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

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

**1. To be filled by Existing Polytechnic Institutions offering diploma engineering program seeking extension of affiliation for 2018-19.**

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

**INSTITUTE CODE:­­­­­­­­­­­­ 055**

**PART-A: GENERAL INFORMATION**

|  |
| --- |
| **Society / Trust / Company (U/S 25)** |
| Name & Address of the Society / Trust / Company (U/S 25 of Companies Act, 1956): | **SHREE RAM MULAKH DAYAL EDUCATION TRUST** |
| Complete Postal address: | **HOUSE NO.- 495,SECTOR-7,MOULI,PANCHKULA** |
| Society / Trust / Company Registration Number  | **740** |
| Date of Registration / Place of Registration  | **03-10-2006** |
| Name of the Chairman / President of the Society / Trust / Company  | **HARISH MITTAL** |
| STD code & Telephone No. (LL)Mobile No.  | **01734-258703** |
| Fax No. | **-----------------------** |
| E-mail | **Srite43@gmail.com** |
| **Institution** |
| Name of the Institution run by the Trust / Society / Company: | **SHREE RAM INSTITUTE OF TECHNICAL EDUCATION** |
| Complete Postal address: | **NH-73,MOULI,BARWALA ,PANCHKULA** |
| STD code & Telephone No. (LL) Mobile No. | **01734-258703** |
| Fax No. | ------------------------ |
| E-mail | Srite55@rediffmail.com |
| Type of the Institute (Write the appropriate one)  | Private  |
| Year of starting of the Institute   | 2007 |
| Name of the Principal of the Institute  | RAJESH KUMAR MADHIA |
| Qualifications  | M.TECH(MANUFACTURING TECHNOLOGY) |
| Date of Joining of the Institute  | 01-07-2007 |
| Contact Nos. (LL with STD Code / Mobile No.)  | 9466177794,9216444166 |
| E-mail  | rmadhia@yahoo.com |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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)  |  | 5 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 | NATIONAL HIGHWAY |
| 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?  | No  |

**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  | **1-3512807366** | **04-04-2018** |  |
| Copy of PCI approval letter (if applicable)  |  |  |  |
| Copy of NCHMCT approval letter (if applicable)  |  |  |  |
| Copy of last affiliation letter of HSBTE  | **115** | **15-05-2017** |  |
| Copy of NOC of State Government  |  |  |  |

**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/ PCI / HSBTE Norms. Yes

|  |
| --- |
| **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.** | **HARISH MITTAL** | Chairman | **GRADUATE** | **BUSINESS MAN** | **9878100043** | **sritepkl@gmail.com** | **495/7,pkl** |
| **02.** | **ASHA MITTAL** | Member Secretary | **GRADUATE** | **BUSINESS** | **9466177792** | **sritepkl@gmail.com** | **495/7,pkl** |
| **03.** | **IRSHAN MITTAL** | Members | **U.G** | **BUSINESS MAN** | **8558866666** | **sritepkl@gmail.com** | **495/7,pkl** |
| **04.** | **RAJAN GUPTA** | **GRADUATE** | **BUSINESS MAN** | **8558822222** | **sritepkl@gmail.com** | **495/7,pkl** |
| **05.** | **TAKSH MITTAL** | **STUDENT** | **BUSINESS MAN** | **8558899999** | **sritepkl@gmail.com** | **495/7,pkl** |
| **06.** | **VINOD GUPTA** | **GRADUATE** | **BUSINESS MAN** | **0172461000** | **sritepkl@gmail.com** | **495/7,pkl** |

**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

**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

**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

**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

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

Norms for Faculty requirements and Recommended Cadre Ratio for Diploma Level Technical Institution (for Diploma Engineering / Pharmacy Courses as per AICTE APH 2018-19)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Faculty :****Student****based on****Approved****Intake\*** | **Principal/****Director** | **Head of the****Department** | **Lecturer** | **Total** |
|  |  | A | B | C | D=A+B+C |
| Engineering andTechnology/ Architecture/Planning/ AppliedArts and Crafts,HMCT | 1:25 | 1 | 1perDepartment | (S/ 25) –(A+B) | S/25 |
| **\***Of which, a minimum of 80 % should be Regular/ full time faculty and the remaining shall beAdjunct Faculty/ Resource persons from industry as per Annexure 10. |
| 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 2018-19 (tabulated above) in the table given below:**

|  |
| --- |
| **NAME OF THE PRINCIPAL** |
| **Stamp Size Photo** | **Date of Birth & Age** | **Qualification with Class obtained starting from the highest Degree** | **Corresponding Specialization** | **Date of Joining** | **Scale of Pay** | **Present Basic Pay** | **Total****emoluments** | **Aadhaar Number** | **Signature** |
| AS PER ANNEXURE ATTACHED |  |  |  |  |  |  |  |  |  |
|  |  |  |

|  |
| --- |
| **PRINCIPAL - EXPERIENCE** |
| **Teaching** | **Industry** |
| **Institution** | **Position** | **Years** | **Institution** | **Position** | **Years** |
|  AS PER ANNEXURE ATTACHED |  |  |

|  |
| --- |
| **TEACHING FACULTY - QUALIFICATION** |
| **Name of the Faculty Member with Stamp Size Photo** | **Designation** | **Department** | **Qualification with Class obtained starting from the highest Degree** | **Corresponding Specialization** | **Date of Birth & Age** | **Date of Joining** | **Scale of Pay** | **Present Basic Pay** | **Total****emoluments** | **Aadhaar Number** | **Signature** |
| AS PER ANNEXURE ATTACHED |  |

**NOTE: Faculty Cadre Qualifications and pay scales shall be as per Haryana Government / AICTE.**

|  |
| --- |
| **TEACHING FACULTY - EXPERIENCE** |
| **Sr.****No** | **Name of the faculty Member** | **Teaching** | **Industry** |
| **Institution** | **Position** | **Years** | **Institution** | **Position** | **Years** |
| AS PER ANNEXURE ATTACHED |  |  |  |

|  |
| --- |
| **LIBRARIAN AND PHYSICAL EDUCATION DIRECTOR** |
| **Name with Stamp Size Photo** | **Designation** | **Qualification with Class obtained starting from the highest Degree** | **Previous Experience** | **Date of Birth & Age** | **Date of Joining** | **Scale of Pay** | **Present Basic Pay** | **Total****emoluments** | **Aadhaar Number** | **Signature** |
| AS PER ANNEXURE ATTACHED |  |

|  |
| --- |
| **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** |
|  | AS PER ANNEXURE ATTACHED |

|  |
| --- |
| **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** |
|  | AS PER ANNEXURE ATTACHED |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**PART F: INFRASTRUCTURAL FACILITIES**

Norms for Land requirement and built-up area for Diploma Level Technical Institution (for Diploma Courses as per AICTE APH 2018-19)

|  |
| --- |
| **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]  |   |  |  |  |
| (b) | Administrative area [ADA] |  |  |  |  |
| (c) | Amenities area [AMA] |  |  |  |  |
| (d) | Circulation area [CIA] |  |  |  |  |
| *[CIA = 0.25 x (INA+ADA+AMA)]* | **TOTAL AREA :** | 11842 SQ. M |  |  |

|  |
| --- |
| **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 | 30 sqm |  |
| Board room | 01 | 20 sqm | 20 sqm |  |
| Office all inclusive  | 01 |  |  |  |
| Campus having one program | 150 sqm | 170 sqm |  |
| Campus having more than one program | 300 sqm | 330sqm |  |
| Department offices  | 01/Deptt. | 20 sqm  |  5\*20sqm |  |
| Cabins for HOD’s  | 01 | 10 sqm | 10 sqm |  |
| Faculty rooms | - | 30 sqm (subject to minimum 5 sqm for each faculty member) |  5\*30sqm |  |
| Central stores | 01 | 30 sqm | 30 sqm |  |
| Maintenance Room | 01 | 10 sqm | 10 sqm |  |
| Security Room | 01 | 10 sqm | 10 sqm |  |
| Housekeeping Room  | 01 | 10 sqm | 10 sqm |  |
| Pantry for staff (Desirable)  | 01 | 10 sqm | 10 sqm |  |
| Examination control office (Confidential Room)  | 01 | 40 sqm | 60 sqm |  |
| Placement office | 01 | 50 sqm | 50 sqm |  |

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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 |  180sqm |  |
| Library and Reading Room  | 01 | 400 sqm  | 400 sqm  |  |
| Seminar Hall  | 01 | 132 sqm  | 132 sqm  |  |
| Smart class room  | 01 | 66 sqm | 66 sqm |  |
| Language laboratory  | 01 | 132 sqm  | 132 sqm  |  |

|  |
| --- |
| **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  | 18 | 66 sqm each room  | 66sqm each |  |
| Tutorial Rooms | Lecture rooms / 04  | 06 | 33 sqm each room  | 33 sqm each |  |
| 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  | 34 | 66 sqm each lab  |  66 sqm each |  |
| **Workshop** for all courses | 01  | 01 | 200 sqm  | 240 sqm  |  |
| **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)  | 05 | 200 sqm  | 200 sqm  |  |
| Drawing Hall  | 01 | 01 | 132 sqm  | 132 sqm  |  |

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| --- |
| **BASIC AMENITIES FOR DIPLOMA COURSES** |
| Toilets (Ladies & Gents) | 01 | 150 sqm (Campus having one program) | 150 sqm  |  |
| 350 sqm (Campus having more than one program) |  |  |
| Toilets for *Divyang*  | 01 | --- |  30sqm |  |
| Girls Common Room | 01 | 75 sqm  | 75 sqm  |  |
| Boys Common Room | 01 | 75 sqm  | 75 sqm  |  |
| Canteen/cafeteria (Desirable)  | 01 | 150 sqm | 150 sqm |  |
| First aid-cum-sick room  | 01 | 10 sqm | 10 sqm |  |
| Drinking water facility (water cooler) essential  | Adequate nos. (with attached water purifiers)  | -- |  6 |  |
| Principal’s Quarters | Desired  | 150 sqm | NA |  |
| Guest House | Desired | 30 sqm | 30 sqm |  |
| Sports Club / Gymnasium / Playground | Desired | 200 sqm | 200 sqm |  |
| Auditorium / Amphi Theater | Desired | 400 sqm | 400 sqm |  |
| Boys Hostel | Desired | Adequate |  500sqm |  |
| Girls Hostel | Desired | Adequate | NA |  |

|  |
| --- |
| **COMPUTERS, SOFTWARE, INTERNET AND PRINTERS** |
| **Program** | **Number of****PCs/****Laptops to****students****ratio****(Min 20 PCs)** | **Legal****System****Software** | **Legal****Application****n Software** | **LAN and****Internet** | **Mail****Server and****Client** | **Printers including****Color Printer (% of****total number of****PCs/ Laptops)**  |
| Engineering/Technology | 40 | 04 | 20 | All  | AVAILABLE  | 5  |
| **NOTE:** 1. At least 4Mbps Wi-Fi connectivity at 4 or 5 hotspots shall be made available.
2. 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.
3. Every department shall have separate computer Laboratory with at least 20 computers. A centralized computer Laboratory with at least 100 computers.
 |

|  |
| --- |
| **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 andTechnology | **ANNEXURE ATTACHED** |  |  |  |  |  |
|  |  |
| **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 as specified in Approval Process Handbook 2018-19.
4. \*Annual increment.
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. Availability of NPTEL facility at the library is essential.
 |

|  |
| --- |
| **ESSENTIAL AND DESIRABLE REQUIREMENTS AS PER AICTE APH 2018-19** |
| **Sr. No** | **Description** | **Availability****[YES / NO]** | **Details to be provided.****[Number,****if so required]** |
| **Essential Requirements** |
|  | Standalone Language Laboratory | YES | 1 |
|  | Potable Water supply and outlets for drinking water at strategic locations | YES | 6 |
|  | Electric supply | YES |  |
|  | Sewage Disposal system  | YES |  |
|  | Telephone  | YES | 4 |
|  | Vehicle parking | YES |  |
|  | 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. | YES |  |
|  | Copies of AICTE approvals (LoA and EoA of subsequent years) obtained sinceinception of the Institution till date shall be placed in the web site of the Institution | YES |  |
|  | Digital payment for all financial transactions as per MHRD directives | YES |  |
|  | Provision to watch MOOCS courses through Swayam | YES |  |
|  | Display board within the premises as well as in the web site of the of Institution indicating the Chairman / President of the Trust of the institute, faculty available, facilities offered / available at the institute and feedback facility of students | YES |  |
|  | Implementation of Unnat Bharat Abhiyan | YES |  |
|  | Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately (as per Chapter V of Approval Process Handbook 2018-19).  | YES |  |
|  | Safety and Security measures in the Campus (as per Chapter V of Approval Process Handbook 2018-19 and Safety Guidelines issued by Department of Technical Education, Haryana) | YES |  |
|  | Safety provisions including fire and other calamities (Refer Annexures 8 and 9 of Approval Process Handbook 2018-19) | YES |  |
|  | Implementing Food Safety and Standards Act, 2006 in the Institution | YES |  |
|  | General Insurance provided for assets against fire, burglary and other calamities | YES |  |
|  | All weather approach road suitable for use by Motor vehicle- Motorized Road | YES |  |
|  | General Notice Board and Departmental Notice Boards | YES |  |
|  | First aid, Medical and Counseling Facilities | YES |  |
|  | Appointment of Student Counselor | YES |  |
|  | Group Insurance to be provided for the employees | ---- |  |
|  | Insurance for students | ---- |  |
|  | Institution-Industry Cell | YES |  |
|  | Placement Cell  | YES |  |
|  | Applied for membership of National Digital Library | YES |  |
|  | Strong Room [Storing QPs & ASs] | YES |  |
|  | Security arrangement [Day / Night] | YES |  |
|  | Sufficient halls for Examination | YES |  |
| **Desirable Requirements** |
|  | Implementation of the schemes announced by MHRD | YES |  |
|  | Offering of Skill development Courses approved by the Council | NO |  |
|  | Participation in the National Institutional Ranking Framework (NIRF) | NO |  |
|  | Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ InnovationLaboratory | YES |  |
|  | Backup Electric Supply | YES |  |
|  | Availability of at least ONE Smart Classroom 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 |  |
|  | Transport | YES |  |
|  | Post, Banking Facility/ ATM | NO |  |
|  | CCTV Security System | YES |  |
|  | LCD (or similar) projectors in classrooms | YES |  |
|  | Staff Quarters | YES |  |
|  | Display of Courses and “Approved Intake” in the Institution at the entrance of the Institution. Courses taken through duly recognized MOOCs shall be used as Supplementary Courses. | YES |  |
|  | Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)  | YES |  |
|  | Implementation of Startup Policy | YES |  |
|  | Intellectual Property Right Cell | YES |  |
|  | Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environment 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 | ***---*** |
| 5. | Whether any Machinery/Equipments are likely to be purchased in respect of the Courses for which extension of approval is applied | **NO** |
| 6. | If YES, list out the Machinery/Equipments  | ***---*** |
| **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 2017-18

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure Heads** | **Budget** **(In lakhs)** | **Actual Expenditure** | **Shortfall if any** |
| **I. Academic Buildings:*** Construction
* Maintenance Expenses
 | **2,00,000** | **1,90,000** |  |
| **II. Laboratories/Computing Centre*** New Equipment
* Furniture
* Operation & Maintenance
 | **1,25,000** | **1,20,000** |  |
| **III. Salary*** Salary of Teaching Staff
* Salary of Non-Teaching Staff
 |  | **18,89,562** |  |
| **IV. Faculty/Staff Development**(Seminars/Workshops/Incentive Schemes/Training/Higher Studies) |  | **15,000** |  |
| **V. Library*** Books
* Journals ,e-journals
* E-library
 |  | **7,550** |  |
| **VI. Services*** Administration/Transport/Hostels/Canteen/Security/Water/Electricity/P&T:
* Hostel Maintenance
* Landscaping
* Internet facility
 |  | **9,15,830** |  |
| **VII. Students Activities*** Extracurricular/Co-curricular/

Sports/Cultural /extra classes |  | **5,000** |  |
| **VIII. Medical Expenses** **-Full time or otherwise** |  | **2,000** |  |
| **IX. Any Other, please specify** |  | **1,500** |  |

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

**PART I – 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** | **45** | **7** | **3** | **0** | **0** |  |
| **2nd year** | **45** | **3** | **3** | **1** | **1** |  |
| **3rd year** | **45** | **11** | **9** | **1** | **1** |  |
|  **2.** | **COMPUTER** | **1st year** | **45** | **6** | **3** | **1** | **1** |  |
| **2nd year** | **45** | **4** | **2** | **1** | **1** |  |
| **3rd year** | **45** | **10** | **8** | **6** | **5** |  |
| **3.** | **AUTOMOBILE** | **1st year** | **45** | **1** | **1** | **0** | **0** |  |
|  |  | **2nd year** | **45** | **0** | **0** | **0** | **0** |  |
|  |  | **3rd year** | **45** | **0** | **0** | **0** | **0** |  |
| **4** | **ELECTRICAL** | **1st year** | **45** | **7** | **3** | **0** | **0** |  |
|  |  | **2nd year** | **45** | **8** | **0** | **0** | **0** |  |
|  |  | **3rd year** | **45** | **9** | **9** | **3** | **3** |  |
| **5.** | **ELECTRONICS&COMM.** | **1st year** | **45** | **2** | **0** | **0** | **0** |  |
|  |  | **2nd year** | **45** | **4** | **0** | **0** | **0** |  |
|  |  | **3rd year** | **45** | **2** | **0** | **0** | **0** |  |
| **6.** | **MECHANICAL** | **1st year** | **90** | **15** | **14** | **0** | **0** |  |
|  |  | **2nd year** | **90** | **7** | **6** | **1** | **1** |  |
|  |  | **3rd year** | **90** | **14** | **12** | **3** | **3** |  |

Up keep 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. | **Automobile** | 560 | 1 | 1 | 0 | 0 | 0 |  |
| 2. |  **CIVIL**  | 560 | 21 | 15 | 06 | 0 | 0 |  |
| 3. | **COMPUTER** | 560 | 20 | 16 | 04 | 0 | 0 |  |
| 4. | **ELECTRICAL** | 560 | 24 | 19 | 05 | 0 | 0 |  |
| 5. | **ELECTRONICS&COMM** | 560 | 02 | 02 | 0 | 0 | 0 |  |
| 6. | **MECHANICAL** | 560 | 36 | 30 | 06 | 0 | 0 |  |

**Details:**

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

**(b) Student’s Placement:**

1. Whether training and placement cell has been established? **YES**
2. Name of the Training and Placement Officer **\_\_VIMAL KOTIYAL**
3. Qualification and Experience of Training and Placement Officer**\_\_B.TECH**
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** |
| AUTO. ENGG. | NIL |  |  |
| CIVIL ENGG. | 6 | 3 | 50 |
| COMP. ENGG. | 8 | 4 | 50 |
| ELECT. ENGG. | 1 | 1 | 100 |
| E & C. ENGG. | NIL |  |  |
| MECH. ENGG. | 10 | 5 | 50 |

**Extra Curricular Activities**

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

1. Games and sports **REGULAR SPORTS MEET HELD IN INSTITUTE**
2. Debates/ Paper presentation / Quiz Competitions etc. **STUDENT WON 2ND PRIZE IN DEBATE COMPETITION ORGANISED BY SATYA SAI IN HARYANA ZONAL LEVEL**
3. Cultural activities **REGULAR ANNUAL FUNCTION**
4. NCC/NSS---------------------------
5. Students help desk **COMMITTEE FORMED**
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. **TWO**
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. **TWO**
3. Number of faculty sponsored for industrial training. **ONE**
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.**NO**
	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. **NO**
	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. **NO**
	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. **NO**
	5. Please submit status of compliance in respect of various conditions / guidelines as per latest AICTE approval Letter. **NO**
	6. Please submit status of compliance in respect of Grievance Redressal Committee for students as notified by AICTE. **NO**
	7. Please submit status of compliance in respect of various conditions / guidelines as per latest DTE / State Govt. NOC. **NO**
	8. Whether any deficiencies were reported by the AICTE during last two years? If Yes, Please submit the compliance of these deficiencies. **NO**
	9. Whether any deficiencies were reported by the DTE / HSBTE during last two years? If Yes, Please submit the compliance of these deficiencies. **NO**
	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)**