application once submitted on the web portal.
- d) I am also aware that application for seeking Extension of Approval(EoA), Increase/Reduction of intake, Addition of new courses, Change of site, Closure of course, Supernumerary Seats under FN/Gulf quota Approval status/OCI, NRI, Change of name, and Conversion of women institution into Co-ed institution and vice versa (as applicable), shall be processed as per relevant provisions enumerated in the Approval Process Handbook 2024-27 and the addendum / corrigendum as updated from time to time.
- e) I am aware of the Deficiencies (if any) pointed out in the Report generated online, based on the factual data uploaded by my institution on the web portal.
- f) I am also aware that Institution is eligible for grant of Extension of Approval to the Existing Institutions, Extended EoA(if Applicable as per APH 2024-27 and the addendum / corrigendum as updated from time to time), only on fulfillment of prescribed norms & requirements as mentioned in the Approval Process Handbook 2024-27 and the addendum / corrigendum as updated from time to time.

Signature of Authorized Signatory

Name :

Date of Signature(dd/mm/yyyy)

Seal of Institution

Name & Signature of Director/Principal