**Proforma** for Provisional Affiliation to Haryana State Board of Technical Education

Bays 7-12, Sector-4, Panchkula-134112

1. To be filled by **New / Existing Polytechnic** Institutions willing to offer **AICTE approved** diploma engineering program seeking provisional affiliation / extension of affiliation for 2024-25.

2. Please provide the actual information, if any information found false/incorrect may lead to disaffiliation of the Institute from HSBTE

INSTITUTE CODE:­­­­­­­­­­­­ 220

**PART-A: GENERAL INFORMATION**

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| **Institution** | |
| Name of the Institution: | S D Polytechnic College |
| Complete Postal address: | Ballabgarh-Tigaon-Manjhawali Road,  Village-Gharoda, Faridabad,Haryana,  Pincode-121101 |
| STD code& Telephone No. (LL)  Mobile No. | 9718099902 |
| Fax No. | 0129-2401130 |
| E-mail | [principalsdpc220@gmail.com](mailto:principalsdpc220@gmail.com) |
| Type of the Institute (Write the appropriate one) | Central Government / State Government / University / Deemed University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust) / Any other (Specify) |
| Year of starting of the Institute | 2014 |
| Name of the Principalof the Institute | Mr. Praveen Chugh |
| Qualifications | M tech |
| Date of Joining of the Institute | 12-01-2021 |
| Contact Nos. (LL with STD Code /  Mobile No.) | 7988728264 |
| E-mail | Pchugh1986@gmail.com |
| **Society / Trust / Company (U/S 25) (not applicable for Government Institutions)** | |
| Name & Address of the Society / Trust / Company (U/S 25 of Companies Act, 1956): | Kisna Education Society |
| Complete Postal address: | Ballabgarh-Tigaon-Manjhawali Road,  Village-Gharoda, Faridabad,Haryana,  Pincode-121101 |
| Society / Trust / Company Registration Number | HR-019-2014-01201 |
| Date of Registration / Place of Registration | 08 August,2007 / Faridabad |
| Name of the Chairman / President of the Society / Trust / Company | Mr. Gurmeet Singh |
| STD code & Telephone No. (LL)  Mobile No. | 9718099902 |
| Fax No. | 0129-2403425 |
| E-mail | [randeep.singh.kukreja@gmail.com](mailto:Randeep.singh.kukreja@gmail.com) |

**PART-B: DETAILS OF THE LAND**

**(Attach copy of all the land documents/NOC’s)**

|  |  |  |  |  |  |  |
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| Classification of the Permanent Site  (Please tick the applicable one & attach documents issued by the competent authority) |  | Mega / Metro | Urban | | Non-Urban | |
|  | Town and Country Planning Dept. | | | | |
|  | Development Authority | | | | |
|  | State Revenue Authority | | | | |
| Land (Area in acres) |  |  | | | | |
| Ownership of Land | Government | |  | **Trust** |  | Society |
| (Please tick the applicable one) | Govt. Leased | |  | Owned |  | Company (U/S 25) |
| Resolution of Society for use of ear marked Land for establishment of Polytechnic |  |  | | | | |
| No encumbrances certificate (contiguous-in single patch) |  | | | | | |
| Change of Land Use Certificate (CLU) (Please tick the competent issuing authority & attach documents) | Town and Country Planning Dept. | | | | | |
| Development Authority | | | | | |
| Municipal Authority | | | | | |
| Revenue Authority | | | | | |
| Khasra Plan / Master Plan  (Please tick the competent issuing authority & attach documents) | Town and Country Planning Dept. | | | | | |
| Development Authority | | | | | |
| Revenue Authority | | | | | |
| Site Plan  (Please tick the competent issuing authority & attach documents) | Town and Country Planning Dept. | | | | | |
| Development Authority | | | | | |
| Revenue Authority | | | | | |
| Municipal Authority | | | | | |
| Building Plan  (Please tick the competent issuing authority & attach documents) | Total built-up area | | | | | |
| Development Authority | | | | | |
| Revenue Authority | | | | | |
| Municipal Authority | | | | | |
| Occupancy certificate  (Please tick the competent issuing authority & attach documents) | Rural area: Tehsildar | | | | | |
| Urban area: Municipal Corporation /  Municipal Committee /  HUDA | | | | | |
| Structural stability certificate issued by Registered Structural Engineer  (applicable in case where occupancy certificate is more than 30 years old) | Yes | | | | | |
| Access to the site (National Highway/ State Highway/ Village Road/ Kacha Road and Permission from competent authority to use | Yes | | | | | |
| NOC from Local Fire Service Authorities (to ensure fire and life safety measures) | Yes | | | | | |
| Whether Earth leakage circuit breaker (ELCB) provided? | Yes | | | | | |
| Whether Ramp provided for *Divyang* for easy access to and evacuation from the building? | Yes | | | | | |
| Whether any High tension electric line pass across the premises? | Yes | | | | | |

**PART- C: APPROVAL STATUS OF THE INSTITUTE**

(for the previous session;attach copy of all the approval/affiliation letters)

|  |  |  |  |
| --- | --- | --- | --- |
| **Approving authority** | **Letter Number** | **Date** | **Annexures** |
| Copy of AICTE approval letter | **F.No.North-West** | **30-April-2021** |  |
| Copy of last affiliation letter of HSBTE |  |  |  |

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| **NAME AND ADDRESS OF THE MEMBERS OF THE GOVERNING BODY AS PER THE COMPOSITION PRESCRIBED BY AICTE** | | | | | | | |
| **S.No** | **Name** | **Position** | **Qualification** | **Present Professional position / Occupation** | **Telephone Numbers** | **E-mail** | **Address** |
| **01.** | Gurmeet Singh | Chairman | 10th | Business | 9810033530 | [gurmeets861@gmail.com](mailto:gurmeets861@gmail.com) | 149,Manekhaw Road,Anupam Garden,New Delhi |
| **02.** | Jasvinder Kaur | Member Secretary | Graduate | Business |  |  | 149,Manekhaw Road,Anupam Garden,New Delhi |
| **03.** | Randeep Singh |  | MBA | Business | 9958887828 | [randeep.singh.kukreja@gmail.com](mailto:randeep.singh.kukreja@gmail.com) | H-14/3, Malviya Nagar,New Delhi |
| **04.** | Rabinder Kaur | BDS | Doctor | 9958887828 | [randeep.singh.kukreja@gmail.com](mailto:randeep.singh.kukreja@gmail.com) | 149,Manekhaw Road,Anupam Garden,New Delhi |
| **05.** | Inderpreet Kaur | Graduate | Business | 9211611853 | [randeep.singh.kukreja@gmail.com](mailto:randeep.singh.kukreja@gmail.com) | 18/65,West Punjabi Bagh,New Delhi |
| **06.** | Kanwaljeet Singh | Graduate | Business | 9958871604 | [randeep.singh.kukreja@gmail.com](mailto:randeep.singh.kukreja@gmail.com) | 18/65,West Punjabi Bagh,New Delhi |
| **07.** | Ashveen Kaur | 10+2 (UG) | Study | 8130727877 | [randeep.singh.kukreja@gmail.com](mailto:randeep.singh.kukreja@gmail.com) | 18/65,West Punjabi Bagh,New Delhi |
|  |  |  |  |  |  |  |

**PART-D: ORGANIZATION, GOVERNANCE AND ADMINISTRATION**

1. **Constitution of BOG with detailed qualification, experience of all the members**

**NOTE:** 1. Provide the details of all the members as per **Annexure –A**

2. At least two meetings shall be held in a year

Is BOG constituted as per AICTE Norms. Yes/No

**Whether Anti-ragging committee *(As per All India Council for Technical Education notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutions vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009)*constituted, displayed in the campus of the institute and hoisted on the website of institute?**

(Yes / No)

**Whether Grievance Redressal Committee in the Institute. *(As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/Lega112012, dated 25.05.2012)* constituted, displayed in the campus of the institute and hoisted on the website of institute?**

(Yes / No)

**Whether Internal Complaint Committee (ICC)** (**As per section 4 of Sexual Harassment of Women at Workplace *(Prevention, Prohibition and Redressal) Act, 2013)*constituted, displayed in the campus of the institute and hoisted on the website of institute?**

(Yes / No)

**Whether Committee for SC/ST *(As per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11.09.1989)*constituted, displayed in the campus of the institute and hoisted on the website of institute?**

(Yes / No)

**PART- E: STAFF STATUS& REQUIREMENT**

Norms for Faculty requirements and Recommended Cadre Ratio for Diploma Level TechnicalInstitution (for Diploma Engineering / Pharmacy Courses as per AICTE APH 2020-21)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Faculty :**  **Student**  **based on**  **Approved**  **Intake** | **Principal/**  **Director** | **Head of the**  **Department** | **Lecturer** | **Total** |
|  |  | A | B | C | D=A+B+C |
| Engineering and  Technology/Architecture/  Planning/ Applied  Arts and Crafts,  HMCT | 1:25 | 1 | 1per  Department | (S/ 25) –  (A+B) | S/25 |
| S = Sum of number of students as per “Approved Intake” at all years | | | | | |

**The faculty details for all the 03 years for the various diploma courses being offered by the institute be elaborated course wise as per the AICTE APH 2020-21 (tabulated above) in the table given below:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF THE PRINCIPAL** | | | | | | | | | | |
| **Stamp Size Photo** | **Date of Birth & Age/ Gender** | **Qualification with Class obtained starting from the highest Degree** | **University awarding Degree** | **Corresponding Specialization** | **Date of Joining** | **Scale of Pay** | **Present Basic Pay** | **Total**  **emoluments** | **Aadhaar Number** | **Signature** |
|  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| **PRINCIPAL - EXPERIENCE** | | | | | |
| **Teaching** | | | **Industry** | | |
| **Institution** | **Position** | **Years** | **Institution** | **Position** | **Years** |
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| **TEACHING FACULTY - QUALIFICATION** | | | | | | | | | | | | |
| **Name of the Faculty Member with Stamp Size Photo** | **Designation** | **Department** | **Qualification with Class obtained starting from the highest Degree** | **University / Institute awarding Degree** | **Corresponding Specialization** | **Date of Birth & Age/Gender** | **Date of Joining** | **Scale of Pay** | **Present Basic Pay** | **Total**  **emoluments** | **Aadhaar Number** | **Signature** |
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**NOTE: Faculty Cadre Qualifications and pay scales shall be as per Haryana Government / AICTE.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **TEACHING FACULTY - EXPERIENCE** | | | | | | | |
| **Sr.**  **No** | **Name of the faculty Member** | **Teaching** | | | **Industry** | | |
| **Institution** | **Position** | **Years** | **Institution** | **Position** | **Years** |
| 1  2  3 | Mr. Praveen chugh  Ms. Vanita bhardwaj  Mr. Sanjay Kaushik | S D Poly.college | Principal | 11 |  |  |  |
| S D Poly.college | Sr Lecturer | 2 |  |  |  |
| S D Poly.college | HOD | **9** |  |  |  |
| 4  5  6 | Mr. Sushil Mishra  Mr. Manoj kumar  Mr. Deepanshu Kumar | S D Poly.college | TPO | 7 |  |  |  |
| S D Poly.college | Lect. | 2 |  |  |  |
| S D Poly.college | Lect. | 4 |  |  |  |
| 7  8  9 | Mr. Raghvendra  Mr. Rahul Aggarwal  Mr. Prashant kaushik | S D Poly.college | Lect. | 2 |  |  |  |
| S D Poly.college | Lect. | 3 |  |  |  |
| S D Poly.college | Lect. | 2 |  |  |  |
| 11  12  13 | Ms. Sapna  Ms. Devi singh  Mr. Abhash Chaudhary | S D Poly.college | Lect. | 4 |  |  |  |
| S D Poly.college | Lect. | 2 |  |  |  |
| S D Poly.college | Lect. | 4 |  |  |  |
| 14 | Ms. Harender singhi | S D Poly.college | Lect. | 5 |  |  |  |
| 15 | Mr. Pradeep Pathak | S D Poly.college | Lect. | 5 |  |  |  |
| 16 | Mr. Jitender | S D Poly.college | Lect. | 6 |  |  |  |
| 17 | Ms, Pinki pandey | S D Poly.college | Lect. | 3 |  |  |  |
| 18 | Ms. Ekta soni | S D Poly.college | Lect. | 2 |  |  |  |
| 19 | Ms. Sonam goyal | S D Poly.college | Lect. | 4 |  |  |  |
| 20 | Ms. Annu kaushik | S D Poly.college | Lect. | 1 |  |  |  |

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| **LIBRARIAN AND PHYSICAL EDUCATION DIRECTOR** | | | | | | | | | | | |
| **Name with Stamp Size Photo** | **Designation** | **Qualification with Class obtained starting from the highest Degree** | **University awarding Degree** | **Previous Experience** | **Date of Birth & Age/Gender** | **Date of Joining** | **Scale of Pay** | **Present Basic Pay** | **Total**  **emoluments** | **Aadhaar Number** | **Signature** |
| Ashish | Librarian | B com |  | 13 Years | 02.09.1974 | 31.07.2017 | As Per Norms |  |  |  |  |
| M Lib.I.Sc. |  |  |
|  |  |  |
| Praveen Kumar | Physical Education | PG,M P Ed |  | 5 Years | 20.12.1985 | 05.05.2014 | As Per Norms |  |  |  |  |
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| **WORKSHOP AND TECHNICAL SUPPORTING STAFF** | | | | | | | | | | | | | |
| **S.**  **No** | **Name of the Staff** | **Department** | **Laboratory** | **Designation** | **Qualification** | **Previous Experience** | **Date of Birth & Age** | **Date of Joining** | **Scale of Pay** | **Present Basic Pay** | **Total**  **emoluments** | **Aadhaar Number** | **Signature** |
| **1** | **Harpal** |  |  |  | **gradutae** | **8** | **1.1.1973** | **2.1.2013** |  |  |  |  |  |

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| **MINISTERIAL STAFF** | | | | | | | | | | | | |
| **S.**  **No** | **Name of the Staff** | **Place of Work** | **Designation** | **Qualification** | **Previous Experience** | **Date of Birth & Age** | **Date of Joining** | **Scale of Pay** | **Present Basic Pay** | **Total**  **emoluments** | **Aadhaar Number** | **Signature** |
| **1** | **Mr. Rajab Mohammad** | **Admin** | **Admin head** | **MBA** | **12** | **18.06.1983** | **01.02.2012** |  |  |  | **752128641131** |  |
| **2** | **Mr Asish dash** | **Admin** | **Accountant** | **B com** | **10** | **10.01.1965** | **01.03.2019** |  |  |  | **890749268081** |  |
| **3** | **Parveen khatana** | **Admin** | **Tpt incharge** | **B ed** | **10** | **20.12.1985** | **01.03.2014** |  |  |  | **434337059375** |  |
| **4** | **Narender adhana** | **Admin** | **Housekeeping incharge** | **12th** | **12** | **01.11.21980** | **01.02.2018** |  |  |  |  |  |

**PART F: INFRASTRUCTURAL FACILITIES**

Norms for Land requirement and built-up area for Diploma Level Technical Institution (for Diploma Courses as per AICTE APH 2020-21)

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| **PHYSICAL INFRASTRUCTURE - COMPLETE DETAILS OF BUILT-UP AREA** | | | | | | | | |
| **S.**  **No** | **Built-up (Carpet) Area** | **FIRST YEAR , SECOND YEAR & THIRD YEAR** | | | | | | |
| **Type of Structure [RCC/ACC]** | | **Required Area**  **[sq.m] as per AICTE** | **Available Area**  **[sq.m]** | | **Shortfall, if any** | |
| (a) | Instructional area [INA] |  | | 2756 | 6750 | |  | |
| (b) | Administrative area [ADA] |  | | 722 | 1020 | |  | |
| (c) | Amenities area [AMA] |  | | 1362 | 1910 | |  | |
| (d) | Circulation area [CIA] |  | | 1910 | 2105 | |  | |
| *[CIA = 0.25 x (INA+ADA+AMA)]* | | **TOTAL AREA :** | |  |  | |  | |
| **ADMINISTRATIVE AREA REQUIREMENT FOR DIPLOMA COURSES** | | | | | | | | |
| **Particulars** | | | **Number of rooms required** | **Minimum Carpet Area required** | | **Carpet Area available** | | **Shortfall w.r.t. Number of Room & Carpet Area** |
| Principal / Director room | | | 01 | 30 sqm | | 47.92 | |  |
| Board room | | | 01 | 20 sqm | | 30 | |  |
| Office all inclusive | | | 01 |  | |  | |  |
| Campus having one program | 150 sqm | | 150 | |  |
| Campus having more than one program | 300 sqm | | 300 | |  |
| Department offices | | | 01/Deptt. | 20 sqm | | 85 | |  |
| Cabins for HOD’s | | | 01 | 10 sqm | | 50 | |  |
| Faculty rooms | | | - | 30 sqm (subject to minimum 5 sqm for each faculty member) | | 100 | |  |
| Central stores | | | 01 | 30 sqm | | 30 | |  |
| Maintenance Room | | | 01 | 10 sqm | | 15 | |  |
| Security Room | | | 01 | 10 sqm | | 10 | |  |
| Housekeeping Room | | | 01 | 10 sqm | | 10 | |  |
| Pantry for staff (Desirable) | | | 01 | 10 sqm | | 12 | |  |
| Examination control office (Confidential Room) | | | 01 | 40 sqm | | 50 | |  |
| Placement office | | | 01 | 50 sqm | | 50 | |  |

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| **IMPORTANT INFRASTRUCTURE REQUIREMENT FOR DIPLOMA COURSES** | | | | |
| **Particulars** | **Number of rooms required** | **Minimum Carpet Area required** | **Carpet Area available** | **Shortfall w.r.t. Number of Rooms & Carpet Area** |
| Computer Centre | 01 | 150 sqm | 150 |  |
| Library and Reading Room | 01 | 400 sqm | 400 |  |
| Seminar Hall | 01 | 132 sqm | 133 |  |
| Smart class room | 01 | 66 sqm | 66 |  |
| Language laboratory | 01 | 132 sqm | 132 |  |

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| **INFRASTRUCTURE REQUIREMENT FOR DIPLOMA COURSES IN ENGG.** | | | | | | | | | |
| **Particulars** | **Number of rooms required** | | **Number of rooms available** | | **Minimum Carpet Area required** | | **Carpet Area available** | | **Shortfall w.r.t. Number of Rooms & Carpet Area** |
| **I** | **II** | |  | | **III** | | **IV** | | **V** |
| Lecture Rooms | Number of divisions of engg. course X duration of course | |  | | 66 sqm each room | | 66 | |  |
| Tutorial Rooms | Lecture rooms / 04 | |  | | 33 sqm each room | | 33 | |  |
| Total no. of **Labs** for (Diploma Engg. Courses  Laboratories for the 1st year includes Physics and Chemistry Laboratory each of 66 sqm are required) | 05 / course | |  | | 66 sqm each lab | | 66 | |  |
| **Workshop** for all courses | 01 | |  | | 200 sqm | | 200 | |  |
| **Additional Workshop** (for category “X” courses)  Category X of Courses: Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied Courses of each. | 02 / course  (Maximum 04) | |  | | 200 sqm | | 200 | |  |
| Drawing Hall | 01 | |  | | 132 sqm | | 133 | |  |
| **BASIC AMENITIES FOR DIPLOMA COURSES** | | | | | | | | | |
| Toilets (Ladies & Gents) | | 01 | | 150 sqm  (Campus having one program) | | 150 | |  | |
| 350 sqm  (Campus having more than one program) | |  | |  | |
| Toilets for *Divyang* | | 01 | | --- | |  | |  | |
| Girls Common Room | | 01 | | 75 sqm | | 77 | |  | |
| Boys Common Room | | 01 | | 75 sqm | | 80 | |  | |
| Canteen/cafeteria (Desirable) | | 01 | | 150 sqm | | 150 | |  | |
| First aid-cum-sick room | | 01 | | 10 sqm | | 10 | |  | |
| Drinking water facility (water cooler) essential | | Adequate nos. (with attached water purifiers) | | -- | | 2 | |  | |
| Principal’s Quarters | | Desired | | 150 sqm | | 150 | |  | |
| Guest House | | Desired | | 30 sqm | | 35 | |  | |
| Sports Club / Gymnasium / Playground | | Desired | | 200 sqm | | 200 | |  | |
| Auditorium / Amphi Theater | | Desired | | 400 sqm | | 400 | |  | |
| Boys Hostel | | Desired | | Adequate | | Adequate | |  | |
| Girls Hostel | | Desired | | Adequate | | Adequate | |  | |

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPUTERS, SOFTWARE, INTERNET AND PRINTERS** | | | | | | |
| **Program** | **Number of**  **PCs/**  **Laptops to**  **students**  **ratio**  **(Min 20 PCs)** | **Legal**  **System**  **Software**  **@** | **Legal**  **Application**  **Software\*\*** | **LAN and**  **Internet** | **Mail**  **Server and**  **Client** | **Printers including**  **Color Printer (% of**  **total number of**  **PCs/ Laptops)** |
| Engineering/  Technology | 1:6 | 03 | 20 | All | Desired | 5% |
| HMCT | 1:6 | 01 | 10 | All | Desired | 5% |
| @ Adequate number of software licences is required  \*\* Includes Plagiarism checking Software  **NOTE:**   1. At least 4Mbps Wi-Fi connectivity at 4 or 5 hotspots shall be made available. 2. Arrangement to view NPTEL/SWAYAM etc. shall be made available 3. Library, Administrative offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to student’s ratio. 4. Every department shall have separate computer Laboratory with at least 20 computers. A centralized computer Laboratory with at least 100 computers. | | | | | | |

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| **BOOKS, JOURNALS AND LIBRARY FACILITIES** | | | | | | |
| **Program** | **Total number of**  **Divisions** | **Titles** | **Volumes** | **National Journals** | **Reading Room**  **seating** | **Multimedia PCs for**  **Digital Library/**  **internet Surfing**  **located in reading**  **room** |
|  |  | **Number** | | | **Percentage of total students** | |
| Engineering and  Technology | B | 50# | 250xB# | 3xB# | 15 % (Max 150) | (Minimum 10) |
| 25 per\*  Course | 125  per\*Course |
| HMCT | B | 50# | 250xB# | 3xB# |
| 25 per\*  Course | 125  per\*Course |
| **NOTE:**   1. B=Number of divisions at 1st year (Shift 1+2) + Number of 2nd year direct divisions (Shift 1+2) 2. #Book titles and volumes required at the time of starting new Institution. 3. Total numbers of titles and volumes shall be increased in continuation till 15 years, which shall be the minimum stock of books. However, Institutions shall have to add annual increment of books based on the changes in curriculum and syllabus from time to time by the Board. 4. \*Annual increment equally distributed per subject. 5. Digital Library facility with multimedia facility is essential. 6. Reprographic facility in the library is essential. 7. Document scanning facility in the library is essential. 8. Library books/ non books classification as per standard classification methods is essential. 9. Facilities to access the online courses is essential. 10. The institution shall be a member of National Digital Library. Aggregators shall also be used. | | | | | | |

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| **ESSENTIAL AND DESIRABLE REQUIREMENTS AS PER AICTE APH 2020-21** | | | |
| **Sr. No** | **Description** | **Availability**  **[YES / NO]** | **Details to be provided.**  **[Number,**  **if so required]** |
| **Essential Requirements** | | | |
|  | Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution. **(Annexure-B)** | Yes |  |
|  | Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook | Yes |  |
|  | Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009) | Yes |  |
|  | Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education(Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012) | Yes |  |
|  | Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated10th June, 2016. | Yes |  |
|  | Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated11.09.1989) | Yes |  |
|  | Internal Quality Assurance Cell | Yes |  |
|  | Barrier Free Built Environment for disabled and elderly persons (as per Chapter VI of Approval Process Handbook) | Yes |  |
|  | Fire and Safety Certificate | Yes |  |
|  | Implementation of mandatory Internship policy for students | Yes |  |
|  | Implementation of teacher training policy | Yes |  |
|  | Implementation of examination reforms | Yes |  |
|  | Implementation of student Induction Programme | Yes |  |
|  | Atleast 5 MoUs with Industries | Yes |  |
|  | Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments | No |  |
|  | Safety and Security measures in the Campus (as per Chapter VI of Approval Process Handbook) | Yes |  |
|  | Implementation of Food Safety and Standards Act, 2006 at the Institution | Yes |  |
|  | Digital payment for all financial transactions as per MHRD directives | Yes |  |
|  | Standalone Language Laboratory | Yes |  |
|  | Potable Water supply and outlets for drinking water at strategic locations | Yes |  |
|  | Electrical Grid Power Supply Connection | Yes |  |
|  | Backup Electric Supply | Yes |  |
|  | Sports facilities | Yes |  |
|  | Sewage Disposal System | Yes |  |
|  | Display board within the premises as well as on the Web site of the of Institution indicating the feedback facility of students and Faculty available in AICTE Web-Portal | Yes |  |
|  | First aid, Medical and Counselling Facilities | Yes |  |
|  | Students Safety Insurance | Yes |  |
|  | Group Accident Policy to be provided for the employees | Yes |  |
|  | General Insurance provided for assets against fire, burglary and other calamities | Yes |  |
|  | Provision to watch MOOCS Course(s) through SWAYAM | Yes |  |
|  | Road suitable for use by Motor vehicle- Motorized Road | Yes |  |
|  | Institution-Industry Cell | Yes |  |
|  | Applied for membership of National Digital Library | Yes |  |
|  | Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution | Yes |  |
|  | Appointment of Student Counsellor | Yes |  |
|  | Telephone | Yes |  |
|  | Vehicle Parking | Yes |  |
|  | General Notice Board and Departmental Notice Boards | Yes |  |
| **Desirable Requirements** | | | |  | **Desirable Requirements** |
|  | Implementation of the schemes announced by Government of India | Yes |  |
|  | Offering of Skill development Courses approved by the Council | Yes |  |
|  | Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ Innovation Laboratory | Yes |  |
|  | Availability of at least ONE Smart Class Room per Department | Yes |  |
|  | Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems | Yes |  |
|  | Waste Management and environment improvement measures to ensure a sustainable Green Campus | Yes |  |
|  | Public announcement system at strategic locations for general announcements/ paging and announcements in emergency. | Yes |  |
|  | Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction | Yes |  |
|  | Efforts to encourage Final Year students to appear GATE examination | Yes |  |
|  | Transport | Yes |  |
|  | Post Office, Banking Facility/ ATM | Yes |  |
|  | LCD (or similar) projectors in Class Rooms | Yes |  |
|  | Auditorium | Yes |  |
|  | Staff Quarters | Yes |  |
|  | Display of Course(s) and “Approved Intake” in the Institution at the entrance of the Institution. Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s) | Yes |  |
|  | Intellectual Property Right Cell | Yes |  |
|  | Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY) | Yes |  |
|  | Implementation of Startup Policy | Yes |  |
|  | Innovation Cell/Club | Yes |  |
|  | Social Media Cell | Yes |  |
|  | Participation in the National Institutional Ranking Framework (NIRF) | Yes |  |
|  | Participation in the National Innovation Ranking | Yes |  |
|  | Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator | Yes |  |

**PART G – DETAILS OF MACHINERY/ EQUIPMENT**

|  |  |  |
| --- | --- | --- |
| **MACHINERY/EQUIPMENTS** | | |
| 1. | Whether Machinery/Equipments for all the Laboratories / Workshops as per the syllabus prescribed by HSBTE available? | **YES** |
| 2. | Whether all the existing Machinery/Equipments are entered in Stock Register? | **YES** |
| 3. | Whether all the existing Machinery/Equipments are in working condition or not ? | **YES** |
| 4. | If not, list out the Machinery/Equipments that are not in working condition | ***(list to be enclosed)*** |
| 5. | Whether any Machinery/Equipments are likely to be purchased in respect of the Courses for which extension of approval is applied | **YES** |
| 6. | If YES, list out the Machinery/Equipments | ***(list to be enclosed)*** |
| **NOTE:**  Course wise list of equipments and its adequacy as per the syllabus prescribed by HSBTE [for a batch of 30 students] be annexed for all the diploma courses being offered by the institute | | |

**PART H – FINANCIAL & PHYSICAL RESOURCES**

Budgeted Expenditure for the year 2018-19

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure Heads** | **Budget**  **(In lakhs)** | **Actual Expenditure** | **Shortfall if any** |
| **I. Academic Buildings:**   * Construction * Maintenance Expenses |  |  |  |
| **II. Laboratories/Computing Centre**   * New Equipment * Furniture * Operation & Maintenance | **4.75** | **4.74** |  |
| **III. Salary**   * Salary of Teaching Staff * Salary of Non-Teaching Staff | **45.0**  **22.0** | **43.31**  **21.41** |  |
| **IV. Faculty/Staff Development**  (Seminars/Workshops/Incentive Schemes/Training/Higher Studies) |  |  |  |
| **V. Library**   * Books * Journals ,e-journals * E-library | **0.90**  **0.12** | **0.87**  **0.1** |  |
| **VI. Services**   * Administration/Transport/Hostels/Canteen/Security/Water/Electricity/P&T: * Hostel Maintenance * Landscaping * Internet facility | **3.00**  **0.30**  **1.30** | **3.59**  **0.25**  **1.30** |  |
| **VII. Students Activities**   * Extracurricular/Co-curricular/   Sports/Cultural /extra classes | **0.25** | **0.23** |  |
| **VIII. Medical Expenses**  **-Full time or otherwise** | **0.30** | **0.29** |  |
| **IX. Any Other, please specify** | **5.0** | **4.68** |  |

Latest Balance Sheet of the Society certified from CA is to be attached.

**PARTI – STUDENT RELATED INFORMATION**

Academic Performance of Last three Years (Attach Annexure if required)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Course** | **Year** | **Sanctioned intake** | **No. of students admitted** | **Number of students Appeared in Board Exams** | **Students Passed** | **Passed with 1st Division** | **Pass Percentage** |
| **A** | **Number (B)** |  | **(B/A)\*100** |
| 1. | civil | 1st year | **30** | **18** | **9** | **Annual system** |  |  |
| 2nd year | **30** | **16** | **9** | **1** | 1 | **11.1** |
| 3rd year | **60** | **26** | **12** | **3** | 3 | **25.0** |
| 2. | Computer | 1st year | **60** | **19** | **18** | **Annual system** |  |  |
| 2nd year | **60** | **28** | **18** | **0** | 0 |  |
| 3rd year | **60** | **40** | **18** | **3** | 3 | **16.6** |
| 3 | Electrical | 1st year | **60** | **11** | **10** | **Annual system** |  |  |
|  |  | 2nd year | **60** | **21** | **16** | **2** | 2 | **12.5** |
|  |  | 3rd year | **60** | **47** | **27** | **4** | 4 | **14.8** |
| 4 | Mechanical | 1st year | **60** | **26** | **22** | **Annual system** |  |  |
|  |  | 2nd year | **60** | **39** | **30** | **1** | 1 | **03.3** |
|  |  | 3rd year | **60** | **57** | **25** | **5** | 5 | **20.0** |
| 5 | DMLT | 1st year | **60** | **29** | **27** | **Annual system** |  |  |
|  |  | 2nd year | **60** | **9** | **9** | **4** | 4 | **44.4** |
|  |  | 3rd year | **60** | **0** | **0** | **0** | 0 | **No admisison** |

Upkeep of Attendance Record of Students

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Course / with year/ Semester** | **Hours of teaching from start of session** | **Total students on roll** | **Number of students** | | | | **Remarks** |
| **Above 75%** | **Above 70%** | **Above 65%** | **Above 60%** |  |
| 1. | DMLT 1st year | 350 | 27 | 25 | 0 | 0 | 0 |  |
| 2. | DMLT 2nd year | 350 | 19 | 15 | 0 | 0 | 0 |  |
| 3. | DMLT 3rd year | 350 | 0 | 0 | 0 | 0 | 0 | No admission |
| 4. | Civil 1st year | 350 | 3 | 3 | 0 | 0 | 0 |  |
| 5. | Civil 2nd year | 350 | 16 | 9 | 0 | 0 | 0 |  |
| 6. | Civil 3rd year | 350 | 10 | 8 | 0 | 0 | 0 |  |
| 7. | Computer 1st year | 350 | 18 | 18 | 0 | 0 | 0 |  |
| 8. | Computer 2nd year | 350 | 18 | 18 | 0 | 0 | 0 |  |
| 9. | Computer 3rd year | 350 | 18 | 12 | 0 | 0 | 0 |  |
| 10. | Electrical 1st year | 350 | 10 | 9 | 0 | 0 | 0 |  |
| 11. | Electrical 2nd year | 350 | 16 | 15 | 0 | 0 | 0 |  |
| 12. | Electrical 3rd year | 350 | 27 | 14 | 0 | 0 | 0 |  |
| 13. | Mechancial 1st year | 350 | 22 | 21 | 0 | 0 | 0 |  |
| 14. | Mechancial 2nd year | 350 | 30 | 29 | 0 | 0 | 0 |  |
| 15. | Mechancial 3rd year | 350 | 25 | 24 | 0 | 0 | 0 |  |

**Details:**

1. Merit position/toppers branch wise in the HSBTE Exams, if any.
2. Awards awarded by the Polytechnic to the academic toppers of the Polytechnic.
3. Steps taken for improving the academic results.
4. Conduct of extra classes for weak/ needy students (Please attach copy of time table also).
5. Total no. of working days observed in Semester (Please attach copy of time table also).
6. Whether Alumni association is formed or not.
7. Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students.
8. Steps taken for improving academic ambiance of the Polytechnic like land scaping, horticulture, tree plantation etc.
9. Utilization of student fund for student welfare activities.
10. Teaching-Learning process:
    1. Whether Academic Calendar implemented? (Yes )
    2. Whether Teaching Aids used? (Yes )
    3. Whether Student Feedback implemented? (Yes )
    4. Any new innovation/ practice / technique adopted in teaching? (Yes )
    5. Whether Teacher’s Diary maintained? (Yes )

**Industry Institution Interaction & Placements**

**(a) Mention the following details if any.**

1. Details of industrial tours/visits/ seminar etc. organized in the previous academic session
2. Consultancy
3. Industrial Project Work
4. Seminars/Conferences/Lectures with industry partnership

**(b) Student’s Placement:**

1. Whether training and placement cell has been established? Yes
2. Name of the Training and Placement Officer Mr. Sushil Mishra
3. Qualification and Experience of Training and Placement Officer\_Graduate
4. Number of companies which visited the Institute during the last three years for campus interviews (Please supply the list of companies)& efforts made for improving Industrial Institution Interaction.
5. Number of extension lectures delivered by outside experts during the last three years
6. Course wise number of students placed during the last 3 years:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **No. of Eligible Students** | **No. of Students Placed** | **Percentage** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Extra Curricular Activities**

Brief account of the activities/ achievements of the Institute during the previous year:

1. Games and sports
2. Debates/ Paper presentation / Quiz Competitions etc.
3. Cultural activities
4. NCC/NSS
5. Students help desk
6. Any other

**PART J – FACULTY DEVELOPMENT INITIVATIES**

1. Number of faculty sponsored by the institute since its inception to till date for improvement of academic qualification teaching skills etc.
2. Number of faculty sponsored to attend training conference and other professional meeting within and outside the country and the total amount spent for this purpose by the Institute/ Trust/ Society.
3. Number of faculty sponsored for industrial training.
4. Does the institute possess any faculty development plan, if so give the details.

**PART K– OTHERS**

* 1. Please state whether the applicant is running and/ or managing any other technical/professional institution which is approved in the premises on sharing basis. If so, please give the name of the programs /courses being conducted.
  2. Whether the applicant has any Court Case in respect of violation of provisions of State Govt./UGC or that of any other statutory body including AICTE/NCHMCT/PCI.
  3. Has the institute ever been served show cause notice by the Board for indulging in malpractices in conduct of Board examination?If Yes, Please mention the details and its present status.
  4. Has the institute ever been served show cause notice by the DTE/AICTE/PCI/ NCHMCT / HSBTE for indulging in malpractices/violation of rules, etc?If Yes, Please mention the details and its present status.
  5. Please submit status of compliance in respect of various conditions/guidelines as per latest AICTE approval Letter.
  6. Please submit status of compliance in respect of Grievance Redressal Committee for students as notified by AICTE.
  7. Please submit status of compliance in respect of various conditions/guidelines as per latest DTE/State Govt. NOC.
  8. Whether any deficiencies were reported by the AICTE during last two years? If Yes, Please submit the compliance of these deficiencies.
  9. Whether any deficiencies were reported by the DTE/HSBTE during last two years? If Yes, Please submit the compliance of these deficiencies.
  10. Please describe briefly future plans for improvements in infrastructure/expansion in academic and other activities to fully meet the norms and standards.

Name and Signature of the Principal /

Director of the Institution.

Counter signed by:

|  |  |
| --- | --- |
| (Chairman / President of the Society / Trust / Board) | (Two Members on Society/Trust/Board) |

**Annexure-A**

**MEMBER /INDIVIDUAL DETAILS**

**Details of the Individuals/ members/office bearers of organization**

Affix latest passport size photo

1. **Name**............................................................
2. **Father Name**............................................................
3. **Designation in the Trust/Society/Mission/Company etc..**

.............................................................................................

1. **Permanent Address**.............................................................

............................................................................................

1. **Correspondence Address**.....................................................

.............................................................................................

1. **E-Mail ID**........................................................................
2. **Occupation**.........................................................................
3. **Qualification Details**.............................................................
4. **Telephone/Mobile Number/FAX Number**.......................................
5. **Work place address**........................................................................
6. **Pan Number**.........................................................................
7. **Aadhar Number**.........................................................................
8. **DIN Number**..........................................................................

**Note:-**Information regarding all the members as per the constitution of the Society/Company/Trust/etc. have to be provided. This is to be filled up by each member separately.

**Date:**

**Place: (Signature)**

**Annexure -B**

**Mandatory Disclosure (as per AICTE Approval Process Handbook 2020-21)**

The following information shall be given in the information Brochure besides being hosted on the Institution’s official Website.

**The onus of the authenticity of the information lies with the Institution ONLY and not on AICTE.**

1. **Name of the Institution**
   * Address including Telephone, Mobile, E-Mail
2. **Name and address of the Trust/ Society/ Company and the Trustees**
   * Address including Telephone, Mobile, E-Mail
3. **Name and Address of the Principal/ Director**
   * Address including Telephone, Mobile, E-Mail
4. **Name of the affiliating Board**
5. **Governance**
   * Members of the Board and their brief background
   * Members of Academic Advisory Body
   * Frequently of the Board Meeting and Academic Advisory Body
   * Organizational chart and processes
   * Nature and Extent of involvement of Faculty and students in academic affairs/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
   * 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)
   * Establishment of Committee for SC/ ST
   * Internal Quality Assurance Cell
6. **Programmes**
   * Name of Programmes approved by AICTE
   * Name of Programmes Accredited by AICTE
   * Status of Accreditation of the Courses
     + Total number of Courses
     + No. of Courses for which applied for Accreditation
     + Status of Accreditation – Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for ….. Courses
   * For each Programme the following details are to be given:
     + Name
     + Number of seats
     + Duration
     + Cut off marks/rank of admission during the last three years
     + Fee
     + Placement Facilities
     + Campus placement in last three years with minimum salary, maximum salary and average salary
     + Name and duration of programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details:

Details of the Foreign University

* + - * Name of the University
      * Address
      * Website
      * Accreditation status of the University in its Home Country
      * Ranking of the University in the Home Country
      * Whether the degree offered is equivalent to an Indian Degree? If yes, the name of the agency which has approved equivalence. If no, implications for students in terms of pursuit of higher studies in India and abroad and job both within and outside the country
      * Nature of Collaboration
      * Conditions of Collaboration
      * Complete details of payment a student has to make to get the full benefit of Collaboration
* For each Programme Collaborated provide the following:
  + - * Programme Focus
      * Number of seats
      * Admission Procedure
      * Fee
      * Placement Facility
      * Placement Records for last three years with minimum salary, maximum salary and average salary
* Whether the Collaboration Programme is approved by AICTE? If not whether the Domestic/Foreign University has applied to AICTE for approval

1. **Faculty**

* Branch wise list Faculty members:
  + - * Permanent Faculty
      * Adjunct Faculty
      * Permanent Faculty: Student Ratio
      * Number of Faculty employed and left during the last three years

1. **Profile of Director/ Principal/ Faculty**

For each Faculty give a page covering with Passport size photograph

* + 1. Name
    2. Date of Birth
    3. Unique id
    4. Education Qualifications
    5. Work Experience
* Teaching
* Research
* Industry
* others
  + 1. Area of Specialization
    2. Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level
    3. Research guidance
* No. of papers published in National/ International Journals/ Conferences
* Master
* Ph.D.
  + 1. Projects Carried out
    2. Patents
    3. Technology Transfer
    4. Research Publications
    5. No. of Books published with details

1. **Fee**

* Details of fee, as approved by State Fee Committee, for the Institution
* Time schedule for payment of fee for the entire programme
* No. of Fee waivers granted with amount and name of students
* Number of scholarship offered by the Institution, duration and amount
* Criteria for fee waivers/scholarship
* Estimated cost of Boarding and Lodging in Hostels

1. **Admission**

* Number of seats sanctioned with the year of approval
* Number of Students admitted under various categories each year in the last three years
* Number of applications received during last two years for admission under Management Quota and number admitted

1. **Admission Procedure**

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

1. **List of Applicants**

* List of candidate whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats.

1. **Information of Infrastructure and Other Resources Available**

* Number of Class Rooms and size of each
* Number of Tutorial rooms and size of each
* Number of Laboratories and size of each
* Number of Drawing Halls with capacity of each
* Number of Computer Centres with capacity of each
* Central Examination Facility, Number of rooms and capacity of each
* Barrier Free Built Environment for disabled and elderly persons
* Occupancy Certificate
* Fire and Safety Certificate
* Hostel Facilities
* **Library**
  + Number of Library books/ Titles/ Journals available (program-wise)
  + List of online National/ International Journals subscribed
  + E- Library facilities
  + **Laboratory and Workshop**
* List of Major Equipment/Facilities in each Laboratory/ Workshop
* List of Experimental Setup in each Laboratory/ Workshop
* **Computing Facilities**
  + Internet Bandwidth
  + Number and configuration of System
  + Total number of system connected by LAN
  + Total number of system connected by WAN
  + Major software packages available
  + Special purpose facilities available
* Innovation Cell
* Social Media Cell
* **List of facilities available**
* Games and Sports Facilities
* Extra-Curricular Activities
* Soft Skill Development Facilities
* **Teaching Learning Process**
* Curricula and syllabus for each of the programmes as approved by the Board
* Academic Calendar of the Board
* Academic Time Table with the name of the Faculty members handling the Course
* Teaching Load of each Faculty
* Internal Continuous Evaluation System and place
* Student’s assessment of Faculty, System in place
* **Special Purpose**
* Software, all design tools in case
* Academic Calendar and frame work

1. **Enrollment of students in the last 3 years**
2. **List of Research Projects/ Consultancy Works**

* Number of Projects carried out, funding agency, Grant received
* Publications (if any) out of research in last three years out of masters projects
* Industry Linkage
* MoUs with Industries (minimum 3)

1. **LoA and subsequent EoA till the current Academic Year**
2. **Accounted audited statement for the last three years**
3. **Best Practices adopted, if any**

Note: Suppression and/or misrepresentation of information shall invite appropriate penal action.

The Website shall be dynamically updated with regard to Mandatory Disclosures.