

**SRIT STATE AWARD FOR
BEST ENGINEERING COLLEGE HAVING OVERALL PERFORMANCE IN A.P.
SPONSORED BY SRINIVASA RAMANUJAN INSTITUTE OF TECHNOLOGYAWARD,
ANANTHAPURAMU**

NOMINATIONS INVITED

Nominations are invited from all AICTE approved technical institutions in the State, SRIT State Award for “**Best Engineering College Having Overall Performance**” In A.P. Sponsored By Srinivasa Ramanujan Institute Of Technology award, Ananthapuramu.

OBJECTIVES OF THE AWARD

To encourage Engineering Colleges to enhance their performance with a view to improve the quality and standards of the programmes in technical education in A.P. in particular and India in general.

ELIGIBILITY

AICTE approved Engineering Colleges conducting undergraduate and postgraduate programmes in Engineering and Technology. (Private University Engineering Colleges need not apply)

DETAILS OF THE AWARD

Award consists of a Plaque and a Certificate.

Awards will be announced and presented to the winner college during ISTE AP Section Annual Convention and awards function

HOW TO APPLY FOR THE AWARD

Nominations/Applications are to be sent in the prescribed nomination form which can be downloaded from ISTE Website: www.isteap.in

Part 1 : General information and Development Status

Part II : Performance Indices

The weightage given to Part 1 and Part II in the selection of the Award Winner is in the ratio of 40:60

The Awards Committee may visit the institution, if necessary.

ADDRES S FOR SENDING NOMINATIONS

**Secretary, ISTE A.P. Section, Old ECE Block, JNTUA College of Engineering
Ananthapuramu-515002. Andhra Pradesh**

Soft copy of the application should be sent to secretaryisteap@gmail.com

**SRIT STATE AWARD FOR
BEST ENGINEERING COLLEGE HAVING OVERALL PERFORMANCE IN A.P.**

Part I: GENERAL INFORMATION AND DEVELOPMENT STATUS

(To be filled in by the Principal of the College)

1. Details of the College

- Name & address of the college :

- Year of establishment :
- Name of Principal :
 - Education Qualification :
 - Experience in years : Teaching :
Industry/Research
As Principal :
 - No. of publications : In India :
Abroad :
 - Honours received : 1.
(Awards, Fellowships, Patents)
2.
3.
- Telephone & Fax Nos. :
- E-Mail / Internet :
- University to which affiliated :
- Whether Autonomous (tick one) : Yes/No
- Category (tick one) : Govt. University/Aided/Unaided
- Write the Mission Statement of the College :

MISSION STATEMENT

- Is there a Parent - Teacher association? : Yes/No
If yes, Year of establishment :
- Is there an Alumni association? : Yes/No
If yes, Year of establishment :
- Is there a College Magazine? : Yes/No
If yes, indicate name of the Magazine :

2. ACADEMIC PROGRAMMES

Programme	Semester or year System	Duration	Intake per Year	Full-time or part-time
U.G. Programmes				
1.				
2.				
3.				
4.				
5.				
6.				
P.G. Programmes				
1.				
2.				
3.				
4.				

- Total Number of girl students : U.G. : P.G.

3. Faculty details

Programme	Faculty (Sanctioned Posts)	Faculty (in Position)	Number with Ph.D. (in Position)	Number with ' M.Tech (in Position)	Number of Lady Faculty
U.G. Programmes					
1.					
2.					
3.					
4.					
5.					
6.					
P.G. Programmes					
1.					
2.					
3.					
4.					

Staff to student ratio for U.G. Course : 1:

Total Technical supporting staff :

Total Administrative staff :

4. Library Facilities

Number of books :

Number of Journals : National :
International :

Library Hours :

Number of Library Staff :

No. of books issued to students at a time :

Total Floor area of the library

Whether the following facilities : Photocopying
Internet
Micro-film reading
CD reading/Video

Whether the library record and : Yes/No

Operations are computerized (tick one)

5. General Amenities for Students

Amenity	Yes/No	Number, if applicable
College Bus College Canteen Waiting room for Boys Waiting room for Girls Medical Facilities Cooperative Store - Cycle/ Scooter Stand - Toilets Auditorium - Bank - Post -Office - STD/Local Call Facilites		

Number of Seats in student hostels : Boys :
 Girls
 Is there a Unit of NSS? : Yes/No
 Is there a Unit of NCC? : Yes/No

6. Facilities for Sports and Games

Amenity	Yes/No	Number, if applicable
Foot Ball Court Hockey Court - Basket Ball Court Badminton Court Tennis Court Shuttle Court Cricket Pitch Stadium Indoor Stadium Gymnasium Swimming Pool - Yoga Club/ Meditation Center		

7. Facilities & perks for Faculty

- | | | | |
|--|---|--------------------|---|
| - Number of staff Residences | : | Teaching staff | : |
| | | Non-Teaching staff | : |
| | | | |
| - AICTE pay scales (Tick One) | : | Yes/No | |
| With full D.A. and other Allowances | | | |
| - LTC facility | : | Yes/No | |
| - Medical Reimbursement | : | Yes/No | |
| - Pension/Gratuity | : | Yes/No | |
| - Contributory P.F. | : | Yes/No | |
| - Book Allowances | : | Yes/No | |
| - T.A. for presenting papers in India & abroad | : | Yes/No | |

8. Physical Infrastructure

- | | | |
|--|---|-----------|
| - Campus area | : | (acres) |
| - Class-room area | : | (sq. ft.) |
| - Laboratory area | : | (sq. ft.) |
| - Administrative area | : | (sq. ft.) |
| - Library area | : | (sq. ft.) |
| - Computer Center area | : | (sq. ft.) |
| - Staff residence area | : | (sq. ft.) |
| - Student hostels area | : | (sq. ft.) |
| - Play grounds, Student Amenities area | : | (sq. ft.) |

9. Investment Details

- | | | |
|----------------------------------|---|-----|
| - Cost of Buildings | : | Rs. |
| - Cost of equipments | : | Rs. |
| - Cost of Library books/journals | : | Rs. |
| - Cost of furniture | : | Rs. |

- Annual Budget for the College : Rs.

- Recurring expenditure per student : Rs.
per year

- Is there a Corpus/ Development Fund : Yes/No
for the College?

If yes, What is the value? : Rs.

10. Results in Examinations. (Past 3 Years)

Programmes	Total appeared for Exams.	I Class & Above		II Class	
		Number	Percentage of Total Appeared	Number	Percentage of Total Appeared
<u>U.G. Programmes</u>					
1.					
2.					
3.					
<u>P.G. Courses</u>					
1.					
2.					
3.					

11. Students' Placement (Past 3 Years) Details

- No. of Students who passed final exams - No. of Campus interviews conducted - No. selected for jobs through campus interviews -No. who got placement through other selection processes. -Number who are self-employed			

12. List of Organizations which conducted Campus Selection in the past 3 years:

- 1.
- 2.
- 3.
- 4.
- 5
- 6.

13.Activities of the Placement Cell (Past 3 Years)

Activity	No. of Programmes Conducted	No. of students benefited
Coaching for competitive exams		
Mock Interviews		
Career guidance workshops		
Personality Development		
ProgrammesEntrepreneurship Development programmes		
Industrial Training		

14. Research & Consultancy (Past 3 Years)

Activity	Number Undertaken	Research grant/ Consultancy fee received
Sponsored research		Rs.
Un sponsored research		
Consultancy works		Rs.
Testing services		Rs.
- Ph. D. Thesis		
M.Tech. Thesis		

15. Details of Research and Consultancy works undertaken in the past 3 years (including funding agencies and associated industries/ organizations)

1.

2.

3.

4.

5.

6.

16. Continuing Education Programmes (Past 3 years)

Year	No. of Programmes for Teachers	Number attended	No. of Programmes for industry personnel & others	Number attended	Income generated (Rs.)
2005					
2004					
2003					

Details of programmes including title, funding agency, duration, coordinator and nature of particulars to be enclosed.

17. Industry - Institute Partnership (Past 3 Years)

Details			
No. of teachers trained in industry - No. of students who attended industrial training No. of visits made by students groups to industry No. of industry - based student projects No. of chairs instituted by industry in the college - No. of industrial personnel who took class / gave special lectures No. of industry - based Ph.D./ M.Tech thesis No. of consultancy			
Value of donations received or equipment supplied from industry (Rs.) - No. of industrial personnel associated with curriculum design No. of Faculty members who gave special lectures or otherwise interacted with industry No. of MoU signed with other organizations.			

18. Staff Development Activities (Past 3 Years)

Item			
No. of in-house staff training programmes conducted - No. of Personality Development Programmes - No. of teachers benefited from the above - No. of teachers deputed for Ph.D. No. of teachers deputed for M. Tech No. of teachers deputed for Seminars/ Conferences No. of teachers deputed for Summer Schools			

19. Student Counseling and support Services (Past 3 Years)

Item	No. of Programmes	No. of Students benefitted
Student Counseling Programmes Coaching for weaker students - Programmes for personal development (e.g. Becoming a Master Student)		

20. Publications by Faculty (Past 3 Years)

Item			
No. of Publications in international journals - No. of Publications in Indian Journals No. of Papers presented in India - No. of papers presented abroad - No. of <u>Books/Manuals published</u>			

21. Seminars and Conferences Organized (Past 3

Years) Item			
No. of International Seminars & Conferences No. of National Seminars & conferences No. of Institution level seminars/ meetings/ panel discussions <u>No. of Exhibitions / open houses organized</u>			

22. Involvement in Professional Societies / Bodies

Professional Societies/ Bodies	Number of Members	No. of Activities organized during last three years
<u>Teachers</u>		
ISTE		
1ETE		
Institution of Engineers (India)		
Computer Society of India		
Others (specify)		
<u>Students</u>		
ISTE		
IP CP		
liiriC/		
Institution of Engineers (India)		
Others (specify)		

23. Achievements of Students and Faculty (Past 3 Years)

(attach separate sheet, if needed)

Awards / Prizes received by students in academic work & activities : 1.
(eg: First Rank in University; National or State Award in Academic activities) 2.

3.

Achievement in sports and games by Students : 1.
2.

3.

- Achievements in other extra-curricular activities by students : 1.

2.

3.

-/Patents/ Copyrights/ :

Fellowships received by Faculty : 1.
2.

24. Student Activities (Past 3 Years)

List activities organized by the college such as Student Festivals, Sports Meet, Technical Quiz, Paper Contest, Exhibitions etc.

25. Funds received from External Sources (Past 3 Years)

Sources of Funds	Amount Received (Rs.)	Year received
AICTE/MHRD for Modernization of labs AICTE/MHRD for Thrust Areas AICTE/MHRD for Special Centers/ activities U.G.C. Foreign Agencies for Development work DST/DoE Other Organizations (specify)		

26. Development Expenditure for the College during Past 3 Years

Item			
New Buildings (Class-rooms/labs) Student Hostels Staff Residences Equipments and Accessories Library Student Amenities			

27. New Programmes introduced (Past 3 Years)

Item	No. of Programmes started	Additional intake on account of this
New U.G. Programmes New P.G. Programmes - New part-time Programmes New Centers/ facility (specify)		■

28. Student -Teacher Interaction Programmes

Give details of studentO teacher interaction programmes such as local guardianships, staff-student meet, department societies, chapters of professional bodies, etc.

29. Details of Foreign Collaboration / Assistance received (Past 5 years)

(Give details of Project, exchange of staff, financial support, etc. from foreign agencies)

30. Major Expenditure details (Past 3 Years)

Item	
Salaries and wages Books & Periodicals New buildings / Constructions New equipment / furniture	

31. Performance Appraisal System (Past 3 Years)

Is each teacher given a work plan for each year with target clearly specified? : YES/NO

Is there a mechanism for monitoring the activities of each teacher? : YES/NO

Is there a system of teacher evaluation by students? : YES/NO

Is there a system of teacher evaluation by peers : YES/NO

Is there grievance redressal cell for faculty and other staff : YES/NO

Is there a system of linking career advancement with performance of the teacher? : YES/NO

Give details of the Staff Performance Appraisal System followed in the College

32. Extent of Computerization in Administration

Are you using Computers for? : (Answer Yes/No)

- Maintaining academic records of students :
- Financial transactions and accounting :
- Library operation and records :
- Database and MIS relating to administration :
- Word processing and DTP work :
- Processing of examination results :

33. Teacher - Learning Process

List 3 innovations made during the past 5 years in improving the teaching-learning process in the College. (Such as use of teaching aids, multi-media, group discussions, special assignments, student presentations, learning skill development programmes, etc.)

- 1.
- 2.
- 3.

34. Quality and Standards

List 3 steps taken by the College in the past 5 years in ensuring quality and standards in all programmes. (Such as promotion of industry - based student projects, research and consultancy works, teacher training, coaching for weaker students, invited lectures by working professionals, industrial training for staff and students, autonomy in curriculum design, strict monitoring of student performance, etc.)

- 1.
- 2.
- 3.

35. Amenities for Staff and Students

List 3 steps taken by the College in the past 5 years to improve the facilities and amenities for students and faculty. (Such as provision of transport facilities, canteen, books store, telephone facilities, games and sports facilities, reprographic facilities, staff and student residences, recreation facilities for staff, etc.)

- 1.
- 2.
- 3.

36. Overall Performance

List 3 areas in which you think your College is far better than other Engineering College in India, (like exam results, research, research work, placement of pass-outs, teaching- learning process, library facilities, counseling and guidance services, etc.)

- 1.
- 2.
- 3.

I certify that the details given above are genuine and correct to the best of my knowledge and belief.

Place :

Signature :

Date :

Name of Principal :

(Seal)

**SRIT STATE AWARD FOR
BEST ENGINEERING COLLEGE HAVING OVERALL PERFORMANCE IN A.P.
PART -11 PERFORMANCE INDICES
WORK SHEET FOR QUANTITATIVE EVALUATION OF ENGINEERING AND
TECHNOLOGY COLLEGES**

I.	ORGANIZATION AND GOVERNANCE			30 (Dip)	80 (UG)	
S. No	Parameters	Perspective / Context	Particulars to be provided	MAX. MARKS		SCORE
A.	Planning and Monitoring	Long term & Short terms mission / goals mechanisms, focus on quality & growth	Constitution of the Committee, Meetings held and copies of the Minutes	04	10	
B.	Recruitment procedure & its effectiveness	AICTE Norms, Sel. Comm. Constitution	Constitution of the Selection Committee and copies of the Minutes	05	15	
C.	Promotional Policies/procedure	AICTE Norms, Flexibility, Motivation, innovative	Constitution of the Selection Committee and copies of the Minutes	04	10	
D.	Leadership	Role, Nature, New initiatives	Different leadership initiatives be explained	02	05	
E.	Motivational initiatives	F/S/St., Nature and purpose	Different motivational initiatives taken be explained.	04	10	
F.	Transparency	Policy making, executive action, monitoring F/S matters	Extent of transparency in functioning of the institution.	04	10	
G.	Decentralization and Delegation & Participation of faculty	Decision making, governance, academic issues, purchases	Imprest amounts to be available with Principal, HoDs, and Lab In-charges. Purchase process of the college to be explained.	05	15	
H.	Constitution of GC/GB		Constitution of Governing Council be explained	02	05	

II	FINANICAL RESOURCES, ALLOCATION AND UTILIZATION			70 (Dip)	70 (UG)	
S.No	Parameters	Perspective / Context	Particulars to be provided	MAX. MARKS		SCORE
A.	Recurring Budget	Adequacy (allocated and % utilized)	Budget documents department-wise and other items of expenditure of the college. Budget requested, provided, and spent as %.	40	40	
B.	Non - Recurring Budget	Adequacy (allocated and % utilized)	-do-	30	30	
III.	Physical Resources (Central Facilities)			50 Dip)	50 (UG)	
S.No	Parameters	Perspective / Context	Particulars to be provided	MAX. MARKS		SCORE
A.	Hostels (Boys & Girls)	Floor Area, Comfort & Convenience	Availability of college hostels or MoU with private hostels.	8	8	
B.	Power back up provision at institution, department and hostels	Availability, adequacy and safety	Capacity of the generator and its adequacy and safety measures.	4	4	
C.	Peprographic facilities	Availability, adequacy	Availability of Xerox in Library, student centres, etc.	3	3	
D.	Bank	Availability	Availability of extension centre of bank in the premises or ATM facility	3	3	
E.	Post office	Availability	Availability of extension counter and / or courier service facility	3	3	
f.	Counseling and guidance language lab	Role (Academic, Career, Personal), Effectiveness, Utilization of service	Counselling process - No. of meetings per month and effectiveness.	7	7	

G.	Medical facility	Availability, extent, adequacy	Availability of full time / part-time medical facility in the college.	7	7	
H.	Internet facility	Availability	Bandwidth provided and availability of Wi Fi facility in the campus.	5	5	
I	Canteen	Availability, adequacy	Seating capacity in the canteen as a percentage of student strength.	5	5	
J	Transport	Availability, adequacy	Availability of college transport from City.	5	5	
IV.	Human Resources - Faculty and Staff			200 (DIP)	200 (UG)	
S.No	Parameters	Perspective / Context	Particulars to be provided	MAX. MARKS		SCORE
IV. 1	Faculty			160 (DIP)	160 (UG)	
A.	Numbers, Student Faculty Ratio (P:A,P:L), Avg. Experience, Faculty Retention, Turnover	AICTE Norms, adequacy, Quality & Stability	Student faculty ratio, cadre ratio, average experience and faculty retention in the last one year.	25	25	
B.	Qualification	AICTE Norms & Beyond	No. of faculty working in the college with II Class in B. Tech. II Class, MCA teachers for B. Tech programmes	30	30	
C.	Participation of faculty in institutional development / departmental development / academic matters / students development / self growth	Proactive involvement, institutional mechanism, level of participation, impact, enrichment of skills & competence	List of teachers ⁷ responsibilities given at the institution and departmental level be provided.	20	20	

D.	Implementation and impact of Faculty Development initiatives	Nature & Extent of impact on academic matters, student development, creation of knowledge, technology development etc., Acceptability, effectiveness, deputation for higher qualification, skill development, extent of implementation.	No. of teachers sent for M. Tech.(Full time, Part time and SSS) Ph.D. (full time, and part time) be provided. Any financial assistance given.	40	40	
E.	Analysis and Follow up of performance appraisal	System, effectiveness, follow up	Feedback format, No. of times feedback taken per semester, follow up action taken, best teacher awards given etc.	15	15	
F.	Service rules, pay package, incentives	AICTE norms & beyond	Availability of Service Rules and Incentives given to faculty be explained.	30	30	
S.No	Parameters	Perspective / Context	Particulars to be explained	MAX. MARKS		SCORE
IV. 2	Supporting Staff (Tech. / Admn.)			40 (Dip)	40 (UG)	
A.	Numbers	In program labs, computer center, library, maintenance, main offices	No. of Laboratories in the college, No. of technical staff in the college, No. of persons working in the Library and Office.	10	10	
B.	Qualification / skills (lab office, comp. centre etc)	AICTE norms, competence	No. of persons with Diploma, ITI etc. for labs and graduates for office.	15	15	
C.	Skill up graduation	M/S initiative new skills acquired	No. of Non-teaching staff permitted to improve their qualifications under B. Tech. (CCC), Diploma etc.	15	15	

V.	Human Resources – Students			100 (Dip)	100 (UG)	
S.No	Parameters	Perspective / Context	Particulars to be provided	MAX. MARKS		SCORE
A.	Student admission	Intake quality, % of seats filled	Percentage of vacancies that existed, average rank admitted under OC, BC, and other categories be given for each branch.	25	25	
B.	Academic results	Analysis, performance, quality	Percentage of students who got distinction, I Class, II Class, Pass Class and University ranks obtained in various branches.	45	45	
C.	Performance in competitive examinations	No. of students appeared & successful in GATE, CAT, GRE, IAS, IES etc.	Percentage of students who qualified in GATE, CAT, GRE, TOEFL, IAS, etc.	10	10	
D.	Placement	No. of candidates passed / graduated / employed : Campus interview jobs / direct jobs	Percentage of students placed in campus placements, direct jobs, doing PG branch-wise.	20	20	
VI.	Teaching - Learning Process			450 (Dip)	350 (UG)	
S.No	Parameters	Perspective / Context	Particulars to be provided	MAX. MARKS		SCORE
A.	Delivery of syllabus, contents	Teaching method : make - up classes and, remedial teaching : Monitoring learning; assignments ; percentage of syllabus covered	Teaching methodology, Organizing make-up classes, Remedial teaching, Monitoring of laboratory classes, Percentage of syllabus covered, Assignments, etc. be explained.	120	100	

B.	Contents beyond the syllabus	Additional topics / subjects covered ; special lectures, guest lectures and general lectures arranged.	Details of topics or subjects covered beyond syllabus, list of guest lectures, general lectures organized, be sent.	30	30	
C.	Academic Calendar	Number of instruction days / semester; contact hours / week, implementation	No. of instruction days per semester and implemented be given.	60	25	
D.	Continuous evaluation	Mid - Semester class tests. Assignments, other methods of testing; breakdown of weightages given ;	Percentage of weightages given for class tests, assignments, schedules for	60	40	
	procedure	regularity - conducting and announcing results	conducting class tests and announcement of results be given.			
E.	Utilization of laboratories / equipments	Adequacy as per syllabus - numbers, quality status, specs, working condition and maintenance ; availability of equipment and facilities beyond syllabus ; batch size; sharing with other programmes	Batch size for conducting each experiment, percentage of equipment in operation, etc. be given for each branch.	60	40	
F.	Information access facilities	Adequacy of computers, licensed software and internet, as per AICTE norms ; adequacy and relevance of books / journals in central / Dept. libraries ; reading space ; weekly working hours ; campus card system, library automation system, facilities beyond the syllabus	No. of computers available, No. of books available, No. of journals available, against AICTE norms be given in tabular form.	40	55	

G.	Student centric learning initiatives	Adequacy of self learning facilities - OHP sheets, power point presentations, audio / video courses etc covering syllabus and also beyond; other learning facilities / opportunities provided	Video cassettes, CDs, Books available for self-learning numbers be given.	30	35	
H.	Students feedback	Method followed, contents and adequacy of feedback mechanism, implementation; utilization for improving teaching - learning process.	Format of feedback be provided and its follow up action	50	25	
VII.	Supplementary Process			(Dip)	50 (UG)	
S.No	Parameters	Perspective / Context	Particulars to be provided	MAX. MARKS		SCORE
A.	Extra & Co-curricular activities (NCC, NSS, Others)	Extent, and novelty, sports, cultural, social, service related activities, achievements	Facilities for NCC/NSS/Sports , Awards won, recognitions received be mentioned	10	10	
B.	Personality Development initiatives	Nature and extent of effort, Type of programmes conducted	Any documents prepared on Personality Development, Successes achieved, be given.	06	06	
C.	Professional Society Activities	Nature and extent of activities; periodicity of programmes conducted	Activity records, publications brought out, budget documents, if any be given.	05	08	
D.	Entrepreneurship Development	Nature and extent of effort; type of programmes conducted	Activity records, Course material used, budget documents, be given.	10	06	
E.	Alumni Interaction	Alumni association and chapters; periodicity of meetings; interaction	Activity records, Alumni contributions to college, material, financial,	10	07	

		with management / faculty , student	any others, list of eminent alumni, be given.			
F.	Ethics	Special programmes arranged.	Activity records, successes achieved be given.	05	05	
G.	Student Publications/ Awards	Encouragement / incentives - from management, faculty, alumni, any other.	Any documents published be given.	04	08	
VIII .	R&D initiatives ad interaction effort			50 (Dip)	100 (UG)	
S.No	Parameters	Perspective / Context	Particulars to be provided	MAX. MARKS		SCORE
A.	Budget for in house R&D activities and its utilization	Adequacy and type of provision, method of utilization	Budget documents, Accounts statements, List of R&D projects supported be given.	10	10	
B.	Academic / Sponsored / industrial research and development	Encouragement, simplified institutional procedures	Documents verification, List of projects taken up, in progress and those completed, Project reports prepared, funds received and utilized be given.	05	10	
C.	Publications and patents	Encouragement and incentives; simplified procedures	List of papers published, patents filed, List of papers and patents be given.	05	20	
D.	Industry participation in development and students related activities	Nature, extent and level of participation; frequency of interactions; type of industry sector	Activity records, Assignments completed and successes, if any, be given.	05	20	
E.	Continuing education (organizing & attending)	Nature and extent of programmes ; frequency of programmes arranged / attended. Faculty participation	Lists of programmes arranged / attended and faculty participated be given.	10	10	
F.	Consultancy and testing	Nature and number of projects taken up	List of projects undertaken, in progress	05	10	

		Institutional norms	and those completed, Record of funds received be mentioned.			
G.	Student project work.	Nature, relevance	List of projects undertaken with relevant records be given.	10	20	

I certify that the details given above are genuine and correct to the best of my knowledge and belief.

Place :

Signature :

Date :

Name of Principal :

(Seal)