

**Performa 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:164

PART-A: GENERAL INFORMATION

Institution	
Name of the Institution:	Maharishi Kashyap Govt. Polytechnic Jattal Panipat
Complete Postal address:	MK Govt. Polytechnic VPO-Jattal District-Panipat State-Haryana Pin-132103
STD code & Telephone No. (LL) Mobile No.	87082-69158
Fax No.	
E-mail	gpjattal@gmail.com
Type of the Institute (Write the appropriate one)	State Government
Year of starting of the Institute	2017
Name of the Principal of the Institute	Sh. Joginder Singh
Qualifications	M.Tech (Computer Engg)
Date of Joining of the Institute	18-05-2018
Contact Nos. (LL with STD Code / Mobile No.)	87082-69158
E-mail	gpjattal@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):	N/A
Complete Postal address:	N/A
Society / Trust / Company Registration Number	N/A
Date of Registration / Place of Registration	N/A
Name of the Chairman / President of the Society / Trust / Company	N/A
STD code & Telephone No. (LL) Mobile No.	N/A
Fax No.	N/A
E-mail	N/A

Signature of the Principal/ Head of the Institution

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. Annexure-A1		
	Development Authority		
	State Revenue Authority		
Land (Area in acres)	6.5 Annexure-A1		
Ownership of Land (Please tick the applicable one)	Government	Trust	Society
	✓ Govt. Leased Annexure-2	Owned	Company (U/S 25)
Resolution of Society for use of ear marked Land for establishment of Polytechnic	Attached (Annexure-A3)		
No encumbrances certificate (contiguous-in single patch)	Attached (Annexure-A1)		
Change of Land Use Certificate (CLU) (Please tick the competent issuing authority & attach documents)	N/A(Govt. Institute) (Annexure-A1)		
Khasra Plan / Master Plan (Please tick the competent issuing authority & attach documents)	✓ Town and Country Planning Dept. (Annexure-4) Development Authority Revenue Authority		
Site Plan (Please tick the competent issuing authority & attach documents)	✓ Town and Country Planning Dept. (Annexure-5) Development Authority Revenue Authority Municipal Authority		
Building Plan (Please tick the competent issuing authority & attach documents)	Total built-up area 87300 Sq feet ✓ Development Authority (Annexure-5) Revenue Authority Municipal Authority		
Occupancy certificate (Please tick the competent issuing authority & attach documents)	✓ Rural area: Tehsildar (Annexure-1) 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)	N/A		
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)	Applied for		
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		

Signature of the Principal/ Head of the Institution

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/1-4261137593/2019/EOA	29-04-2019	A-6
Copy of last affiliation letter of HSBTE	-	-	-

PART-D: ORGANIZATION, GOVERNANCE AND ADMINISTRATION**1. Constitution of BOG with detailed qualification, experience of all the members (NOT APPLICABLE)****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	N/A	N/A	N/A	N/A	N/A
02.		Member Secretary	N/A	N/A	N/A	N/A	N/A

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) Office Order No-36, Dt.-25-01-2019

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) Office Order No.-105 Dt. -27-07-2018

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) Office Order No.-105 Dt. -27-07-2018

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) Office Order No.-42 Dt. -15-11-2017


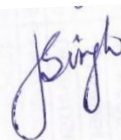
Signature of the Principal/ Head of the Institution

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)








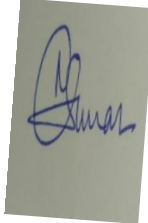
	Faculty : Student based on Approved Intake	Principal/ Director	Head of the Department	Lecturer	Total
		A	B	C	D=A+B+C
Engineering and Technology/ Architecture/ Planning/ Applied Arts and Crafts, HMCT	1:25	1	1per Department	(S/ 25) – (A+B)	S/25
S = Sum of number of students as per "Approved Intake" at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

The faculty details for all the 03 years for the various diploma courses being offered by the institute be elaborated course wise as per the AICTE APH 2019-20 (tabulated above) in the table given below:







NAME OF THE PRINCIPAL										
 Sh. Joginder Singh	Date of Birth & Age/ Gender	Qualification with Class obtained starting from the highest Degree	University awarding Degree	Corresponding Specialization	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Aadhaar Number	Signature
	5-03-1967 (51Year) Male	M.TECH- B.TECH-	1st Div.PTU Jallander University 1st Div. Amravati University	Computer Engg.	18-05-2018	FUN L-14	150200	173446	946802153215	

PRINCIPAL - EXPERIENCE					
Teaching			Industry		
Institution	Position	Years	Institution	Position	Years
Technical Education Deptt.	Lect., Sr.Lect., HOD	28	-	-	-

Signature of the Principal/ Head of the Institution

TEACHING FACULTY - QUALIFICATION												
Name of the Faculty Member with Stamp Size Photo	Designation	Department	Qualification with Class obtained starting from the highest Degree	University / Institute awarding	Corresponding Specialization	Date of Birth & Age/Gender	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Aadhaar Number	Signature
 Sh. Rajeev Narwal	TPO	PLASTIC TECHNOLOGY	MBA (1st Div.) B.TECH(1st. Div.)	Nagpur University	PLASTIC TECHNOLOGY	09-09-1972(46 Male)	30-03-1999	FUN L-14	108800	123362	609351537336	
 Sh. Krishan Chahal	LECTURER	Textile Technology	B.TECH(MDU 1st Div.)	MDU Rohtak	Textile Technology	30.12.1969 (50 Male)	4-10-1995	FUNL9	102500/-	116418/-	359770331003	
 Sh. Parveen Dabur	LECTURER	Electrical Engg.	M.TECH (DCRUST 1st Div.) B.TECH MDU ROHTAK 1st Div.	DCRUST Murthal	Electrical Engg.	20-06-1980(39 Male)	15-2-2012	FUNL9	67700/-	77107/-	341184732301	
 Sh. Narender Kumar	LECTURER	Computer Engg.	M.C.A(KUK 1st Div) B.Sc(KUK 2ND Div)	KUK	Computer Engg.	7-06-1977(42 year , Male)	20-03-2008	FUNL9	63300/-	71880/-	733300977282	

Signature of the Principal/ Head of the Institution

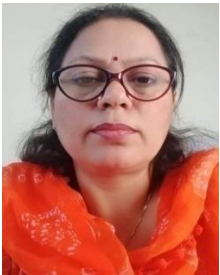

 Sh. Devinder Saini	LECTURER	Computer Engg.	B.Tech (kuk 1st. Div.)	KUK	Computer Engg.	12-02-1979 (40 Male)	27-01-2004	FUNL9	94100/-	107697/-	529052436794	
 Sh. Puneet Garag	LECTURER	Textile Technology	M.Tech(Punjab Tech. University 1st Div.) B.Tech (Gulberga Univ. 1st Div.)	Punjab Tech. University	Textile Technology	24-09-1977(42 Male)	7-03-2007	FUNL9	78500/-	89391/-	682045505885	
 Smt. Seema Ahalwat	LECTURER	Computer Engg.	M.Phil (CDLU 1st Div.) M.C.A (MDU 1st Div.) B.Sc. (MDU 1st. Div.)	MDU	Computer Engg.	29-12-1978(41 Female)	12-03-2007	FUNL9	78500/-	89391/-	646736399597	


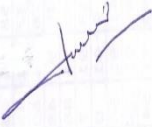
NOTE: Faculty Cadre Qualifications and pay scales shall be as per Haryana Government / AICTE.

Signature of the Principal/ Head of the Institution

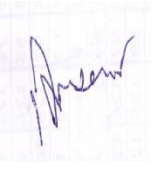
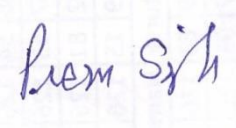
TEACHING FACULTY - EXPERIENCE							
Sr. No	Name of the faculty Member	Teaching			Industry		
		Institution	Position	Years	Institution	Position	Years
1	Parveen Dabur	GPES Sampla	Lecturer	6 years 1 Month	-		
		GPES Meham	Lecturer	11 Months 4 Day			
		MkGP Jattal	Lecturer	8-03-2019 to till date			
2	Seema Ahlawat	GP Nilokhari	Lecturer	4 Months			
		KCGP Ambala	Lecturer	11 Years 7 Months			
		GP Jattal	Lecturer	3 Months			
3	Narender Kumar	GP Sirsa	Lecturer	6 Years 9 Months			
		GP Jattal	Lecturer	3 Months			
4	Puneet Garg	GP Hisar	Lecturer	10 Years			
		GP Jattal	Lecturer	2 Years			
5	K.K Chahal	GP Hisar	Lecturer	18 Years	Pashupati Acrylion Ltd., Thakurdwara Moradabad	Engineer	2 Years
		HSTES, Panchkula	Deputy Director	3 Years			
		GP Hisar	Lecturer	1 Years			
		GP Jattal	Lecturer	1.5 Years			
6	Devinder Saini	HCTM Kaithal	Lecturer	2Years			
7	Rajeev Narwal	GP Ambala	HOD	18 Years			
		GP Jattal	TPO	2 Years			

Signature of the Principal/ Head of the Institution

LIBRARIAN AND PHYSICAL EDUCATION DIRECTOR											
Name with Stamp Size Photo	Designation	Qualification with Class obtained starting from the highest Degree	University awarding Degree	Previous Experience	Date of Birth & Age/Gender	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Aadhaar Number	Signature
 Veena Devi	Librarian	M.Lib.	KUK-2nd Di.		26-01-1974 (45-Female)	30-08-2004	FPL6	52000/-	59651/-	478234249619	
		B.lib	KUK 2nd Div.								
		Diploma	HSBTE								
	Physical Education Director										

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. Balwan Singh	Workshop	Welding Shop	W/S Instructor	Diploma in Mech. Engg	12 Years	12-05-1979	24-1-2007	FUNL-1	49000/-	56114/-	610002184803	
2	Sh. Gulshan Arya	W/S	Fitting Electrical	W/S Instructor	ITI,CTI,12th	12 Years	31-12-1975	9-11-2006	FUNL-1	49000/-	61466/-	770793146721	

Signature of the Principal/ Head of the Institution

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. Ankur Kumar	MKGP Jattal	Assistant	12 th	25 years	21-10-1976 (43)	4-05-1994	FUNL6	46200	52905	582681209810	
2	Sh. Prem Singh	MKGP Jattal	Assistant	10 th	21 years	10-2-1968 (51)	10-08-1998	FUNL6	39900/-	44491/-	887905749513	

Signature of the Principal/ Head of the Institution

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)(4400.31 sqmtr)

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]	RCC	Yes	3540	No
(b)	Administrative area [ADA]	RCC	Yes	580	No
(c)	Amenities area [AMA]	RCC	Yes	540	No
(d)	Circulation area [CIA]	RCC	Yes	3449	No
[CIA = 0.25 x (INA+ADA+AMA)]		TOTAL AREA :		8109	No
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	53	N	
Board room	01	20 sqm	28	N	
Office all inclusive	01			N	
	Campus having one program	150 sqm	161	N	
	Campus having more than one program	300 sqm	N/A	N/A	
Department offices Cabins for HOD's	01/Deptt.	20 sqm	105	N	
Faculty rooms	-	30 sqm (subject to minimum 5 sqm for each faculty member)	86.5	N/A	
Central stores	01	30 sqm	30	N	
Maintenance Room	01	10 sqm	10	N	
Security Room	01	10 sqm	10	N	
Housekeeping Room	01	10 sqm	10	N	
Pantry for staff (Desirable)	01	10 sqm	10	N	
Examination control office (Confidential Room)	01	30 sqm	35.13	N	
Placement office	01	30 sqm	35	N	

Signature of the Principal/ Head of the Institution

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	154	N
Library and Reading Room	01	300 sqm	300	N
Seminar Hall	01	132 sqm	138	N
Smart class room	01	66 sqm	69	N
Language laboratory	01	66 sqm	69	N

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	11	66 sqm each room	759.7	N
Tutorial Rooms	Lecture rooms / 04	3	33 sqm each room	105.33	N
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	24	66 sqm each lab	1623.25	N
Workshop for all courses	01	1	200 sqm	200	N
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)	1	200 sqm	150	N

Signature of the Principal/ Head of the Institution

Drawing Hall	01		132 sqm	154.32	N
BASIC AMENITIES FOR DIPLOMA COURSES					
Toilets (Ladies & Gents)	01	150 sqm (Campus having one program)	223.92	N	
		350 sqm (Campus having more than one program)	N/A	N	
Toilets for <i>Divyang</i>	01	3	Available	N	
Girls Common Room	01	75 sqm	79.73	N	
Boys Common Room	01	75 sqm	75.13	N	
Canteen/cafeteria (Desirable)	01	150 sqm	50		
First aid-cum-sick room	01	10 sqm	10	N	
Drinking water facility (water cooler) essential	Adequate nos. (with attached water purifiers)	--	Available	N	
Principal's Quarters	Desired	150 sqm	Not Available	N	
Guest House	Desired	30 sqm	Not Available	N	
Sports Club / Gymnasium / Playground	Desired	200 sqm	Not Available	N	
Auditorium / Amphi Theater	Desired	400 sqm	Not Available	N	
Boys Hostel	Desired	Adequate	Not Available	N	
Girls Hostel	Desired	Adequate	Not Available	N	

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/Diploma	1:6	03	20	All	Desired	5%
HMCT	1:6	01	10	All	Desired	5%
Engineering/ Technology/ Diploma	120 Available	3	23	Yes	Not available	8

@ Adequate number of software licenses is required
 ** Includes Plagiarism checking Software

NOTE:

- At least 4Mbps Wi-Fi connectivity at 4 or 5 hotspots shall be made available.
- Arrangement to view NPTEL/SWAYAM etc. shall be made available
- 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.
- 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

BOOKS, JOURNALS AND LIBRARY FACILITIES						
Program	Total number of Divisions	Titles	Volumes	National Journals	Reading Room seating	Multimedia PCs for Digital Library/ internet Surfing located in reading room
		Number			Percentage of total students	
Engineering and Technology	B	50#	250xB#	3xB#	15 % (Max 150)	(Minimum 10)
		25 per* Course	125 per*Course			
HMCT	B	50#	250xB#	3xB#		
		25 per* Course	125 per*Course			
Engineering and Technology	1	380 Available	2900 Available	20 Available	150 Available	10 Available

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.

Signature of the Principal/ Head of the Institution

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			
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/ Lega112012, 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		
8.	Barrier Free Built Environment for disabled and elderly persons (as per Chapter VI of Approval Process Handbook)	Yes	
9.	Fire and Safety Certificate	Applied	
10.	Implementation of mandatory Internship policy for students	No	
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	1 MOU and 4 Under Process	
15.	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	Yes	
16.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process Handbook)	Yes	

Signature of the Principal/ Head of the Institution

17.	Implementation of Food Safety and Standards Act, 2006 at the Institution	Yes	
18.	Digital payment for all financial transactions as per MHRD directives	No	
19.	Standalone Language Laboratory	No	
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	No	
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	

Signature of the Principal/ Head of the Institution

4.	Availability of at least ONE Smart Class Room per Department	Yes	
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	yes	
7.	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	yes	
8.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	No	
9.	Efforts to encourage Final Year students to appear GATE examination	No	
10.	Transport	No	
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	No	
19.	Innovation Cell/Club	No	
20.	Social Media Cell	No	
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	

Signature of the Principal/ Head of the Institution

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	<i>(list to be enclosed)</i>
5.	Whether any Machinery/Equipments are likely to be purchased in respect of the Courses for which extension of approval is applied	YES
6.	If YES, list out the Machinery/Equipments	<i>(list to be enclosed)</i>

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 (budget requirements are made by GP Sonipat)

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

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

* **Expenditure are born by mentor Institute (Govt. Polytechnic Sonipat)**

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 st Division	Pass Percentage
						A	Number (B)	(B/A)*100
1.	2017 Computer Engg.	1 st Sem	Comp.-60	61	1st Sem CE-59	CE-2	CE-2	3.38
			Textile -60	40	1st Sem TT-38	TT-3	TT-3	7.89
	Textile Tech.	2 nd Sem.	-	-	2nd Sem CE-40	CE-9	CE-9	22.5
			-	-	2nd Sem TT-32	TT-4	TT-4	12.5
	3 rd Sem	-	-	3rd Sem CE-35	CE-15	CE-6	42.85	
		-	-	3rd Sem TT-30	TT-19	TT-10	63.33	
2.	2018 Computer Engg.	1 st year	Comp.-60	40	1st Year CE-32	-	-	-
	Textile Tech.		Textile-60	33	1st Year TT-29	-	-	-
	Chemical Engg.		Chem.-60	62	1st Year Chem.-55	-	-	-

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.	Computer Engg.	1020.25 Hours	32	23	9	-	-	-
	1st Year 4th Sem.	423.5 Hours	31	29	02	-	-	-
2.	Textile Technology	1020.25 Hours	29	25	4	-	-	-
	1st Year 4th Sem.	423.5 Hours	29	29	-	-	-	-
3.	Chemical Engg.	1020.25 Hours	55	35	20	-	-	-

Signature of the Principal/ Head of the Institution

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.(N/A as this is New Institute & Session Start in 2017)
- 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.**

Details of industrial tours/visits/ seminar etc. organized in the previous academic session

- i. Consultancy
- ii. Industrial Project Work
- iii. Seminars/Conferences/Lectures with industry partnership

Sr. No	Name of Industry	Date of Visit
1	Dev Giri Industries Limited (Panipat)	23-10-2018
2	PIET, Samalkha	4/10/2018

Sr. No	No of Expert Lecture
1	28

(b) Student's Placement:

- i. Whether training and placement cell has been established? Yes
- ii. Name of the Training and Placement Officer--- Rajeev Narwal
- iii. Qualification and Experience of Training and Placement Officer ---B.Tech Plastic Tech., MBA
Years__19_____
- 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.N/A
- v. Number of extension lectures delivered by outside experts during the last three years -28
- vi. Course wise number of students placed during the last 3 years:

Signature of the Principal/ Head of the Institution

Course	No. of Eligible Students	No. of Students Placed	Percentage
N/A	N/A		

Extra Curricular Activities

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

- Games and sports
- Debates/ Paper presentation / Quiz Competitions etc.
- Cultural activities
- NCC/NSS
- Students help desk
- Any other

PART J – FACULTY DEVELOPMENT INITIATIVES

- Number of faculty sponsored by the institute since its inception to till date for improvement of academic qualification teaching skills etc.
- 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.
- Number of faculty sponsored for industrial training.
- Does the institute possess any faculty development plan, if so give the details.

S. No	Name of Staff	Designation	Date		Venue	Topic	Office Order/ Date
			From	To			
1	Sh. Gulshan Kumar	W/I	11.09.2017	11.09.2017	ADC, Office Sonipat	Training Program Of Enumerator	18/11-9-2017
2	Sh. Rajiv Narwal	TPO	11/7/2017	11/7/2017	Delhi	Training on Gem Portal	37/6-11-2017
3	Sh. Krishan Kumar	Lecturer	11/7/2017	11/7/2017	Delhi	Training on Gem Portal	37/6-11-2017
4	Sh. Ankur Kumar	Asst.	11/7/2017	11/7/2017	Delhi	Training on Gem Portal	37/6-11-2017
5	Smt. Veena Kumari	Junior Librarian	29-01-2018	02-02-2018	NITTTR Chandigarh	Library Automation Using GSDL	21/25-01-2018
6	Smt. Usha Devi	Librarian Asst.	29-01-2018	02-02-2018	NITTTR Chandigarh	Library Automation Using GSDL	21/25-01-2018
7	Sh. Joginder Singh	Principal	23/05/2018	23/05/2018	Senate Hall Bhgavatgita Sadan KUK University	AISHE Workshop	77/22-05-2018
8	Sh. Rajiv Narwal	TPO	23/05/2018	23/05/2018	Senate Hall Bhgavatgita Sadan KUK University	AISHE Workshop	77/22-05-2018
9	Sh. Joginder Singh	Principal	7/10/2018	7/10/2018	NIT TTR Chandigarh	Induction Training Program	97/10-07-2018
10	Sh. Krishan Kumar	Lecturer	7/10/2018	7/10/2018	NITTTR Chandigarh	Induction Training Program	97/10-07-2018

Signature of the Principal/ Head of the Institution

11	Sh.Gulshan Kumar	W/I	13.07.2018	15.07.2018	D CRUST Murthal	Faculty Development Program on Student induction Program	99/13-7-2018
12	Sh.Joginder Singh	Principal	8.9.2018	10.9.2018	NITTTR Chandigarh	AICTE	137/7-09-2018
13	Sh.Ankur Kumar	Asst.	10/12/2018	12/12/2018	HIPA, Rohtak	Purchase Procedures including e-Procurement and Govt. e-marketplace	237/6-12-2018
14	Sh.Puneet Garg	Lecturer	30.10.2018	30.10.2018	Govt. Polytechnic Hisar	Curriculum Implementation	205/12-11-2018
15	Sh.Narender Kumar	Lecturer	12.11.2018	16.11.2018	NITTTR Chandigarh	Python Programming	204/5-11-2018
16	Sh. Parag Malik	Lecturer	3.12.2018	7.12.2018	NITTTR Chandigarh	Open Source Technology	/19.11.2018
17	Sh. Parag Malik	Lecturer	17.12.2018	20.12.2018	NITTTR Chandigarh	Research Mathology	/14-12-2018
18	Sh.Narender Kumar	Lecturer	4.01.2019	5.01.2019	M M College Mullana, Ambala	Workshop Attend	3/03-01-2019
19	Sh. Parag Malik	Lecturer	18-01-2019	18-01-2019	Govt. Polytechnic Sonipat	Centralized awareness Workshop	19/14-01-2019
20	Sh.Narender Kumar	Lecturer	19-03-2019	19-03-2019	NTTR Chandigarh	Workshop Attend	75/18-03-2019

Signature of the Principal/ Head of the Institution

PART K – OTHERS

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

Name and Signature of the Principal /
Director of the Institution.

Counter signed by:

(Chairman / President of the Society / Trust / Board)

(Two Members on Society/Trust/Board)

Signature of the Principal/ Head of the Institution

Annexure-A

MEMBER / INDIVIDUAL DETAILS

Details of the Individuals/ members/office bearers of organization

- 1. Name** Sh. Joginder Singh
- 2. Father Name** Sh. Chamel Singh
- 3. Designation in the Trust/Society/Mission/Company etc..**
Principal
- 4. Permanent Address**
- 5. Correspondence Address** MK Govt. Polytechnic Jattal Panipat
- 6. E-Mail ID** gpjattal@gmail.com
- 7. Occupation** Govt. Servant
- 8. Qualification Details** M.TECH
- 9. Telephone/Mobile Number/FAX Number** 87082-69158
- 10. Work place address** MK Govt. Polytechnic Jattal Panipat
- 11. Pan Number** AFJPS5859R
- 12. Aadhar Number** 946802153215
- 13. 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: 28-05-2019

Place: Panipat

(Signature)

Signature of the Principal/ Head of the Institution

Annexure -B

Mandatory Disclosure (as per AICTE Approval Process Handbook 2019-20)

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

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

1 Name of the Institution

- Address including Telephone, Mobile, E-Mail

2 Name and address of the Trust/ Society/ Company and the Trustees

- Address including Telephone, Mobile, E-Mail

3 Name and Address of the Principal/ Director

- Address including Telephone, Mobile, E-Mail

4 Name of the affiliating Board HSBTE

5 Governance

- Members of the Board and their brief background
- Members of Academic Advisory Body
- Frequency of the Board Meeting and Academic Advisory Body
- Organizational chart and processes
- Nature and Extent of involvement of Faculty and students in academic affairs/improvements
- Mechanism/ Norms and Procedure for democratic/ good Governance
- Student Feedback on Institutional Governance/ Faculty performance
- Grievance Redressal mechanism for Faculty, staff and students
- Establishment of Anti Ragging Committee
- Establishment of Online Grievance Redressal Mechanism
- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University
- Establishment of Internal Complaint Committee (ICC)
- Establishment of Committee for SC/ ST
- Internal Quality Assurance Cell

6 Programmes

- Name of Programmes approved by AICTE
- Name of Programmes Accredited by AICTE
- Status of Accreditation of the Courses
 - Total number of Courses
 - No. of Courses for which applied for Accreditation
 - Status of Accreditation – Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for Courses
- For each Programme the following details are to be given:
 - Name
 - Number of seats
 - Duration
 - Cut off marks/rank of admission during the last three years
 - Fee
 - Placement Facilities
 - Campus placement in last three years with minimum salary, maximum salary and average salary

Signature of the Principal/ Head of the Institution

- Name and duration of programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details:

Details of the Foreign University

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

7. Faculty

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

8. Profile of Director/ Principal/ Faculty

For each Faculty give a page covering with Passport size photograph

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

Signature of the Principal/ Head of the Institution

9. Fee

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

10. Admission

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

11. Admission Procedure

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

12. List of Applicants

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

13. Information of Infrastructure and Other Resources Available

- Number of Class Rooms and size of each
- Number of Tutorial rooms and size of each
- Number of Laboratories and size of each
- Number of Drawing Halls with capacity of each
- Number of Computer Centres with capacity of each
- Central Examination Facility, Number of rooms and capacity of each
- Barrier Free Built Environment for disabled and elderly persons
- Occupancy Certificate
- Fire and Safety Certificate
- Hostel Facilities
- **Library**
 - Number of Library books/ Titles/ Journals available (program-wise)
 - List of online National/ International Journals subscribed
 - E- Library facilities
- **Laboratory and Workshop**
 - List of Major Equipment/Facilities in each Laboratory/ Workshop
 - List of Experimental Setup in each Laboratory/ Workshop
- **Computing Facilities**
 - Internet Bandwidth
 - Number and configuration of System
 - Total number of system connected by LAN

Signature of the Principal/ Head of the Institution

- Total number of system connected by WAN
- Major software packages available
- Special purpose facilities available
- Innovation Cell
- Social Media Cell
- **List of facilities available**
 - Games and Sports Facilities
 - Extra-Curricular Activities
 - Soft Skill Development Facilities
- **Teaching Learning Process**
 - Curricula and syllabus for each of the programmes as approved by the Board
 - Academic Calendar of the Board
 - Academic Time Table with the name of the Faculty members handling the Course
 - Teaching Load of each Faculty
 - Internal Continuous Evaluation System and place
 - Student's assessment of Faculty, System in place
- **Special Purpose**
 - Software, all design tools in case
 - Academic Calendar and frame work

14. Enrollment of students in the last 3 years

15. List of Research Projects/ Consultancy Works

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

16. LoA and subsequent EoA till the current Academic Year

17. Accounted audited statement for the last three years

18. Best Practices adopted, if any

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

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