

From

The Principal
Govt. Polytechnic,
Nanakpur, Panchkula

To,

The Director-General,
Technical Education Haryana,
Bays No. 7-12, Sector-4,
Panchkula.

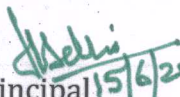
Memo. No.: - 977

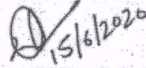
Dated: - 15/6/2020

Subject: - Regarding Extension of Provisional Affiliation for the session 2020-21.

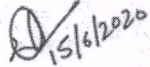
With reference to your email dated 11/05/2020 on the subject mentioned above. The complete Affiliation Performa along with Annexures and other documents is hereby submitted as an attachment for the session 2020-21.

This is for your kind information and further necessary action.


Principal 15/6/2020
Govt. Polytechnic,
Nanakpur, Panchkula


15/6/2020

Signature of the Principal/ Head of the Institution


15/6/2020

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 2019-20.
2. Please provide the actual information, if any information found false/incorrect may lead to disaffiliation of the Institute from HSBTE

INSTITUTE CODE: 250

PART-A: GENERAL INFORMATION

Institution	
Name of the Institution:	Govt. Polytechnic, Nanakpur (Panchkula)
Complete Postal address:	V.P.O. Nanakpur, (Khuwala), Tehsil Kalka, Distt. Panchkula- 134102 (Haryana)
STD code & Telephone No. (LL) Mobile No.	+91-78079-79979
Fax No.	--
E-mail	gpnanakpur@gmail.com
Type of the Institute (Write the appropriate one)	State Govt.
Year of starting of the Institute	June-2018
Name of the Principal of the Institute	Sh. Harmeet Singh Sethi
Qualifications	B. Tech.
Date of Joining of the Institute	22/06/2018
Contact Nos. (LL with STD Code / Mobile No.)	74048-33000
E-mail	sethiharmeets@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):	--
Complete Postal address:	--
Society / Trust / Company Registration Number	--
Date of Registration / Place of Registration	--
Name of the Chairman / President of the Society / Trust / Company	--
STD code & Telephone No. (LL) Mobile No.	--

Signature of the Principal/ Head of the Institution

[Signature]
15/6/2020

Fax No.	--
E-mail	--

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 <input checked="" type="checkbox"/>		
Land (Area in acres)	10 Acres		
Ownership of Land (Please tick the applicable one)	Government	Trust	Society
	Govt. Leased <input checked="" type="checkbox"/>	Owned	Company (U/S 25)
Resolution of Society for use of earmarked Land for establishment of Polytechnic	NA		
No encumbrances certificate (contiguous-in single patch)	NA		
Change of Land Use Certificate (CLU) (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept.		NA
	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 <input checked="" type="checkbox"/>		
Site Plan (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept. <input checked="" type="checkbox"/>		
	Development Authority		
	Revenue Authority		
	Municipal Authority		
Building Plan (Please tick the competent issuing authority & attach documents)	Total built-up area : 86,250 Sq. Ft.		
	Development Authority <input checked="" type="checkbox"/>		
	Revenue Authority		
	Municipal Authority		
Occupancy certificate (Please tick the competent issuing authority & attach documents)	Rural area: Tehsildar / PWD <input checked="" type="checkbox"/>		
	Urban area: Municipal Corporation / Municipal Committee / HUDA		

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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 <i>Divyang</i> 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	North-West/1-7013314355/2020/EOA	12-June-2020	Annexure-I
Copy of last affiliation letter of HSBTE	E-28(475)99-136/Acd.	24-January-2020	Annexure-I (A)

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

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.		Chairman					
02.		Member Secretary					
03.		Members					
04.							
05.							
06.							

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[Signature]
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07.							
08.							
09.							
10.							
11.							

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)

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 / No)

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 / No)

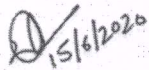
Yes

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 / No)

Yes


Signature of the Principal/ Head of the Institution


15/6/2020

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 2019-20)

S.No	Discipline	Faculty : Student based on Approved Intake*	Principal / Director	Head of the Department	Lecturer	Total
			A	B	C	D=A+B+C
1.	First Year					
	English	240		1	Sr.Lecturer(1)+Lecturer(4)+lab Inst.(2)* *Physics=1 *Chemistry=1	8 Faculty:student Ratio=1:25 Principal:1 HOD:1 Per Dept. Lecturer:Intake/ 25
	Mathematics					
	Physics					
	Chemistry					
2.	Second Year					
	Computer	60	1	1	1(Sr.lecturer)+5(lecturer)+1(Programmer)	8
	Electrical	60		1	1(Sr.lecturer)+5(lecturer)	7
	Mechanical	60		1	1(Sr.lecturer)+5(lecturer)	7
	Civil	60		1	1(Sr.lecturer)+5(lecturer)	7
3.	Third Year					
	Computer	60	Same as above Some Faculty member engage classes for second and third year			
	Electrical	60				
	Mechanical	60				
	Civil	60				

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Total	240	1	5	32	37
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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 2019-20 (tabulated above) in the table given below:

NAME OF THE PRINCIPAL: Sh. Harmeet Singh Sethi										
Stamp Size Photo	Date of Birth & Age/ Gender	Qualification with Class obtained	University awarding Degree	Corresponding Specialization	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Aadhaar Number	Signature
	10/10/1969	B. Tech.		Electronic Engg.	27/10/1993	PB-IV	129600	1,46,404	6939-9633-2706	

PRINCIPAL - EXPERIENCE					
Teaching			Industry		
Institution	Position	Years	Institution	Position	Years

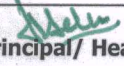
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Harmeet Singh Sethi
15/6/2020

TEACHING FACULTY – QUALIFICATION (Annexure-II)												
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	Total emoluments	Aadhaar Number	Signature

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

TEACHING FACULTY - EXPERIENCE (Annexure-II A)

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Sr. No	Name of the faculty Member	Teaching			Industry		
		Institution	Position	Years	Institution	Position	Years

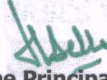
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LIBRARIAN AND PHYSICAL EDUCATION DIRECTOR											
Name with Stamp Size Photo	Designation	Qualification with Class obtained starting from the highest	University awarding Degree	Previous Experience	Date of Birth &	Date of	Scale of Pay	Present Basic Pay	Total emoluments	Aadhaar Number	Signature
NIL	Librarian										
NIL	Physical Education										

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	Sh. Harish Khanna	Workshop	Workshop	Foreman Inst.	B. Tech., Aircraft Maintenance	26 years	01/02/1965, 53, Male	10/10/1994		66,000	75,522	479401449774	
2	Sh. Kulbir Singh	Workshop	Workshop	Workshop Inst.	Diploma in Civil	13 years	10/01/1974, 45, Male	23/01/2007		49,000	53,410	609632832097	

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3	Mandeep Singh	Workshop	Workshop	Electrical Instructor	ITI & CTI	9 months	24/09/1992, 28, Male	12/09/2019	35,400	35,400	895024715709
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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	Sh. Rajesh Kumar	Administrative Office	Assistant	Matric, ITI	18 years	14/11/1973, 46, Male	07/08/2000		39,900	44,352	721179807191	
2.	Sh. Sushil Kumar	Administrative Office	Assistant	Matric	19 years	08/05/1976, 44, Male	22/12/2000		38,700	46,279	914998936695	

PART F: INFRASTRUCTURAL FACILITIES

Norms for Land requirement and built-up area for Diploma Level Technical Institution (for Diploma Courses as per AICTE APH 2019-20)

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]		2780	3318	
(b)	Administrative area [ADA]		580	491	
(c)	Amenities area [AMA]		370	325	

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(d)	Circulation area [CIA]			1458	
	[CIA = 0.25 x (INA+ADA+AMA)]	TOTAL AREA:		5592	
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	45.03		
Board room	01	20 sqm	22.5		
Office all inclusive	01				
	Campus having one program	150 sqm	182.5		
	Campus having more than one program	300 sqm			
Department offices	01/Deptt.	20 sqm			
Cabins for HOD's	01	10 sqm	96.75		
Faculty rooms	-	30 sqm (subject to minimum 5 sqm for each faculty member)			
Central stores	01	30 sqm	32.50		
Maintenance Room	01	10 sqm	12		
Security Room	01	10 sqm	10		
Housekeeping Room	01	10 sqm	10		
Pantry for staff (Desirable)	01	10 sqm	10.84		
Examination control office (Confidential Room)	01	40 sqm	30	10	
Placement office	01	50 sqm	30.48	19.52	

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	182.26	
Library and Reading Room	01	400 sqm	296.66	103.34
Seminar Hall	01	132 sqm	133	
Smart class room	01	66 sqm	184.5	
Language laboratory	01	132 sqm	69.11	62.89

INFRASTRUCTURE REQUIREMENT FOR DIPLOMA COURSES IN ENGG.

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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	8	66 sqm each room	619.27	
Tutorial Rooms	Lecture rooms / 04	2	33 sqm each room	90.3	
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	16	66 sqm each lab	1134.2	
Workshop for all courses	01	2	200 sqm	352	
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		
Drawing Hall	01	2	132 sqm	137.67	
BASIC AMENITIES FOR DIPLOMA COURSES					
Toilets (Ladies & Gents)	01	150 sqm (Campus having one program)	265.60		
		350 sqm (Campus having more than one program)			
Toilets for <i>Divyang</i>	01	---	4 (12.07)		
Girls Common Room	01	75 sqm	100.25		
Boys Common Room	01	75 sqm	92.45		
Canteen/cafeteria (Desirable)	01	150 sqm	153.53		
First aid-cum-sick room	01	10 sqm	12.57		
Drinking water facility (water cooler) essential	Adequate nos. (with attached water purifiers)	--	Yes (2 nos. of Water Cooler with R.O. System)		
Principal's Quarters	Desired	150 sqm	NO		

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Guest House	Desired	30 sqm	NO	
Sports Club / Gymnasium / Playground	Desired	200 sqm	NO	
Auditorium / Amphi Theater	Desired	400 sqm	NO	
Boys Hostel	Desired	Adequate	Requirement already sent	
Girls Hostel	Desired	Adequate	Requirement already sent	

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 - 109	03 - 10	20 - 20	All - Yes	Desired - No	5% - 13
HMCT	1:6	01	10	All	Desired	5%

@ Adequate number of software licenses 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. **Yes**

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	4	50#	250xB#	3xB#	15 % (Max 150)	(Minimum 10)
		25 per* Course	125 per*Course			
HMCT	B	50#	250xB#	3xB#		
		25 per*	125			

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[Signature]
15/6/2020

	Course	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.		

(d) BOOKS, JOURNALS AND LIBRARY FACILITIES							
S. No	Description	No. of Divisions (1 division=60)		Required	Available	Shortfall	AICTE NORMS
1.	Number of Titles	B1 :	50	250 for 3 years	364	0	B1 : First Year : 50. B2 : Second Year : 25 per Course B3 : Third Year : 25 per Course
		B2 :	100				
		B3 :	100				
2.	Number of Volumes	B1 :	250	2000 for 3 years	3325	0	B1 : First Year : 250 x No. of Divisions B2 : Second Year : 125 x No. of Divisions B3 : Third Year : 125X No of division
		B2 :	850				
		B3 :	850				
3.	No. of National Journals	B =1		15 for 3 years	16	0	3xB#
4.	Digital Library facility	YES / NO :		Yes			Essential
5.	Reprographic Facility	YES / NO :		Yes			Essential
6.	Document scanning facility	YES / NO :		Yes			Essential
7.	Document printing facility	YES / NO :		Yes			Essential
8.	Internet	YES / NO :		Yes			Essential
9.	Multimedia Facilities	YES / NO :		Yes			Essential

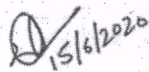
ESSENTIAL AND DESIRABLE REQUIREMENTS AS PER AICTE APH 2019-20			
Sr. No	Description	Availability [YES / NO]	Details to be provided. [Number, if so required]
Essential Requirements			

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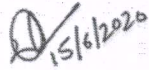
1.	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution. (Annexure-B)	Yes	
2.	Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook	Yes	
3.	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	
4.	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/ Legal/ 2012, dated 25.05.2012)	Yes	
5.	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 dated 10th June, 2016.	Yes	
6.	Establishment of 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)	Yes	
7.	Internal Quality Assurance Cell	Yes	
8.	Barrier Free Built Environment for disabled and elderly persons (as per Chapter VI of Approval Process Handbook)	Yes	
9.	Fire and Safety Certificate	Yes	
10.	Implementation of mandatory Internship policy for students	Yes	
11.	Implementation of teacher training policy	Yes	
12.	Implementation of examination reforms	Yes	
13.	Implementation of student Induction Programme	Yes	
14.	Atleast 5 MoUs with Industries	No	
15.	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	N.A.	
16.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process Handbook)	Yes	
17.	Implementation of Food Safety and Standards Act, 2006 at the Institution	Applied	
18.	Digital payment for all financial transactions as per MHRD directives	Yes	
19.	Standalone Language Laboratory	Yes	


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20.	Potable Water supply and outlets for drinking water at strategic locations	Yes	
21.	Electrical Grid Power Supply Connection	Yes	
22.	Backup Electric Supply	Yes	
23.	Sports facilities	Yes	
24.	Sewage Disposal System	Yes	
25.	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	
26.	First aid, Medical and Counselling Facilities	Yes	
27.	Students Safety Insurance	Yes	
28.	Group Accident Policy to be provided for the employees	Yes	
29.	General Insurance provided for assets against fire, burglary and other calamities	No	
30.	Provision to watch MOOCS Course(s) through SWAYAM	Yes	
31.	Road suitable for use by Motor vehicle- Motorized Road	Yes	
32.	Institution-Industry Cell	Yes	
33.	Applied for membership of National Digital Library	Yes	
34.	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	
35.	Appointment of Student Counsellor	Yes	
36.	Telephone	Yes	
37.	Vehicle Parking	Yes	
38.	General Notice Board and Departmental Notice Boards	Yes	
Desirable Requirements			
1.	Implementation of the schemes announced by Government of India	Yes	
2.	Offering of Skill development Courses approved by the Council	No	
3.	Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ Innovation Laboratory	No	
4.	Availability of at least ONE Smart Class Room per Department	Yes (2 Nos.)	


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5.	Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems	Yes	
6.	Waste Management and environment improvement measures to ensure a sustainable Green Campus	No	
7.	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	No	
8.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	No	
9.	Efforts to encourage Final Year students to appear GATE examination	N.A.	
10.	Transport	Yes	
11.	Post Office, Banking Facility/ ATM	No	
12.	LCD (or similar) projectors in Class Rooms	Yes	
13.	Auditorium	No	
14.	Staff Quarters	No	
15.	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	
16.	Intellectual Property Right Cell	No	
17.	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	No	
18.	Implementation of Startup Policy	Yes	
19.	Innovation Cell/Club	Yes	
20.	Social Media Cell	Yes	
21.	Participation in the National Institutional Ranking Framework (NIRF)	No	
22.	Participation in the National Innovation Ranking	No	
23.	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	No	

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 / NO Yes (Partial Available)

Signature of the Principal/ Head of the Institution

15/6/2020

2.	Whether all the existing Machinery/Equipments are entered in Stock Register?	YES / NO Yes
3.	Whether all the existing Machinery/Equipments are in working condition or not?	YES / NO Yes
4.	If not, list out the Machinery/Equipments that are not in working condition	<i>(list to be enclosed)</i> N.A.
5.	Whether any Machinery/Equipments are likely to be purchased in respect of the Courses for which extension of approval is applied	YES / NO Yes
6.	If YES, list out the Machinery/Equipments	<i>(list to be enclosed)</i> Yes

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:	NA	NA	
- Construction			
- Maintenance Expenses			
II. Laboratories/Computing Centre	NA	NA	
- New Equipment			
- Furniture			
- Operation & Maintenance			
III. Salary	NA	NA	
- Salary of Teaching Staff			
- Salary of Non-Teaching Staff			
IV. Faculty/Staff Development (Seminars/Workshops/Incentive Schemes/Training/Higher Studies)	NA	NA	
V. Library	NA	NA	
- Books			
- Journals ,e-journals			
- E-library			
VI. Services	NA	NA	
- Administration/Transport/Hostels/Canteen /Security/Water/Electricity/P&T:			
- Hostel Maintenance			
- Landscaping			
- Internet facility			
VII. Students Activities	NA	NA	
- Extracurricular/Co-curricular/ Sports/Cultural /extra classes			
VIII. Medical Expenses -Full time or otherwise	NA	NA	
IX. Any Other, please specify	NA	NA	

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

Signature of the Principal/ Head of the Institution

[Signature]
15/6/2020

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 1 st Division	Pass Percentage
						A		
1.	Civil Engg.	2nd year	60	60	44	7	7	15.91
	Computer Engg.	2nd year	60	60	45	15	15	33.33
	Electrical Engg.	2nd year	60	60	49	16	16	32.65
	Mechanical Engg.	2nd year	60	60	55	17	17	30.90

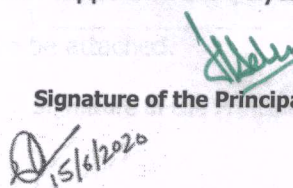
Up keep of Attendance Record of Students

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.	Civil Engg.		44	40	04	--	--	--
2.	Computer Engg.		45	39	06	--	--	--
3.	Electrical Engg.		49	44	05	--	--	--
4.	Mechanical Engg.		55	48	07	--	--	---
5.								
6.								
7.								
8.								
9.								
10.								

Details:

- Merit position/toppers branch wise in the HSBTE Exams, if any. **N.A.**
- Awards awarded by the Polytechnic to the academic toppers of the Polytechnic. **N.A.**

Signature of the Principal/ Head of the Institution



- iii. Steps taken for improving the academic results. **Preparation of Question Bank by teachers for each course.**
- iv. Conduct of extra classes for weak/ needy students (Please attach copy of timetable also).

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 1 st Division	Pass Percentage
					A	Number (B)		(B/A)*100
1.	Civil Engg.	1 st year	60	26	NA	NA	NA	NA
	Computer Engg.	1 st year	60	60	NA	NA	NA	NA
	Electrical Engg.	1 st year	60	55	NA	NA	NA	NA
	Mechanical Engg.	1 st year	60	49	NA	NA	NA	NA

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.	Civil Engg.		20	19	1	--	--	--
2.	Computer Engg.		47	42	5	--	--	--
3.	Electrical Engg.		48	41	7	--	--	--
4.	Mechanical Engg.		35	32	3	--	--	---
5.								
6.								
7.								
8.								
9.								
10.								

Details:

- v. Merit position/toppers branch wise in the HSBTE Exams, if any. **N.A.**

Signature of the Principal/ Head of the Institution

15/6/2020

- vi. Awards awarded by the Polytechnic to the academic toppers of the Polytechnic. **N.A.**
- vii. Steps taken for improving the academic results. **Preparation of Question Bank by teachers for each course.**
- viii. Conduct of extra classes for weak/ needy students (Please attach copy of timetable also).
- ix. Total no. of working days observed in Semester (Please attach copy of timetable also). **No**
- x. Whether Alumni association is formed or not. **NA**
- xi. Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students. Conduct of Various technical as well as personality development workshops
- xii. Steps taken for improving academic ambiance of the Polytechnic like land scaping, horticulture, tree plantation etc.
- xiii. Utilization of student fund for student welfare activities. **Yes**
- xiv. Teaching-Learning process:
 - a. Whether Academic Calendar implemented? (Yes / No) **Yes**
 - b. Whether Teaching Aids used? (Yes / No) **Yes**
 - c. Whether Student Feedback implemented? (Yes / No) **Yes**
 - d. Any new innovation/ practice / technique adopted in teaching? (Yes / No) **Yes**
 - e. Whether Teacher's Diary maintained? (Yes / No) **Yes**

Industry Institution Interaction & Placements

(a) Mention the following details if any.

- i. Details of industrial tours/visits/ seminar etc. organized in the previous academic session
- ii. Consultancy
- iii. Industrial Project Work: **Annexure-III**
- iv. Seminars/Conferences/Lectures with industry partnership

(b) Student's Placement:

- i. Whether training and placement cell has been established? **Yes/No YES**
- ii. Name of the Training and Placement Officer **SH. Harmeet Singh Sethi**
- iii. Qualification and Experience of Training and Placement Officer **B. Tech (_____)**
- iv. 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. **NA**
- v. Number of extension lectures delivered by outside experts during the last three years. **NA**
- vi. Course wise number of students placed during the last 3 years: **NA**

Course	No. of Eligible Students	No. of Students Placed	Percentage

Extra Curricular Activities : Annexure-IV

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

- i. Games and sports
- ii. Debates/ Paper presentation / Quiz Competitions etc.
- iii. Cultural activities
- iv. NCC/NSS
- v. Students help desk
- vi. Any other

PART J – FACULTY DEVELOPMENT INITIATIVES

- i. Number of faculty sponsored by the institute since its inception to till date for improvement of academic qualification teaching skills etc. **Nil**


Signature of the Principal/ Head of the Institution

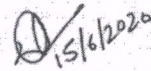
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15/6/2020

- ii. 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. 4 Nos.
- iii. Number of faculty sponsored for industrial training. Nil
- iv. Does the institute possess any faculty development plan, if so, give the details. NA

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. Compliance done
6. Please submit status of compliance in respect of Grievance Redressal Committee for students as notified by AICTE. Compliance Done
7. Please submit status of compliance in respect of various conditions / guidelines as per latest DTE / State Govt. NOC. Compliance Done
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)


 Signature of the Principal/ Head of the Institution

