

# Mandatory Disclosure

<b>I NAME OF THE INSTITUTION</b>	<b>Maharishi Kashyap Government Polytechnic, Jattal, Panipat</b>
➤Address including telephone, Mobile, E-mail.	Phone No. 9416462763 E-Mail: gpjattal@gmail.com
<b>II NAME &amp; ADDRESS OF THE PRINCIPAL</b>	<b>SH. JOGINDER SINGH</b>
➤Address including telephone, Mobile, E-mail.	Phone No. 9416462763 E-Mail: gpjattal@gmail.com
<b>III. NAME OF THE AFFILIATING UNIVERSITY</b>	State Board of Technical Education, Haryana
<b>IV. GOVERNANCE</b>	
❖ Members of the Board and their brief background	NA
❖ Members of Academic Advisory Body	NA
❖ Frequency of the Board Meetings and Academic Advisory Body	NA
❖ Organizational chart and processes	<a href="#">Organizational Chart</a> – Annexure-I
❖ Nature and Extent of involvement of faculty and students in academic affairs/improvements	<ul style="list-style-type: none"> <li>▫ The faculty are involved in various activities including teaching, continuous assessment of students. Students are free to interact with their Teachers / Course Co-coordinators any time. (during teaching days or through e-mail), regular SRC meetings, implementing student feed back mechanism. The different academic activities are carried out by the faculty members through various committees in close coordination with the students.</li> </ul> <p>Key committees :</p> <ul style="list-style-type: none"> <li>▫ Placement team</li> <li>▫ TPO cell</li> <li>▫ Alumni Cell</li> </ul>
❖ Mechanism/Norms & Procedure for democratic/good Governance	<ul style="list-style-type: none"> <li>▫ Regular feedback from students.</li> <li>▫ Proper counseling of students by the Tutor and Head of the Deptt from time to time.</li> <li>▫ Guidance to students for further improvement.</li> <li>▫ Encouragement by Faculty to participate in competitions/ event management.</li> <li>▫ Teachers evaluation by students.</li> </ul>
❖ Student Feedback on Institutional Governance/faculty performance	<ul style="list-style-type: none"> <li>▫ Feedback about faculty is taken by the Students from time to time &amp; faculty members are informed about the shortcoming. Regular meetings with the Principal on fortnightly basis are done to discuss academic matters.</li> </ul>
❖ Grievance redressal mechanism for faculty, staff and students.	<ul style="list-style-type: none"> <li>▫ Grievances if any are invited through a written application from the aggrieved party/person &amp; staff welfare committee &amp; students welfare committee headed by senior staff members have been constituted to listen the aggrieved party/person &amp; suggest corrective action.</li> </ul>
❖ Establishment of Anti Ragging Committee	Anti Ragging Committee established
❖ Establishment of Online Grievance Redressal Mechanism	Online Grievance Redressal Mechanism established
❖ Establishment of Grievance Redressal committee in the Institute and Appointment of OMBUDSMAN by University	Grievance Redressal committee constituted by Institute.
❖ Establishment of Internal Complaint Committee (ICC)	Internal Complaint Committee (ICC) established
❖ Establishment of Committee for SC/ST	Committee for SC/ST established
❖ Internal Quality Assurance Cell	Internal Quality Assurance Cell established

<b>V. PROGRAMMES</b>	
❖ Name of the Programmes approved by the AICTE	3 years Diploma course in Computer Engg. Textile Technology Chemical Engg. Mechanical Engg. Electrical Engg.
❖ Name of the Programmes accredited by the AICTE	NIL
❖ Status of Accreditation of the Courses	NA
• Total No. of Course	5
• No. of Courses for which applied for Accreditation	NIL
• Status of Accreditation	NIL
❖ For each Programme the following details are to be given:	Annexure-II
• Name	
• Number of seats	
• Duration	
• Cut off mark/rank for admission during the last three years	Information available on <b>www.tehadmissions.gov.in</b>
• Fee	Annexure-III
• Placement Facilities	
• Campus placement in last three years with minimum salary, maximum salary and average salary	NA
❖ 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:	N.A.
Details of the Foreign University:	N.A.
• Name of the University	N.A.
• Address	N.A.
• Website	N.A.
• Is the Institution/University Accredited in its Home Country	N.A.
• Ranking of the Institution/University in the Home Country	N.A.
• 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	N.A.
• Nature of Collaboration	N.A.
• Conditions of Collaboration	N.A.
• Complete details of payment a student has to make to get the full benefit of collaboration.	N.A.
❖ For each Programme Collaborated provide the following:	N.A.
• Programme Focus	N.A.
• Number of seats	N.A.
• Admission Procedure	N.A.
• Fee	N.A.
• Placement Facility	N.A.
• Placement Records for last three years with minimum salary, maximum salary and average salary	N.A.
❖ Whether the Collaboration Programme is approved by AICTE? If not whether the	N.A.

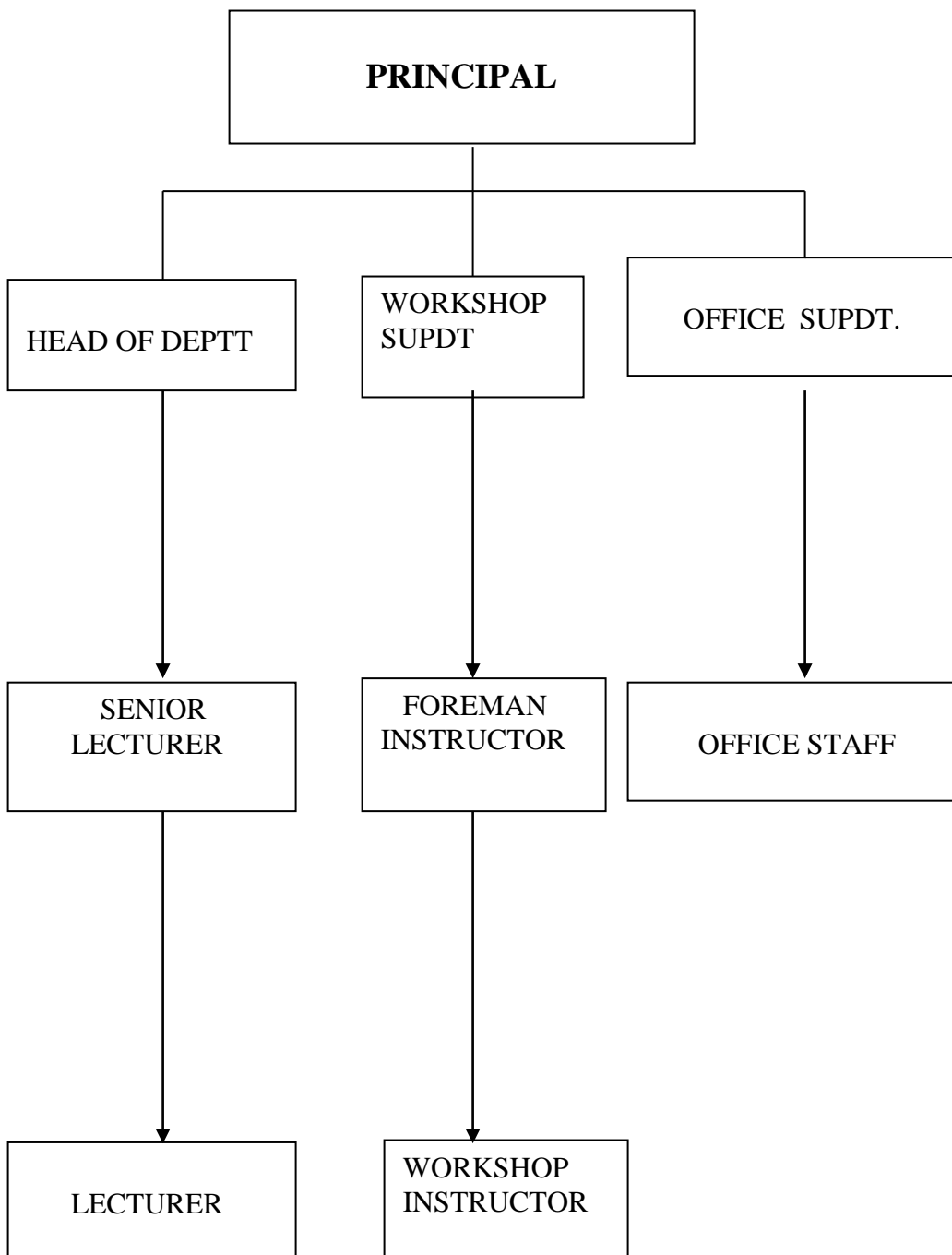
Domestic/Foreign University has applied to AICTE for approval									
<b>VI. FACULTY</b>									
❖ Branch wise list faculty members:	Annexure-IV								
• Permanent Faculty									
• Adjunct Faculty									
• Permanent Faculty: Student Ratio	1:								
❖ Number of faculty employed and left during the last three years	<table border="1"> <thead> <tr> <th>Employed</th> <th>Left</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>	Employed	Left	Nil	Nil				
Employed	Left								
Nil	Nil								
<b>VII. Profile of Principal/Faculty</b>	AnnexureI-V								
<b>VIII Fee</b>									
❖ Detail of Fee, as approved by state Fee Committee, for the institute.	Information available on <a href="http://www.tehadmissions.gov.in">www.tehadmissions.gov.in</a>								
❖ Time Schedule for payment of Fee for the entire programme									
❖ No. of Fee waivers granted with amount and name of students	Annexure-V								
❖ Number of scholarship offered by the institute, duration and amount	Information available on <a href="http://www.tehadmissions.gov.in">www.tehadmissions.gov.in</a>								
❖ Criteria for Fee waivers/scholarship									
❖ Estimated cost of boarding and lodging in Hostels	No hostel Facility								
<b>IX. ADMISSION</b>									
❖ Number of seats sanctioned with the year of approval.	<table border="1"> <tbody> <tr> <td>2017-2018</td> <td>240</td> </tr> <tr> <td>2018-2019</td> <td>300</td> </tr> <tr> <td>2019-2020</td> <td>300</td> </tr> <tr> <td>2020-2021</td> <td>300</td> </tr> </tbody> </table>	2017-2018	240	2018-2019	300	2019-2020	300	2020-2021	300
2017-2018	240								
2018-2019	300								
2019-2020	300								
2020-2021	300								
❖ Number of students admitted under various categories each year in the last three years.	Annexure-VI								
❖ Number of applications received during last two years for admission under Management Quota and number admitted.	N.A								
<b>X. ADMISSION PROCEDURE</b>									
❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website).	On the Basis of merit of the Qualifying Examination and online test for DET(L) through HSTES. <a href="http://www.onlinetesthry.gov.in">www.onlinetesthry.gov.in</a>								
❖ Number of seats allotted to different Test Qualified candidates separately [AIMCET/CET (State conducted test/University tests)/Association conducted test]	NA								
❖ Calendar for admission against management/vacant seats:	As per Prospectus released by State Board of Technical Education, Haryana								
• Last date for request for applications.	- DO -								
• Last date for submission of application.	- DO -								
• Dates for announcing final results.	- DO -								
• Release of admission list (main list and waiting list should be announced on the same day)	- DO -								
• Date for acceptance by the candidate (time given should in no case be less than 15 days)	- DO -								
• Last date for closing of admission.	- DO -								
• Starting of the Academic session.	- DO -								
• The waiting list should be activated only on the expiry of date of main list.	- DO -								
• The policy of refund of the fee, in case of withdrawal, should be clearly notified.	- DO -								
<b>XI CRITERIA AND WEIGHTAGES FOR ADMISSION</b>									
❖ Describe each criteria with its respective weightages i.e. Admission Test, marks in qualifying examination etc.	Admission based on marks in the qualifying Exam.								
❖ Mention the minimum level of acceptance, if any.									
❖ Mention the cut-off levels of percentage &									
	As per the procedures published by the								

percentile scores of the candidates in the admission test for the last three years.	State Board of Technical Education, Haryana in its information bulletin.
❖ Display marks scored in Test etc. and in aggregate for all candidates who were admitted.	Data available on website www.techeduhry.gov.in
<b>XII. LIST OF APPLICANTS</b>	
❖ List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied along with percentage and percentile score for Management quota seats.	Centralized admission made by Deptt of Technical Education , Haryana
<b>XIII. RESULTS OF ADMISSION UNDER MANAGEMENT SEATS/VACANT SEATS</b>	
❖ Composition of selection team for admission under Management Quota with the brief profiles of members (This information be made available in the public domain after the admission process is over)	<b>N.A.</b>
❖ Score of the individual candidates admitted arranged in order of merit.	
❖ List of candidates who have been offered admission.	
❖ Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates.	
❖ List of the candidates who joined within the date, vacancy position in each category before operation of waiting list.	
<b>XIV. INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE</b>	
• Number of Class Rooms and Size of Each	11 Nos. and Size 69 Sqm
• Number of Tutorial Rooms and Size of Each	3 Nos. and Size 35 Sqm
• Number of Laboratories and size of each	24 Nos. and Size 69 Sqm
• Number of Drawing Hall and Capacity of each	2 Nos. with capacity of 35 students
• Number of Computer Centre with capacity of each	4 Nos. with Capacity of 30 systems each
• Central Examination Facility, No. of rooms and capacity of each	10 rooms with capacity of 30 students each.
• Barrier free built environment for disabled and elderly persons	Yes by providing ramps
• Occupancy Certificate	Yes
• Fire & Safety Certificate	Under process
• Hostel Facilities	NO
<b>XV LIBRARY:</b>	
➤ Number of Library books/Titles/Journals available (programme-wise)	Books –2900 Titles- 380 Journals-150
➤ List of online National/International Journals subscribed.	No
➤ E-Library facilities	In Process
<b>XVI LABORATORY:</b>	
For each Laboratory	
➤ List of Major Equipment/Facilities	As Per information Submitted on Affiliation
➤ List of Experimental Setup	Performa submitted to HSBTE
<b>XVII COMPUTING FACILITIES:</b>	
➤ Internet bandwidth	Lease Line 40 Mbps

➤ Number and Configuration of Systems	120 Nos. and i5, 8GB RAM, 1TB Harddisk
➤ Total number of systems connected by LAN	
➤ Total number of systems connected to WAN	
➤ Major software packages available	Annexure-VII
➤ Special purpose facilities available	DLP Projectors, Visualizer, Scanning & Printing etc.
➤ Innovation Cell	Yes
➤ Social Media Cell	Yes
➤ Compliance of the National academic Depository (NAD), applicable to PGCM/PGDM institutions and university departments	NA
<b>XVIII List of Facilities Available</b>	
Games and Sports Facilities	Yes
Extra Curriculum Activities	Yes
Soft Skill Development Facilities	
<b>XIX Teaching Learning process</b>	
➤ Curricula and syllabus for each of the programmes as approved by the University.	Available at site <a href="http://www.techeduhry.gov.in">www.techeduhry.gov.in</a>
➤ Academic Calendar of the University	Available on <a href="http://www.hsbte.org.in">www.hsbte.org.in</a> and institute website <a href="http://www.gpjattal.ac.in">www.gpjattal.ac.in</a>
➤ Academic Time Table	Available on institute website <a href="http://www.gpjattal.ac.in">www.gpjattal.ac.in</a>
➤ Teaching Load of each Faculty	18-22 Hours
➤ Internal Continuous Evaluation System and place	Through sessionals / periodicals assignments, actual job evaluation in workshop, Drawing sheets evaluation. Evaluation done in institute
➤ Students' assessment of Faculty, System in place.	Feed Back Mechanism
<b>XX Enrollment of Students in Last Three Years</b>	NIL
<b>XXI List of Research Projects/Consultancy works</b>	
• Number of Projects carried out, funding agency, Grant received	No
• Publications (if any) out of research in last three years out masters projects	No
• Industry Linkage	Through TPO Cell
• MoUs with Industries (minimum 3)	Yes
<b>XXII LoA and Subsequent EoA till the current Academic Year</b>	North-West/1-3512697228/2018/EOA dated 04.04.2018
<b>XXIII Accounted audited statement for the last three years</b>	AnnexureVIII
<b>XXIV Best Practices adopted, if any</b>	-
Note: Suppression and/or misrepresentation of information shall invite appropriate penal action.	

Annexure-I

**Organizational Chart of Govt. Polytechnics.**



**Annexure-II**

**SANCTION INTAKE**

<b>Course</b>	<b>Name of Trade</b>	<b>Duration</b>	<b>No. of seats</b>
DIPLOMA (FULL TIME)	Computer Engg.	3 YEARS	60
	Textile Technology	3 YEARS	60
	Chemical Engg.	3 YEARS	60
	Electrical Engg.	3 YEARS	60
	Mechanical Engg.	3 YEARS	60

**Annexure-III**

**Fee Structure of the Institution(Per Semester)**

S. No.	Category	CET quota		Management quota	
		Fixed by the State Fee Committee	Being charged by the Institution	Fixed by the State Fee Committee	Being charged by the Institution
1.	Admission Fee	-	-	-	-
2.	Tuition Fee	1500	1500	-	-
3.	University fee (Examination fee, Registration fee etc.)	350	350	-	-
4.	Laboratory fee	-	-	-	-
5.	Security(one time) (Refundable)	1500	1500		
6.	Building fund(one time)	250	250		
7.	Development Fund	750	750	-	-
8.	Any other Student Fund	600	600	-	-
<b>Total Fee</b>		<b>4,950</b>	<b>4,950</b>		-

**\* No tuition Fee for girl students**



### Annexure-IV

S. No.	Name	Designation	Date of Birth	Date of joining	Unique ID	Education Qualification	Corresponding Specialization	Years of Experience
1	Sh. Joginder Singh	Principal	5/03/1967	23/04/1998	946802153215	B.Tech, M.Tech	Computer Engineering	28
2	Sh. Rajeev Narwal	T.P.O	09/09/1972	30/03/1999	609351537336	B.Tech, M.B.A	Plastic Technology	20
3	Sh. Puneet Garg	Sr. Lecturer	24/09/1977	07/03/2007	682045505885	B.Tech, M.Tech	Textile Technology	13
4	Sh. Latish Chhabra	Sr. Lecturer	27/5/1976	17/12/2003	223800691611	B.Tech	Pulp & paper Technology	17
5	Sh. Prashant Suhag	Sr. Lecturer	01/01/1980	28/1/2004	347421211516	B.E	Computer Engineering	16
6	Sh. Devinder Saini	Lecturer	12/2/1979	27/1/2004	529052436794	B.Tech	Computer Engineering	16
7	Smt.Seema Ahlawat	Lecturer	29/12/1978	12/03/2007	646736399597	M.C.A, M.Phil	Computer Engineering	13
8	Sh. Krishan Kumar Chahal	Lecturer	30/12/1969	4/10/1995	359770331003	B.Tech	Textile Technology	24
9	Sh. Narender Kumar	Lecturer	07/06/1977	20/3/2008	733300977282	B.Sc, M.C.A	Computer Engineering	9
10	Smt.Veena Devi	Jr. Librarian	26/01/1974	30/8/2004	478234249619	B.Lib, M.Lib	Library	16
11	Smt. Usha	Asst. Librarian	15/06/1970	24/8/2004	306382374005	B.Lib, M.Lib	Library	16
12	Sh. Balwan Singh	W/S Instuctor	15/5/1979	24/1/2007	610002184803	Diploma in Mech. Engg	Welding Shop	13
13	Sh. Gulshan Arya	W/S Instuctor	31/12/1975	9/11/2006	770793146721	ITI,CTI, 12th	Fitting Electricals	14
14	Smt. Saroj	Assistant	15/06/1970	09/09/1992	875182522003	10th	Ministerial Staff	28
15	Sh. Ankur	Assistant	21/10/1976	4/5/1994	582681209810	12th	Ministerial Staff	26
16	Sh.Prem Singh	Assistant	10/2/1968	10/8/1998	887905749513	10th	Ministerial Staff	22
17	Smt. Kiran Bala	Stenographer	13/09/1987	24/12/2019	749110620317	ITI,B,A	Ministerial Staff	01

**Annexure-V**

<b>S. No.</b>	<b>Branch Name</b>	<b>Institute Roll No.</b>	<b>Name</b>	<b>Candidate Category</b>
1	Computer Engg.	171640800040	Rahul Kumar	TFW
2	Computer Engg.	181640800009	Devasish	TFW
3	Computer Engg.	181640800011	Gourav	TFW
4	Computer Engg.	181640800013	Kunal	TFW
5	Textile Tech.	181642700005	Deepak Malik	TFW
6	Textile Tech.	181642700025	Sonu	TFW
7	Chemical Engg.	181640500027	Nimbu	TFW
8	Chemical Engg.	181640500042	Sagar	TFW

**Annexure-VI**

Courses	Trade	AICTE Approval Intake during last 3 years			
		2017-18		2018-19	
		Sanctioned intake	Actual admissions	Sanctioned intake	Actual admissions
Diploma Engg. (Full Time)	Computer Engg.	60	60 +1 (TFW)	60	37 +3(TFW)
	Textile Technology	60	40	60	31+2(TFW)
	Chemical Engg.			60	60+ 2 (TFW)
	<b>Total</b>	<b>120</b>	<b>101</b>	<b>180</b>	<b>135</b>

Courses	Trade	AICTE Approval Intake during	
		2019-20	
		Sanctioned intake	Actual admissions
Diploma Engg. (Full Time)	Computer Engg.	60	31
	Textile Technology	60	30
	Chemical Engg.	60	35
	Mechanical Engineering	60	59
	Electrical Engineering	60	62
	<b>Total</b>	<b>300</b>	

## **Annexure-VII**

1. Free Open Source Application Software
- 2.
- 3.

**Annexure-VIII**

<b>Audited Statement of Account of (2017-18) (Income &amp; Expenditure Statement for complete year)</b>					
Income			Expenditure		
Sl. No.	Details	Amount	Sl. No.	Details	Amount
1	Tuition Fees	584000	1	Salary	8398418
2	Other fee/amount collected from students		2	Administrative expenses	833820
3	Grants from Govt. / Private agencies		3	Training and Development	689940
4	Grants / Contribution from other sources (Management)		4	Laboratory consumables	1198980
5	Scholarships received		5	Library	
6	Other income		6	Travel	31412
			7	Fees Paid to University/ Board/ Government/AICTE/UGC	-
			8	Repairs and Maintenance	32608
			9	Scholarships/ Concessions/ Fellowships/Honorarium etc., awarded/incurred(other than Govt. grants)	7174
			10	Expenditure of grants received from Govt. / Private agencies	419309
			11	Depreciation	-
			12	Any other expenditure	-
	<b>Total</b>	<b>584000</b>		<b>Total</b>	<b>11611661</b>