

**Proforma for Affiliation to Haryana State Board of Technical Education  
Bays 7-12, Sector-4, Panchkula-134112**

- To be filled by Polytechnic Institutions offering diploma engineering program seeking extension of affiliation for 2018-19.**
- Please provide the actual information, if any information found false/incorrect may lead to disaffiliation of the Institute from HSBTE**

**INSTITUTE CODE: 127**

**PART-A: GENERAL INFORMATION**

<b>Society / Trust / Company (U/S 25)</b>	
Name & Address of the Society / Trust / Company (U/S 25 of Companies Act, 1956):	<b>ASA RAM AGGARWAL EDUCATIONAL &amp; RESEARCH SOCIETY, H.NO. 117, SECTOR-8, PANCHKULA</b>
Complete Postal address:	<b>H.NO. 117, SECTOR-8, PANCHKULA-134109, HARYANA</b>
Society / Trust / Company Registration Number	<b>00261</b>
Date of Registration / Place of Registration	19.08.2013, PANCHKULA
Name of the Chairman / President of the Society / Trust / Company	SH. OM PARKASH AGGARWAL
STD code & Telephone No. (LL) Mobile No.	93557-50428
Fax No.	01734-269702
E-mail	<a href="mailto:emaxcollege@yahoo.com">emaxcollege@yahoo.com</a>
<b>Institution</b>	
Name of the Institution run by the Trust / Society / Company:	E-MAX POLYTECHNIC COLLEGE
Complete Postal address:	VILLAGE GOLA, P.O. BADHAULI, DISTT. AMBALA
STD code & Telephone No. (LL) Mobile No.	01734-269702, 93557-50428
Fax No.	01734-269702
E-mail	principal_ep@emax.edu.in
Type of the Institute (Write the appropriate one)	Central Government / State Government / University / Deemed University / Autonomous / Aided / Private (Enclose copy of Registration documents of

**Signature of the Principal/ Head of the Institution**

	Society/Trust) / Any other (Specify) <b>PRIVATE</b>
Year of starting of the Institute	2008
Name of the Principal of the Institute	DR. AJAY KUMAR KATIYAR
Qualifications	M.Tech., Ph.D.
Date of Joining of the Institute	10.08.2009
Contact Nos. (LL with STD Code / Mobile No.)	01734-269702 94671-16866
E-mail	principal_ep@emax.edu.in

**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 (Please tick the applicable one)	Government	Trust	Society
	Govt. Leased	Owned	Company (U/S 25)
Resolution of Society for use of ear marked Land for establishment of Polytechnic	Attached		
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	Total built-up area		

**Signature of the Principal/ Head of the Institution**

(Please tick the competent issuing authority & attach documents)	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 / No
Access to the site (National Highway/ State Highway/ Village Road/ Kacha Road and Permission from competent authority to use	
NOC from Local Fire Service Authorities (to ensure fire and life safety measures)	Yes / No
Whether Earth leakage circuit breaker (ELCB) provided?	Yes / No
Whether Ramp provided for <i>Divyang</i> for easy access to and evacuation from the building?	Yes / No
Whether any High tension electric line pass across the premises?	Yes / 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 last AICTE approval letter	<b>North-West/1-3513679556/2018/EOA</b>	<b>10-Apr-2018</b>	
Copy of last PCI approval letter (if applicable)			
Copy of last affiliation letter of HSBTE	<b>14</b>	<b>15-05-2016</b>	
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

Signature of the Principal/ Head of the Institution

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.	SH. OM PRAKASH AGGARWAL	Chairman	GRADUATE	CHAIRMAN, ASA RAM EDUCATIONAL & RESEARCH SOCIETY	9815457829	<a href="mailto:info@emaxinstitutes.com">info@emaxinstitutes.com</a>		
02.	DR. KAMAL KUMAR SHARMA	Member Secretary	PH.D.	EDUCATIONIST	8222087701	<a href="mailto:info@emaxinstitutes.com">info@emaxinstitutes.com</a>		
03.	SH. RAJIV BANSAL	Members	GRADUATE	SECRETARY FINANCE (EMGOI)	9355750428	<a href="mailto:info@emaxinstitutes.com">info@emaxinstitutes.com</a>		
04.	SH. PARVEEN BANSAL		MBA	EXECUTIVE MEMBER		<a href="mailto:info@emaxinstitutes.com">info@emaxinstitutes.com</a>		
05.	SH. PARDEEP AGGARWAL		GRADUATE	SECRETARY (GENERAL)	9041014902	<a href="mailto:info@emaxinstitutes.com">info@emaxinstitutes.com</a>		
06.	DR. SUNIL DHINGRA		PH.D.	DIRECTOR UIT				
07.	SH. AJAY KUMAR KATIYAR		M.TECH.	PRINCIPAL, E-MAX POLYTECHNIC	8222087711	<a href="mailto:info@emaxinstitutes.com">info@emaxinstitutes.com</a>		
08.	SH. ASHOK WATAL		M.TECH.	EDUCATIONIST	8222087708	<a href="mailto:info@emaxinstitutes.com">info@emaxinstitutes.com</a>		
09.	REGIONAL OFFICIAL (NWRO AICTE)		EX OFFICIO					
10.	DIRECTOR OF TECHNICAL EDUCATION HARYANA		EX OFFICIO					
11.	DEAN OF COLLEGES		EX OFFICIO					

**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)

Signature of the Principal/ Head of the Institution

**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)

	<b>Faculty : Student based on Approved Intake*</b>	<b>Principal/ Director</b>	<b>Head of the Department</b>	<b>Lecturer</b>	<b>Total</b>
		A	B	C	D=A+B+C
Engineering and Technology/Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts, HMCT	1:20 (1620)	1	1per Department (6)	(S/ 20) – (A+B) (74)	S/20 (81)
*Of which, a minimum of 80 % should be Regular/ full time faculty and the remaining shall be Adjunct 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:**

<b>NAME OF THE PRINCIPAL</b>		<b>ER. AJAY KUMAR KATIYAR</b>						
<b>Stamp Size Photo</b>	<b>Date of Birth &amp; Age</b>	<b>Qualification with Class obtained starting from the highest Degree</b>	<b>Correspondin g Specialization</b>	<b>Date of Joining</b>	<b>Scale of Pay</b>	<b>Present Basic Pay</b>	<b>Total emoluments</b>	<b>Signature</b>
	<b>30.06.1969</b>	<b>M.TECH.</b>	<b>CSE</b>	<b>10.08.2009</b>		<b>As Attached</b>		
		<b>M.SC.</b>	<b>CSE</b>					
		<b>B.TECH.</b>	<b>ME</b>					
		<b>DIPLOMA</b>	<b>ME</b>					
		<b>B.SC.</b>	<b>PCM</b>					

**Signature of the Principal/ Head of the Institution**

<b>PRINCIPAL - EXPERIENCE</b>					
<b>Teaching</b>			<b>Industry</b>		
<b>Institution</b>	<b>Position</b>	<b>Years</b>	<b>Institution</b>	<b>Position</b>	<b>Years</b>
<b>E-MAX POLYTECHNIC</b>	<b>HOD (CSE)</b>	<b>03</b>	<b>I.A.F.</b>	<b>SNCO</b>	<b>20</b>
<b>E-MAX POLYTECHNIC</b>	<b>PRINCIPAL</b>	<b>05</b>			

<b>TEACHING FACULTY - QUALIFICATION</b>										
<b>Name of the Faculty Member with Stamp Size Photo</b>	<b>Designation</b>	<b>Department</b>	<b>Qualification with Class obtained starting from the highest Degree</b>	<b>Corresponding Specialization</b>	<b>Date of Birth &amp; Age</b>	<b>Date of Joining</b>	<b>Scale of Pay</b>	<b>Present Basic Pay</b>	<b>Total emoluments</b>	<b>Signature</b>
<b>PLEASE SEE ATTACHED ANNEXURE</b>										

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

<b>TEACHING FACULTY - EXPERIENCE</b>							
<b>Sr. No</b>	<b>Name of the faculty Member</b>	<b>Teaching</b>			<b>Industry</b>		
		<b>Institution</b>	<b>Position</b>	<b>Years</b>	<b>Institution</b>	<b>Position</b>	<b>Years</b>
<b>PLEASE SEE ATTACHED ANNEXURE</b>							

<b>LIBRARIAN AND PHYSICAL EDUCATION DIRECTOR</b>									
<b>Name with Stamp Size Photo</b>	<b>Designation</b>	<b>Qualification with Class obtained starting from the highest Degree</b>	<b>Previous Experience</b>	<b>Date of Birth &amp; Age</b>	<b>Date of Joining</b>	<b>Scale of Pay</b>	<b>Present Basic Pay</b>	<b>Total emoluments</b>	<b>Signature</b>
	<b>Librarian</b>	<b>PLEASE SEE ATTACHED ANNEXURE</b>							
	<b>Physical Education Director</b>								

Signature of the Principal/ Head of the Institution

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	Signature
PLEASE SEE ATTACHED ANNEXURE												

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	Signature
PLEASE SEE ATTACHED ANNEXURE											

#### 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			Shortfall, if any
		Type of Structure [RCC/ACC]	Required Area [sq.m] as per AICTE	Available Area [sq.m]	
(a)	Instructional area [INA]	RCC		5436	
(b)	Administrative area [ADA]	RCC		905	
(c)	Amenities area [AMA]	RCC		2208	
(d)	Circulation area [CIA]	RCC		2200	
[CIA = 0.25 x (INA+ADA+AMA)]		<b>TOTAL AREA :</b>		10749	

Signature of the Principal/ Head of the Institution

<b>ADMINISTRATIVE AREA REQUIREMENT FOR DIPLOMA COURSES</b>				
<b>Particulars</b>	<b>Number of rooms required</b>	<b>Minimum Carpet Area required</b>	<b>Carpet Area available</b>	<b>Shortfall w.r.t. Number of Room &amp; Carpet Area</b>
Principal / Director room	01	30 sqm	35 sqm	NIL
Board room	01	20 sqm	20 sqm	NIL
Office all inclusive	01			NIL
	Campus having one program	150 sqm	150 sqm	NIL
	Campus having more than one program	300 sqm		NIL
Department offices	01/Deptt.	20 sqm	120 sqm	NIL
Cabins for HOD's	01	10 sqm	70 sqm	NIL
Faculty rooms	-	30 sqm (subject to minimum 5 sqm for each faculty member)	375 sqm	NIL
Central stores	01	30 sqm	30 sqm	NIL
Maintenance Room	01	10 sqm	10 sqm	NIL
Security Room	01	10 sqm	10 sqm	NIL
Housekeeping Room	01	10 sqm	10 sqm	NIL
Pantry for staff (Desirable)	01	10 sqm	10 sqm	NIL
Examination control office (Confidential Room)	01	40 sqm	40 sqm	NIL
Placement office	01	50 sqm	50 sqm	NIL

<b>IMPORTANT INFRASTRUCTURE REQUIREMENT FOR DIPLOMA COURSES</b>				
<b>Particulars</b>	<b>Number of rooms required</b>	<b>Minimum Carpet Area required</b>	<b>Carpet Area available</b>	<b>Shortfall w.r.t. Number of Rooms &amp; Carpet Area</b>
Computer Centre	01	100 sqm	110 sqm	NIL
Library and Reading Room	01	300 sqm	450 sqm	NIL
Seminar Hall	01	132 sqm	132 sqm	NIL

**Signature of the Principal/ Head of the Institution**



<b>INFRASTRUCTURE REQUIREMENT FOR DIPLOMA COURSES IN ENGG.</b>					
<b>Particulars</b>	<b>Number of rooms required</b>	<b>Number of rooms available</b>	<b>Minimum Carpet Area required</b>	<b>Carpet Area available</b>	<b>Shortfall w.r.t. Number of Rooms &amp; Carpet Area</b>
<b>I</b>	<b>II</b>		<b>III</b>	<b>IV</b>	<b>V</b>
Lecture Rooms	Number of divisions of engg. course X duration of course	18	66 sqm each room	1200	NIL
Tutorial Rooms	Lecture rooms / 04	05	33 sqm each room	170	NIL
Total no. of <b>Labs</b> for (Diploma Engg. Courses Laboratories for the 1st year includes Physics and Chemistry Laboratory each of 66 sqm are required)	05 / course	20	66 sqm each lab	1340	NIL
<b>Workshop</b> for all courses	01	01	200 sqm	200	NIL
<b>Additional Workshop</b> (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)	03	200 sqm	600	NIL
Drawing Hall	01	01	132 sqm	135	NIL

<b>BASIC AMENITIES FOR DIPLOMA COURSES</b>				
Toilets (Ladies & Gents)	01	150 sqm (Campus having one program)	150	NIL
		350 sqm (Campus having more than one program)		
Toilets for <i>Divyang</i>	01	---	Available	NIL
Girls Common Room	01	75 sqm	77	NIL
Boys Common Room	01	75 sqm	77	NIL
Canteen/cafeteria (Desirable)	01	150 sqm	150	NIL
First aid-cum-sick room	01	10 sqm	14	NIL
Drinking water facility (water cooler) essential	Adequate nos. (with attached water purifiers)	--	Adequate	NIL

**Signature of the Principal/ Head of the Institution**

Principal's Quarters	Desired	150 sqm	150	NIL
Guest House	Desired	30 sqm	30	NIL
Sports Club / Gymnasium / Playground	Desired	200 sqm	200	NIL
Auditorium / Amphi Theater	Desired	400 sqm	400	NIL
Boys Hostel	Desired	Adequate	Adequate	NIL
Girls Hostel	Desired	Adequate	Adequate	NIL

<b>COMPUTERS, SOFTWARE, INTERNET AND PRINTERS</b>						
<b>Program</b>	<b>Number of PCs/ Laptops to students ratio (Min 20 PCs)</b>	<b>Legal System Software</b>	<b>Legal Application n Software</b>	<b>LAN and Internet</b>	<b>Mail Server and Client</b>	<b>Printers including Color Printer (% of total number of PCs/ Laptops)</b>
Engineering/ Technology	1:6 (255)	03 (03)	20 (20)	All	YES	5% (26)
HMCT	1:6	01	10	All	Desired	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.

**Signature of the Principal/ Head of the Institution**

<b>BOOKS, JOURNALS AND LIBRARY FACILITIES</b>						
<b>Program</b>	<b>Total number of Divisions</b>	<b>Titles</b>	<b>Volumes</b>	<b>National Journals</b>	<b>Reading Room seating</b>	<b>Multimedia PCs for Digital Library/ internet Surfing located in reading room</b>
		<b>Number</b>			<b>Percentage of total students</b>	
Engineering and Technology	B	1203	19728	76	100	6
HMCT	B	50# 25 per* Course	250xB# 125 per*Course	3xB#		
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. B=Number of divisions at 1st year (Shift 1+2) + Number of 2nd year direct divisions (Shift 1+2)</li> <li>2. #Book titles and volumes required at the time of starting new Institution.</li> <li>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.</li> <li>4. *Annual increment.</li> <li>5. Digital Library facility with multimedia facility is essential.</li> <li>6. Reprographic facility in the library is essential.</li> <li>7. Document scanning facility in the library is essential.</li> <li>8. Library books/ non books classification as per standard classification methods is essential.</li> <li>9. Availability of NPTEL facility at the library is essential.</li> </ol>						

<b>ESSENTIAL AND DESIRABLE REQUIREMENTS AS PER AICTE APH 2018-19</b>			
<b>Sr. No</b>	<b>Description</b>	<b>Availability [YES / NO]</b>	<b>Details to be provided. [Number, if so required]</b>
<b>Essential Requirements</b>			
1.	Standalone Language Laboratory	YES	
2.	Potable Water supply and outlets for drinking water at strategic locations	YES	
3.	Electric supply	YES	
4.	Sewage Disposal system	YES	

**Signature of the Principal/ Head of the Institution**

5.	Telephone	YES	
6.	Vehicle parking	YES	
7.	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	
8.	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed in the web site of the Institution	YES	
9.	Digital payment for all financial transactions as per MHRD directives	YES	
10.	Provision to watch MOOCS courses through Swayam		
11.	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	
12.	Implementation of Unnat Bharat Abhiyan	YES	
13.	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	
14.	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	
15.	Safety provisions including fire and other calamities (Refer Annexures 8 and 9 of Approval Process Handbook 2018-19)	YES	
16.	Implementing Food Safety and Standards Act, 2006 in the Institution	YES	
17.	General Insurance provided for assets against fire, burglary and other calamities	YES	
18.	All weather approach road suitable for use by Motor vehicle- Motorized Road	YES	
19.	General Notice Board and Departmental Notice Boards	YES	
20.	First aid, Medical and Counseling Facilities	YES	
21.	Appointment of Student Counselor	YES	
22.	Group Insurance to be provided for the employees	YES	
23.	Insurance for students	YES	
24.	Institution-Industry Cell	YES	

**Signature of the Principal/ Head of the Institution**

25.	Placement Cell	YES	
26.	Applied for membership of National Digital Library	YES	
27.	Strong Room [Storing QPs & ASs]	YES	
28.	Security arrangement [Day / Night]	YES	
29.	Sufficient halls for Examination	YES	
<b>Desirable Requirements</b>			
30.	Implementation of the schemes announced by MHRD	YES	
31.	Offering of Skill development Courses approved by the Council	YES	
32.	Participation in the National Institutional Ranking Framework (NIRF)	YES	
33.	Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ Innovation Laboratory	YES	
34.	Backup Electric Supply	YES	
35.	Availability of at least ONE Smart Classroom per Department	YES	
36.	Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems	YES	
37.	Waste management and environment improvement measures to ensure a sustainable Green Campus	YES	
38.	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	YES	
39.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	YES	
40.	Transport	YES	
41.	Post, Banking Facility/ ATM	YES	
42.	CCTV Security System	YES	
43.	LCD (or similar) projectors in classrooms	YES	
44.	Staff Quarters	YES	
45.	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	
46.	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	YES	
47.	Implementation of Startup Policy	YES	

**Signature of the Principal/ Head of the Institution**

48.	Intellectual Property Right Cell	YES	
49.	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

<b>MACHINERY/EQUIPMENTS</b>		
1.	Whether Machinery/Equipments for all the Laboratories / Workshops as per the syllabus prescribed by HSBTE available?	<b>YES</b>
2.	Whether all the existing Machinery/Equipments are entered in Stock Register?	<b>YES</b>
3.	Whether all the existing Machinery/Equipments are in working condition or not ?	<b>YES</b>
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	<b>NO</b>
6.	If YES, list out the Machinery/Equipments	
<b>NOTE:</b> 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		

**Signature of the Principal/ Head of the Institution**

**PART H – FINANCIAL & PHYSICAL RESOURCES**

Budgeted Expenditure for the year 2017-18

<b>Expenditure Heads</b>	<b>Budget (In lakhs)</b>	<b>Actual Expenditure</b>	<b>Shortfall if any</b>
<b>I. Academic Buildings:</b>			
- Construction	<b>81.50</b>	<b>71.40</b>	
- Maintenance Expenses	<b>1.50</b>	<b>2.90</b>	
<b>II. Laboratories/Computing Centre</b>			
- New Equipment	<b>9.50</b>	<b>8.65</b>	
- Furniture	<b>6.00</b>	<b>5.56</b>	
- Operation & Maintenance	<b>0.56</b>	<b>0.70</b>	
<b>III. Salary</b>			
- Salary of Teaching Staff	<b>88.75</b>	<b>92.30</b>	
- Salary of Non-Teaching Staff	<b>41.75</b>	<b>39.45</b>	
<b>IV. Faculty/Staff Development</b> (Seminars/Workshops/Incentive Schemes/Training/Higher Studies)			
<b>V. Library</b>			
- Books	<b>10.00</b>	<b>9.75</b>	
- Journals ,e-journals	<b>0.80</b>	<b>0.78</b>	
- E-library			
<b>VI. Services</b>			
- Administration/Transport/Hostels/Canteen /Security/Water/Electricity/P&T:	<b>55.00</b> <b>2.25</b>	<b>52.50</b> <b>2.18</b>	
- Hostel Maintenance	<b>1.20</b>	<b>1.18</b>	
- Landscaping			
- Internet facility			
<b>VII. Students Activities</b>			
- Extracurricular/Co-curricular/ Sports/Cultural /extra classes	<b>4.75</b>	<b>4.10</b>	
<b>VIII. Medical Expenses</b> <b>-Full time or otherwise</b>	<b>1.50</b>	<b>1.78</b>	
<b>IX. Any Other, please specify</b>			

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

Signature of the Principal/ Head of the Institution

**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 <sup>st</sup> Division	Pass Percentage
					A	Number (B)		(B/A)*100
1.		1 <sup>st</sup> year	<b>Attached</b>					
		2 <sup>nd</sup> year						
		3 <sup>rd</sup> year						

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. / 1 <sup>st</sup> Year / 2 <sup>nd</sup> Sem	210	51	31	11	6	3	
2.	Computer Engg. / 1 <sup>st</sup> Year / 2 <sup>nd</sup> Sem	202	20	12	5	3	0	
3.	Electrical Engg. / 1 <sup>st</sup> Year / 2 <sup>nd</sup> Sem	215	13	8	3	1	1	
4.	Mechanical Engg. / 1 <sup>st</sup> Year / 2 <sup>nd</sup> Sem	203	25	15	5	4	1	
5.	Civil Engg. / 2 <sup>nd</sup> Year / 4 <sup>th</sup> Sem	202	41	25	8	6	2	
6.	Computer Engg. / 2 <sup>nd</sup> Year / 4 <sup>th</sup> Sem	213	15	9	3	2	1	
7.	Electrical Engg. / 2 <sup>nd</sup> Year / 4 <sup>th</sup> Sem	200	35	21	7	5	2	
8.	ECE / 2 <sup>nd</sup> Year / 4 <sup>th</sup> Sem	201	1	1	0	0	0	
9.	Mechanical Engg. / 2 <sup>nd</sup> Year / 4 <sup>th</sup> Sem	207	61	37	11	9	3	
10.	Civil Engg. / 3 <sup>rd</sup> Year / 6 <sup>th</sup> Sem	206	46	28	9	7	2	
11.	Computer Engg. / 3 <sup>rd</sup> Year / 6 <sup>th</sup> Sem	204	4	2	1	1	0	

Signature of the Principal/ Head of the Institution



12.	Electrical Engg. / 3 <sup>rd</sup> Year / 6 <sup>th</sup> Sem	214	24	14	5	4	1	
13.	Mechanical Engg. / 3 <sup>rd</sup> Year / 6 <sup>th</sup> Sem	203	54	32	11	8	3	

**Details:**

- i. Merit position/toppers branch wise in the HSBTE Exams, if any.
- ii. Awards awarded by the Polytechnic to the academic toppers of the Polytechnic.
- iii. Steps taken for improving the academic results.
- iv. Conduct of extra classes for weak/ needy students (Please attach copy of time table also).
- v. Total no. of working days observed in Semester (Please attach copy of time table also).
- vi. Whether Alumni association is formed or not.
- vii. Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students.
- viii. Steps taken for improving academic ambiance of the Polytechnic like land scaping, horticulture, tree plantation etc.
- ix. Utilization of student fund for student welfare activities.
- x. Teaching-Learning process:
  - a. Whether Academic Calendar implemented? (Yes)
  - b. Whether Teaching Aids used? (Yes)
  - c. Whether Student Feedback implemented? (Yes)
  - d. Any new innovation/ practice / technique adopted in teaching? (Yes)
  - e. Whether Teacher's Diary maintained? (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
- iv. Seminars/Conferences/Lectures with industry partnership

**(b) Student's Placement:**

- i. Whether training and placement cell has been established? Yes
- ii. Name of the Training and Placement Officer MRS. MEENAKSHI OBEROI
- iii. Qualification and Experience of Training and Placement Officer M.B.A.
- 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. Attached
- v. Number of extension lectures delivered by outside experts during the last three years 35
- vi. Number of students placed during the last 3 years:

No. of Eligible Students	No. of Students Placed	Percentage
Attached		

**Extra Curricular Activities**

Signature of the Principal/ Head of the Institution

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

- i. Games and sports ANNUAL SPORTS MEET
- ii. Debates/ Paper presentation / Quiz Competitions etc. DEBATES ON FEMALE FOETICIDE, SEMINAR ON SWAMI VIVEKANANDA, DEBATE ON DIGITALIZATION, DEMONETIZATION
- iii. Cultural activities RANGOLI COMPITITION, MEHNDI COMPITITION, CULTURAL FEST
- iv. NCC/NSS
- v. Students help desk STUDENT MENTOR SYSTEM
- vi. Any other PARICHAY (Welcome of New Students), PRAYAAS (Annual Fest)

#### **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
- 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. NIL
- iii. Number of faculty sponsored for industrial training. NIL
- (i) Does the institute possess any faculty development plan, if so give the details. YES, FDP IN COLLABRATION WITH MSME, KARNAL

#### **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.

<b>Sr. No</b>	<b>Name and Address of the Institution</b>	<b>Year of Establishment</b>	<b>Whether Diploma/ Degree (UG/PG)</b>	<b>Discipline conducted</b>	<b>Duration of the Course</b>	<b>Annual Intake capacity</b>	<b>Whether approved by AICTE/Univ./ UGC/State Govt./Board/ Other Council</b>
<b>1</b>	<b>E-MAX GOI</b>	<b>2008</b>	<b>PG</b>	<b>M.TECH., B.TECH., M.B.A., M.C.A.</b>	<b>2,4,2,3</b>	<b>768</b>	<b>YES</b>
<b>2</b>	<b>ESEAR</b>	<b>2009</b>	<b>PG</b>	<b>M.TECH., B.TECH.</b>	<b>4</b>	<b>360</b>	<b>YES</b>

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. N.A.
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. N.A.
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. N.A.
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. N.A.
9. Whether any deficiencies were reported by the DTE / HSBTE during last two years? If Yes, Please submit the compliance of these deficiencies. N.A.

**Signature of the Principal/ Head of the Institution**

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**

**Annexure-A****MEMBER /INDIVIDUAL DETAILS****Details of the Individuals/ members/office bearers of organization**

1. Name.....
2. Father Name.....
3. Designation in the Trust/Society/Mission/Company etc..  
.....
4. Permanent Address.....  
.....
5. Correspondence Address.....  
.....
6. E-Mail ID.....
7. Occupation.....
8. Qualification Details.....
9. Telephone/Mobile Number/FAX Number.....
10. Work place address.....
11. Pan Number.....
12. Aadhar Number.....
13. DIN Number.....

Affix latest passport size photo
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**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)**

**Signature of the Principal/ Head of the Institution**