

# **MANDATORY DISCLOSURE**

## **Part-1 GENERAL INFORMATION**

### **1.1 Institute Details:**

Institute Name: - **AERP Institute of Technology & Management**

Institute Address: - **Village Sondh, P.O. Hodal, Disstt. Palwal, Haryana.**

Institute Phone No. : - **01275-205388**      Institute Fax No. : - **01275-205388**

Institute mobile No. : - **09671387089.**

Institute Email ID: - [info@aerp.in](mailto:info@aerp.in)      Institute Web Site: - **www.aerp.in**

Institute District: - **Palwal**      Pin Code: - **121106**

### **1.2 Trust/Society Details:**

Name of Trust/Society: - **All Education & Research Point**

Address of Trust/Society: - 101, sewak chamber-1, 2099/38, karol bagh, new delhi-5.

Trust/Society Phone No.:- 01275-205388.

Trust/Society Mobile No.:- **09671387089**

Email: - [info@aerp.in](mailto:info@aerp.in)

### **1.3 Principal's Details:**

Principal's Name: - **Mr. Anil Kumar Aggarwal**      Principal's DOB: - **08-09-1972**

Principal's Qualification & Experience: - **B.E. (Mech. Engg.), M.Tech. (Production), Ph.D. (P) with 12 Years Exp.**

Principal's Official Email: - [info@aerp.in](mailto:info@aerp.in)

Principal's Office Phone Number: - 01275-205388.

Principal's Office Mobile Number: - **09671387089**

Fax Number: - 01275-205388.

### **1.4 Type of the Institute :**

Type of Technical Institution (Tick whichever is applicable)

1. Faculty/Dept./Constituent College of a University/Deemed to be University
2. Central Government.
3. State Government
4. Government Aided
5. Self Financing
6. Any other (specify)

### **1.5 Approval Details:**

Year of Establishment: - **2011**

Date of First AICTE Approval: - **03 August 2011** (Attach copy of letter)

Date of First HSBTE Affiliation: - **08/09/2011** (Attach copy of letter)

Latest AICTE Approval Letter No/Date: - **10/05/2012** (Attach Copy of letter)

Latest DTE/Government Letter No/Date: - **12/07/2012** (Attach Copy of letter)

Latest HSBTE Affiliation Letter No. /Date: - **333-35/08/09/2011** (Attach Copy of letter)

Accreditation: - **NO** (If Yes attach copy of letter)

### **1.6 Details of Affiliation Fee:**

Is the fee for the previous years fully deposited: Yes/No (If no give reasons) **YES**

#### **Details of Affiliation Fee of current year i.e. 2012-13**

No. of courses: - **05 (FIVE)**

Affiliation Fee applicable as per HSBTE Norms: **2,00000/-**

#### **Details of payment**

<b>Sr. No.</b>	<b>DD No./ Date/Payment Deposited in the HSBTE Account (Mention Receipt No/Date)</b>	<b>Bank Name/ City</b>	<b>Amount</b>	<b>Remarks</b>
<b>1</b>	<b>Receipt No. – 85, Date:- 17/07/2012</b>	<b>Punjab National Bank, Palwal.</b>	<b>2,00000/-</b>	

**1.7 AICTE Approved & HSBTE affiliated Existing courses of Study for 2011-12**

<b>Sr. No.</b>	<b>Name of Course</b>	<b>Annual Intake Approved By AICTE</b>	<b>Annual Intake approved by Board</b>	<b>Actual Number of students Admitted</b>
<b>1</b>	<b>Electrical Engineering</b>	<b>60</b>	<b>60</b>	<b>45</b>
<b>2</b>	<b>Mechanical Engineering</b>	<b>60</b>	<b>60</b>	<b>57</b>
<b>3</b>	<b>Electronics &amp; Comm. Engg.</b>	<b>60</b>	<b>60</b>	<b>Nil</b>
<b>4</b>	<b>Civil Engineering</b>	<b>60</b>	<b>60</b>	<b>56</b>
<b>5</b>	<b>Instrumentation &amp; Control Engineering</b>	<b>60</b>	<b>60</b>	<b>Nil</b>
<b>Total</b>		<b>300</b>		<b>158</b>

**1.8 AICTE Approved courses of study for 2012-13.(Attach Copy of AICTE Approval)**

Sr. No.	Name of Course	Annual Intake Approved By AICTE	Validity of Approval	Actual Number of students Admitted upto the date of filling of this Performa.
1	Electrical Engineering	60	2012-13	Admissions are under process
2	Mechanical Engineering	60	2012-13	"
3	Electronics & Comm. Engg.	60	2012-13	"
4	Civil Engineering	60	2012-13	"
5	Instrumentation & Control Engineering	60	2012-13	"
<b>Total</b>		<b>300</b>		

**PART II-ORGANIZATION & GOVERNANCE**

**2.1 Constitution of BOG with detailed qualification, experience of all the members**

(At least two meetings shall be held in a year)

Is BOG constituted as per AICTE/State Government Norms? **Yes**

Sr. No.	Name of the Member	Qualification	Experience	Degination	Remarks
1	Mr. Anil Kumar Aggarwal	B.E., M.Tech., Ph.D. (P)	12 Years	Director/Principal	
2	Dr. Vikram Singh	B.Tech., M.Tech., Ph.D.	11 Years	Associate Prof. (Mech.), YMCA UST, Fbd.	
3	Dr. Sandeep Grover	B.Tech., M.Tech., MBA, Ph.D.	22 Years	Professor (Mech.), YMCA UST, Fbd.	
4	Sanjeev kumar	M.Tech. (ECE), B.Tech	15 Year	Member	
5	Ms. Sanyogita Bhatia	B.A.	3 Years	Member trustee	
6	Mr. Sanjay Bhardwaj	B.A.	15 Years	Member trustee	
7	Vijay Bhatia	C.A.	30 Years	Consultant	

Note: Please attach Agenda & Minutes of Previous two meetings.

## **PART III – FINANCIAL & PHYSICAL RESOURCES**

### **3.1 Budgeted Expenditure for the year 2011-12**

<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>60.00</b>	<b>49.65</b>	10.55
- Maintenance Expenses	<b>1.80</b>	<b>1.06</b>	0.14
<b>II. Laboratories/Computing Centre</b>			
- New Equipment	30.00	19.70	0.30
- Furniture			
- Operation & Maintenance	4.00	3.43	0.57
<b>III. Salary</b>			
- Salary of Teaching Staff	20.00	14.70	5.30
- Salary of Non-Teaching Staff	12.00	6.30	5.70
<b>IV. Faculty/Staff Development</b> (Seminars/Workshops/Incentive Schemes/Training/Higher Studies)	0.50	-	0.50
<b>V. Library</b>			
- Books	3.00	2.72	0.28
- Journals ,e-journals	0.25		0.25
- E-library			
<b>VI. Services</b>			
- Administration/Transport/Hostels/Canteen/Security/Water/Electricity/P&T:	12.00	8.50	3.50
- Hostel Maintenance	-	-	-
- Landscaping	-	-	-
- Internet facility	1.00	0.80	0.20
<b>VII. Students Activities</b>			
- Extracurricular/Co-curricular/Sports/Cultural /extra classes	0.50	0.10	0.40
<b>VIII. Medical Expenses</b> <b>-Full time or otherwise</b>	0.20	0.10	0.10
<b>IX. Any Other, please specify</b>	<b>20.00</b>	<b>18.70</b>	<b>1.30</b>

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

### **3.2 BUILDING**

**(i) Total Built Up Area: -**

Particulars	Building with RCC roof (sqm.)	Building with Sheet roof (if suitable for educational Institution) (sqm.)	Total area available (sqm.)	Shortfall, if any	
				Area	Percentage
Institutional Area (Carpet Area)	3750	N.A.	4137	N.A.	N.A.
Administrative Area (Carpet Area)	515	N.A.	527	N.A.	N.A.
Amenities Area (Carpet Area)	470	N.A.	500	N.A.	N.A.
Circulation & others Area(*)	1350	N.A.	1835	N.A.	N.A.
Total	6085	N.A.	6999	N.A.	N.A.

\* Circulation and other area include, corridors, Toilets, Stair cases, Common area etc.

### (ii) Instructional Area

Particulars	Number of rooms			Carpet areas of each room	Shortfalls if any	
	Available	Shortfalls if any		Available in the institution sqm		
		Number	Percentage		Area in(sqm)	Percentage
Class Room	12	N.A.	N.A.	792	N.A.	N.A.
Tutorial Hall	3	N.A.	N.A.	99	N.A.	N.A.
Computer Centre	1	N.A.	N.A.	100.45	N.A.	N.A.
Library	1	N.A.	N.A.	304	N.A.	N.A.
Total number & area for all laboratories & workshops	24	N.A.	N.A.	2158	N.A.	N.A.

### (iii) Details of each Laboratory.

Sr. No.	Name of the Laboratory	Requirement as per norms (Carpet area in sqm.)	Carpet Area available (sqm.)	Shortfall, if any	
				Number	Percentage
1	LAB 1	66	66	N.A.	N.A.
2	LAB 2	66	66	N.A.	N.A.
3	LAB 3	66	66	N.A.	N.A.
4	LAB 4	66	66	N.A.	N.A.
5	LAB 5	66	66	N.A.	N.A.
6	LAB 6	66	66	N.A.	N.A.
7	LAB 7	66	66	N.A.	N.A.
8	LAB 8	66	66	N.A.	N.A.
9	LAB 9	66	66	N.A.	N.A.
10	LAB 10	66	66	N.A.	N.A.
11	LAB 11	66	66	N.A.	N.A.
12	LAB 12	66	66	N.A.	N.A.
13	LAB 13	66	66	N.A.	N.A.
14	LAB 14	66	66	N.A.	N.A.
15	LAB 15	66	66	N.A.	N.A.
16	LAB 16	66	66	N.A.	N.A.
17	LAB 17	66	66	N.A.	N.A.
18	LAB 18	66	66	N.A.	N.A.
19	LAB 19	66	66	N.A.	N.A.
20	LAB 20	66	66	N.A.	N.A.
21	LAB 21	66	66	N.A.	N.A.
22	LAB 22	66	66	N.A.	N.A.
23	LAB 23	66	66	N.A.	N.A.

24	<b>LAB 24</b>	<b>66</b>	<b>66</b>	<b>N.A.</b>	<b>N.A.</b>
25	<b>LAB 25</b>	<b>66</b>	<b>66</b>	<b>N.A.</b>	<b>N.A.</b>
26	<b>LAB 26</b>	<b>66</b>	<b>66</b>	<b>N.A.</b>	<b>N.A.</b>
27	<b>LAB 27</b>	<b>66</b>	<b>66</b>	<b>N.A.</b>	<b>N.A.</b>

**Note: List of Equipment in all the Laboratories should be attached.**

### **3.3 Availability of Other Requirements**

<b>S. No.</b>	<b>Description</b>	<b>Availability</b>	<b>Shortfall, if any</b>	
			<b>Number</b>	<b>Percentage</b>
(i)	Permanent Electrical Connection	<b>YES</b>	<b>N.A.</b>	<b>N.A.</b>
(ii)	All Weather Approach Road	<b>YES</b>	<b>N.A.</b>	<b>N.A.</b>
(iii)	Potable Water Supply System	<b>YES</b>	<b>N.A.</b>	<b>N.A.</b>
(iv)	Electrical Generator	<b>YES</b>	<b>N.A.</b>	<b>N.A.</b>
(v)	Students' Canteen	<b>YES</b>	<b>N.A.</b>	<b>N.A.</b>
(vi)	Students' Common Room	<b>YES</b>	<b>N.A.</b>	<b>N.A.</b>
(vii)	Hostel: (optional) Boys Girls	<b>NO</b>		
(viii)	Principal's Quarters/ Staff Quarters	<b>NO</b>		
(ix)	Bank facility	<b>NO</b>		
(x)	Facilities provided for physically Handicapped	<b>YES</b>	<b>N.A.</b>	<b>N.A.</b>
(xi)	Transport facilities	<b>YES</b>	<b>N.A.</b>	<b>N.A.</b>
(xii)	Medical facilities	<b>YES</b>	<b>N.A.</b>	<b>N.A.</b>

## **PART IV - HUMAN RESOURCES (FACULTY & STAFF)**

### **4.1 Information on Faculty**

#### **(i) Fulltime Faculty**



Whether full time Principal (qualified as per AICTE/State Government Requirement) has been appointed (Tick  appropriate box)

YES

NO

**(ii) Number of Fulltime Faculty Members**

S. No.	Particulars	Requirement as per norms	Number of Faculty Members Available	Shortfall, if any	
				Number	Percentage
1.	Principal/Director	Principal/Director	1	N.A.	N.A.
2.	HOD	HOD	4	N.A.	N.A.
3.	Sr. Lect.	Sr. Lect.	05	N.A.	N.A.
4.	Lecturer	Lecturer	21	N.A.	N.A.

**(iii) Technical Supporting Staff**

S. No.	Particulars	Requirement as per norms	Availability	Shortfall, if any	
				Number	Percentage
1	Workshop Tech.	08	08	N.A.	N.A.
2	Lab Attendant	03	03	N.A.	N.A.
3	Clerk	03	03	N.A.	N.A.
4	Librarian	01	01	N.A.	N.A.
5	Accountant	01	01	N.A.	N.A.
6	Store Keeper	01	01	N.A.	N.A.
7	PA to Principal	01	01	N.A.	N.A.
8	Computer Operator	01	01	N.A.	N.A.
9	Campus Supervisor	01	01	N.A.	N.A.
10	Physical Teacher	01	01	N.A.	N.A.

**(iv) Details of Teaching Staff Position**

Sr. No.	Name of Faculty	Designation	Qualification	Experience	Date of Joining	Past Teaching/ Professional Experience
1	Mr.	H.O.D.	MCA/BCA	5 Years	5	5 Years

	<b>Narender Kr.</b>				<b>Aug.2011</b>	
<b>2</b>	<b>Mr. Dhanush Dhari Mishra</b>	<b>Lecturer</b>	<b>M.Sc.</b>	<b>3 Years</b>	<b>4 Aug.2011</b>	<b>3 Years</b>
<b>3</b>	<b>Mr. Vaibhav Sharma</b>	<b>H.O.D</b>	<b>B.Tech.</b>	<b>2 Years</b>	<b>11Aug.2011</b>	<b>2 Years</b>
<b>4</b>	<b>Mr. Kunwar Pal</b>	<b>Lecturer</b>	<b>MA Eng. BA Hons. Eng.</b>	<b>1 Year</b>	<b>9 Aug.2011</b>	<b>1 Year</b>
<b>5</b>	<b>Ms. Madhu Sharma</b>	<b>Lecturer</b>	<b>M.Sc. Physics</b>	<b>1 Year</b>	<b>23 Aug.2011</b>	<b>1 Year</b>
<b>6</b>	<b>Mr. Sunil Kumar</b>	<b>Lecturer</b>	<b>M.Sc. Chemistry</b>	<b>4 Years</b>	<b>11 Aug.2011</b>	<b>4 Years</b>
<b>7</b>	<b>Ms. Kanti Devi</b>	<b>Lecturer</b>	<b>M.Sc. Physics</b>	<b>1 Year</b>	<b>1 Sep. 2011</b>	<b>1 Year</b>
<b>8</b>	<b>Ms. Babita Rani</b>	<b>Lecturer</b>	<b>M.Sc. Chem.</b>	<b>1 Year</b>	<b>1Sep. 2011</b>	<b>1 Year</b>
<b>9</b>	<b>Ms. Anamika</b>	<b>Lecturer</b>	<b>M.Sc. CSE</b>	<b>1 Year</b>	<b>1Sep. 2011</b>	<b>1 Year</b>
<b>10</b>	<b>Mr. Devender Kmr.</b>	<b>Lecturer</b>	<b>M.A., B.A., B.Ed.</b>	<b>1 Year</b>	<b>1 Sep. 2011</b>	<b>1 Year</b>
<b>11</b>	<b>Mr. Ravinder Singh</b>	<b>H.O.D.</b>	<b>B.Tech</b>	<b>3 Years</b>	<b>18/06/2012</b>	<b>3 Years</b>
<b>12</b>	<b>Mr. Vinay Pandey</b>	<b>Lecturer</b>	<b>B.Tech</b>	<b>2 Years</b>	<b>18/06/2012</b>	<b>2 Years</b>
<b>13</b>	<b>Mr. Digamber</b>	<b>Lecturer</b>	<b>B.Tech</b>	<b>Fresher</b>	<b>18/06/2012</b>	<b>Fresher</b>
<b>14</b>	<b>Mr. Sachin</b>	<b>Lecturer</b>	<b>B.Tech</b>	<b>Fresher</b>	<b>18/06/2012</b>	<b>Fresher</b>
<b>15</b>	<b>Mr.</b>	<b>Lecturer</b>	<b>B.Tech</b>	<b>Fresher</b>	<b>18/06/2012</b>	<b>Fresher</b>

	<b>Ashok Kumar</b>					
<b>16</b>	<b>Mr. Vinod Bainsla</b>	<b>H.O.D.</b>	<b>M.A., MBA</b>	<b>8 Years</b>	<b>18/06/2012</b>	<b>8 Years</b>
<b>17</b>	<b>Mr. Satender</b>	<b>Lecturer</b>	<b>Diploma</b>	<b>Fresher</b>	<b>18/06/2012</b>	<b>Fresher</b>
<b>18</b>	<b>Mr. Anil Kumar</b>	<b>Lecturer</b>	<b>B.Tech</b>	<b>2 Years</b>	<b>18/06/2012</b>	<b>2 Years</b>
<b>19</b>	<b>Ms. Ratti Sengar</b>	<b>Lecturer</b>	<b>M.Sc</b>	<b>3 Years</b>	<b>18/06/2012</b>	<b>3 Years</b>
<b>20</b>	<b>Mr. Sunil Kumar</b>	<b>Lecturer</b>	<b>M.Sc</b>	<b>4 Years</b>	<b>18/06/2012</b>	<b>4 Years</b>
<b>21</b>	<b>Ravi Shankar Sharma</b>	<b>Lecturer</b>	<b>B.Tech</b>	<b>1 Years</b>	<b>18/06/2012</b>	<b>1 Years</b>
<b>22</b>	<b>Rajni</b>	<b>Lecturer</b>	<b>MBA</b>	<b>Fresher</b>	<b>18/06/2012</b>	<b>Fresher</b>
<b>23</b>	<b>Mukesh Kumar</b>	<b>Lecturer</b>	<b>B.Tech</b>	<b>1 Year</b>	<b>09/07/2012</b>	<b>1 Year</b>
<b>24</b>	<b>Sunil Kumar</b>	<b>Lecturer</b>	<b>B.Tech</b>	<b>2 Year</b>	<b>09/07/2012</b>	<b>2 Year</b>
<b>25</b>	<b>Ms. Meena Varshey</b>	<b>Lecturer</b>	<b>B.Tech</b>	<b>Fresher</b>	<b>09/07/2012</b>	<b>Fresher</b>
<b>26</b>	<b>Mr. Bhagat Singh</b>	<b>Lecturer</b>	<b>MCA</b>	<b>2 Years</b>	<b>09/07/2012</b>	<b>2 Years</b>
<b>27</b>	<b>Mr. Gajender Singh</b>	<b>Lecturer</b>	<b>MCA</b>	<b>Fresher</b>	<b>09/07/2012</b>	<b>Fresher</b>
<b>28</b>	<b>Ms. Shafali Gupta</b>	<b>Lecturer</b>	<b>B.Tech</b>	<b>1 Year</b>	<b>09/07/2012</b>	<b>1 Year</b>
<b>29</b>	<b>Mr. Lalit Kumar</b>	<b>Lecturer</b>	<b>M.SC</b>	<b>Fresher</b>	<b>09/07/2012</b>	<b>Fresher</b>
<b>30</b>	<b>Ms. Ramrati Sorout</b>	<b>Lecturer</b>	<b>M.SC</b>	<b>Fresher</b>	<b>09/07/2012</b>	<b>Fresher</b>

1. Students/ Teachers Ratio (Total No. of Students / Total no. of Regular Teaching Faculty): -  $600/30 = 20:1$

2. Students / Supporting Staff (Technical) Ratio (Total No. of Students / Total No. of Regular Supporting Staff (Technical)): -  $600/20 = 30:1$

## **PART- V STUDENTS**

### **Academic Performance of Last three Years (Attach Annexure if required)**

Sr. No.	Discipline	Year	Number of student Appeared	Passed	Passed with 1 <sup>st</sup> Division	Pass Percentage
			A	Number (B)		(B/A)*100
1.	Civil Engg.	1 <sup>st</sup> year	56	N.A.	N.A.	N.A.
		2 <sup>nd</sup> year	N.A.	N.A.	N.A.	N.A.
		3 <sup>rd</sup> year	N.A.	N.A.	N.A.	N.A.
2.	Electrical Engg.	1 <sup>st</sup> year	45	N.A.	N.A.	N.A.
		2 <sup>nd</sup> year	N.A.	N.A.	N.A.	N.A.
		3 <sup>rd</sup> year	N.A.	N.A.	N.A.	N.A.
3.	Mechanical Engg.	1 <sup>st</sup> year	57	N.A.	N.A.	N.A.
		2 <sup>nd</sup> year	N.A.	N.A.	N.A.	N.A.
		3 <sup>rd</sup> year	N.A.	N.A.	N.A.	N.A.

### **Details of**

- (i) Merit position/toppers branch wise in the SBTE Exams if any. **NO**
- (ii) Awards awarded by the Polytechnic to the academic toppers of your Polytechnic. **YES**
- (iii) Steps taken for improving the academic results. **YES**
- (iv) Total no. of working days observed in Semester (Please attach copy of time table also).  
**As Per Academic Calendar**
- (v) Number of placements & efforts made for improving Industrial Institution Interaction. **NO**

## PART – VI (TEACHING LEARNING PROCESSES)

### 6.1 Library

Sr. No	Particulars	Requirement as per norms	Availability	Shortfall, if any	
				Number	Percentage
1.	No. of Titles of the books (*)	425	425	N.A.	N.A.
2.	No. of Volumes of the books (*)	4800	5000	N.A.	N.A.
3.	No. of Journals (National/International) (*)	10	10	N.A.	N.A.
4.	Whether library is fully furnished.	YES	YES	N.A.	N.A.
5.	No. of Titles of the books (*)	425	425	N.A.	N.A.
6.	No. of Volumes of the books (*)	4800	5000	N.A.	N.A.

(\*) Include only those book/Journals, which are relevant.

### 6.2 Computer Lab

Sr. No	Particulars	Requirement as per norms	Availability	Shortfall, if any	
				Number	Percentage
1.	No. of Computer Terminals	100	110	N.A.	N.A.
2.	Hardware Specification	P - 4	P - 4	N.A.	N.A.
3.	No. of terminals on LAN/WAN	100	110	N.A.	N.A.
4.	Relevant Legal Software	23	23	N.A.	N.A.
5.	Peripheral(s)	15	15	N.A.	N.A.

### Teaching Learning

- (i) Implementation of Academic Calendar YES  NO
- (ii) Language Laboratory YES  NO
- (iii) Use of Teaching Aids YES  NO
- (iv) Internet Facilities after College Hours YES  NO

(v) Reprographic Facilities	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
(vi) Educational Multimedia Packages	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

## **PART – VII SUPPLEMENTARY LEARNING PROCESSES**

### **Details of**

- (i) Student Feedback implemented or not? **Implemented**
- (ii) Whether Alumni association is formed or not. **NOT**
- (iii) Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students. **YES**
- (iv) Steps taken for improving academic ambience of the Polytechnic like land scaping, horticulture, tree plantation etc. **YES**
- (v) Any new innovations /practices/modern techniques in teaching started in the institutions. **YES**
- (vi) Utilization of student fund for student welfare activities. **YES**

## **PART-VIII INDUSTRY INSTITUTION INTERACTION & PLACEMENTS**

### **8.1 Mention the following details if any.**

- (i) Details of industrial tours/visits/ seminar etc. organized in the previous academic session **N.A.**
- (ii) Consultancy **N.A.**
- (iii) Industrial Project Work **N.A.**
- (iii) Seminars/Conferences/Lectures with industry partnership **N.A.**

## 8.2 Student's Placement:

- a) Whether training and placement cell has been established? **N.A.**
- b) Name of the Training and Placement Officer \_\_\_\_\_
- c) Qualification and Experience of Training and Placement Officer \_\_\_\_\_
- d) Number of companies which visited the Institute during the last three years for campus interviews: \_\_\_\_\_  
(Please supply the list of companies)
- e) Number of extension lectures delivered by outside experts during the last three Year's \_\_\_\_\_

## **PART IX – FACULTY DEVELOPMENT INITIATIVES**

- (i) Number of faculty sponsored till date for improvement of academic qualification teaching skills etc. **NO**
- (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. **NO**
- (iii) Number of faculty sponsored for industrial training. **NO**
- (iv) Do you have any faculty development plan, if so give the details.

## **PART X-EXTRA CURRICULAR ACTIVITIES :**

Please give a brief account of the activities/ achievements of your Institute during the previous year under the following subheadings.

- a) Games and sports **YES**
- b) Debates/ Paper presentation / Quiz Competitions / etc. **YES**
- c) Cultural activities **YES**
- d) NCC/NSS **NO**
- e) Students help desk **YES**
- f) Any other **N.A.**

## **PART XI- 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 program/course 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. **NO**
3. Does your institute have ever been served show cause notice by the HSBTE for indulging in malpractices in conduct of Board examination? If Yes, Please mention the details and its present status. **NO**
4. Does your institute have ever been served show cause notice by the DTE/AICTE/PCI/HSBTE for indulging in malpractices/violation of rules, etc? If Yes, Please mention the details and its present status. **NO**
5. Please submit status of compliance in respect of various conditions/guidelines as per latest AICTE approval Letter.
6. Please submit status of compliance in respect of various conditions/guidelines as per latest DTE/State Govt. NOC.
7. Whether any deficiencies were reported by the AICTE during last two years? If Yes, Please submit the compliance of these deficiencies. **NO**
8. Whether any deficiencies were reported by the DTE/HSBTE during last two years? If Yes, Please submit the compliance of these deficiencies. **YES**
9. 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  
Head of the Institution.

Counter signed by:

(Head of the Society/Trust/Board)

(Two Members on Society/Trust/Board)



## AICTE Norms for the Polytechnic

### 1. Land Area in Acres:-

Other than Rural Places	Rural Places
<b>1.5</b>	<b>5</b>
Land area shall cover Hostel facilities, if any. Land shall be in one continuous piece.	

### 2. Built-up Area Required:-

- i. The Institute area is divided in, Instructional area. (INA, carpet area in sq. m.), Administrative area (ADA, carpet area in sq.m.), Amenities area ( AMA, carpet area in sq. m.)
  1. Circulation area (CIA) is equal to  $0.25 \times (INA+ADA+AMA)$ .
  - ii. Total built up area in sq. m. is equal to  $(INA+ADA+AMA)+(CIA)$ .

### Instructional Area (Carpet area) in sqm

	Number of Divisions (Class of 60)	Duration of course in ( Yrs)	Class Rooms ( C)	Tutorial Rooms D)	Laboratory(including additional WS/Labs for category "X" courses)	Work Shop (for all courses)	Additional WS/Labs for Category "X" courses	Computer Centre	Drawing Hall	Library & Reading Room	Seminar Halls
Carpet Area in sqm per room			66	33	66	200	200	100	132	300	13
Number of rooms required for new Institution	A	Y	C=A	D=C/4	06	1	-	1	1	1	-
Total Number of rooms	A	Y	C=AxY	D=C/4	06/Course#	1	2/Course (Maximum 4)	1	1	1	1

1	Category X of courses: Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied courses of each.
2	Classrooms, Tutorial rooms and Laboratories required for 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> year may be added progressively to achieve total number as stated.
3	Additional Library (Reading room) area of 50 sq m/per 60 student (UG+PG) intake beyond 420.
4	#Progressive requirement, 2 <sup>nd</sup> year onwards shall be calculated as 2+2 labs/ course.
5	Round off fraction in calculation to the next integer.

### Administrative Area (Carpet area) in sqm

	Principal / Director Office	Board Room	Office all inclusive	Department Offices	Cabins for Head of Department	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for staff	Examinations Control Office	Placement Office
Carpet Area in sqm per room	30	20	300	20	10	5	30	10	10	10	10	30	30
Number of rooms required for New Technical Campus	1	1	1	-	-	First Year Student intake/15	1	1	1	1	1	1	-
Total Number of rooms	1	1	1	1/Dept	1/Dept	One per teaching faculty (as per norms) in the Institution	1	1	1	1	1	1	1

### Amenities Area (Carpet area) in sqm

	Toilets (Ladies & Gents)	Boys Common Room	Girls Common Room	Cafeteria	Stationery Store & Reprography	First Aid cum Sick room	Principal's quarter	Guest House	Sports Club/Gymnasium	Auditorium/Amphi Theater	Boys Hotel	Girls Hostel
Carpet Area in sqm per room for Technical Campus having more than one Program	350	100	100	150	10	10	150	30	200	400	Adequate	Adequate
Number of rooms required for New Technical Campus	Adequate	1	1	1	1	1	-	-	-	-	-	-
Total Number of rooms	Adequate	1	1	1	1	1	Desired	Desired	Desired	Desired	Desired	Desired

### Circulation Area in sqm

a	Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walk ways, staircases, entrance lobby
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**3. Faculty:-**Eligibility as per AICTE norms

### 4. Teacher-Student Ratio

Minimum Teacher: Student Ratio required is 1:20 (In addition one Principal & one HOD per department)

### 5. Library/Books

Total No. of Divisions:-B

No. of Titles:-50/25 per course

No. Of volumes:-250\*B/125 per course/Division

National Journals:-3\*B

Reading room seating (Percentage of total students): 15% (Max. 150)

Multimedia PCs (Percentage of total students): 1 % (Max. 10)

## 6. Laboratory/Workshop Equipments Required

The experimental setups should be arranged as per the requirements of the HSBTE curriculum, and normally not more than three students should work in a team for an experiment.

## 7. COMPUTER CENTRE

No. of PCs to Students Ratio (Min. 20 PCs):- 1:6

Legal system software: - 03

Legal Application software: - 20

LAN & Internet: - All

Mail Server & Client: - Desired

Internet Mbps/ intake of 240 students with Bandwidth Contention of 1:1 (Min. 1 Mbps):-02 Mbps

Printers including Color Printer (% of total no of PCs):- 10%

## 8. Other Facilities:

1.	Language Laboratory The Language Laboratory is used for language tutorials. These are attended by students who voluntarily opt for Remedial English classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking skills. This	Essential
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	especially benefits students who are deficient in English and also aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skits etc. These sessions are complemented by the online learning sessions which take place in the Multi-Purpose Computer Lab.	
2.	Potable Water supply and outlets for drinking water at strategic locations	Essential
3.	Electric Supply	Essential
4.	Backup Electric Supply	As required
5.	Sewage Disposal	Essential
6.	Telephone and FAX	Essential
7.	First Aid facility	Essential
8.	Vehicle Parking	Essential
9.	Institution web site	Essential
10.	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment, India.	Essential
11.	Safety provisions including fire and other calamities	Essential
12.	General Insurance provided for assets against fire, burglary and other calamities	Essential
13.	All weather approach road	Essential
14.	General Notice Board and Departmental Notice Boards	Essential
15.	Medical and Counseling Facilities	Essential
16.	Public announcement system at strategic locations for general announcements/paging and announcements in emergency.	Desired
17.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction.	Desired
18.	Transport	Desired
19.	Post, Banking Facility / ATM	Desired
20.	CCTV Security System	Desired
21.	LCD ( or similar ) projectors in classrooms	Desired
22.	Group Insurance to be provided for the employees	Desired
23.	Insurance for students	Desired
24.	Staff Quarters	Desired