

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

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

**INSTITUTE CODE: 027**

**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):	Manav Kalyan Education Society
Complete Postal address:	VPO- Jamalpur, Farrukhnagar, 1220503
Society / Trust / Company Registration Number	<b>HR018201300503</b>
Date of Registration / Place of Registration	<b>16-05-2013</b>
Name of the Chairman / President of the Society / Trust / Company	<b>Sh. Pratap Singh</b>
STD code & Telephone No. (LL) Mobile No.	0124-2280286.9466601998
Fax No.	0124-2280286
E-mail	tagoreinstitute@rediffmail.com
<b>Institution</b>	
Name of the Institution run by the Trust / Society / Company:	TAGORE INSTITUTE OF RESEARCH AND TECHNOLOGY
Complete Postal address:	VPO-JAMALPUR, Pin-122503, Farrukhnagar,Gurugram
STD code & Telephone No. (LL) Mobile No.	0124-2280286
Fax No.	0124-2280286
E-mail	tagoreinstitute@rediffmail.com
Type of the Institute (Write the appropriate one)	Self Aided Private (Enclose copy of Registration documents of Society/Trust) / Any other (Specify)
Year of starting of the Institute	2008

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

Name of the Principal of the Institute	Ms Nikita
Qualifications	M.Tech,MCA,M.Phil
Date of Joining of the Institute	01.09.2016
Contact Nos. (LL with STD Code / Mobile No.)	0124-2280286,89
E-mail	nikitasagar@gmail.com

**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)	05		
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	Yes		
No encumbrances certificate (contiguous-in single patch)	Khasra Plan Attached		
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 (Please tick the competent issuing authority & attach documents)	Total built-up area -6570 Development Authority		

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

	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)	Village Road
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>1- 3512948213/2018/EOA</b>	<b>04.04.18</b>	(Copy Attached)
Copy of last PCI approval letter (if applicable)	<b>N/A</b>	<b>N/A</b>	
Copy of last affiliation letter of HSBTE	<b>44</b>	<b>15.05.17</b>	(Copy Attached)
Copy of NOC of State Government	<b>N/A</b>	<b>N/A</b>	

### 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/No (Copy Attached)

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

<b>NAME AND ADDRESS OF THE MEMBERS OF THE GOVERNING BODY AS PER THE COMPOSITION PRESCRIBED BY AICTE</b>							
<b>S. No</b>	<b>Name</b>	<b>Position</b>	<b>Qualification</b>	<b>Present Professional position / Occupation</b>	<b>Telephone Numbers</b>	<b>E-mail</b>	<b>Address</b>
<b>01.</b>	<b>Sh. Partap Singh</b>	Chairman	BA	Education	9416601998	tagoreinstitute@redffm.com	<b>VPO-JAMALPUR</b>
<b>02.</b>	<b>Smt.Sunita Devi</b>	Member Secretary	10 <sup>th</sup>	Education	9466580737	tagoreinstitute@redffm.com	<b>Rajive Nagar Gurugram</b>
<b>03.</b>	<b>Ms.Nikita</b>	Members	M.Tech.M.Phil	Education	8901314520	nikitasagar@gmail.com	<b>Sec-10 Gurugram</b>
<b>04.</b>	<b>Smt.Kamlesh Devi</b>		10 <sup>th</sup>	Education	8816063818	tagoreinstitute@redffm.com	<b>VPO-Jamalpur</b>
<b>05.</b>	<b>Sh. Ravinder Kumar</b>		M.A.	Education	9813514141	tagoreinstitute@redffm.com	<b>VPO-JAMALPUR</b>
<b>06.</b>	<b>Smt.Ram Rati</b>		10 <sup>th</sup>	Socialist	8053578530	tagoreinstitute@redffm.com	<b>VPO-JAMALPUR</b>
<b>07.</b>	<b>Sh. Sudhir</b>		10 <sup>th</sup>	Socialist	9813034369	tagoreinstitute@redffm.com	<b>VPO-JAMALPUR</b>
<b>08.</b>	<b>Sh. Kishan</b>		10 <sup>th</sup>	Socialist	9416601998	tagoreinstitute@redffm.com	<b>VPO-JAMALPUR</b>

**Whether Anti-ragging committee (As per All India Council for Technical Education notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutions vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009) constituted, displayed in the campus of the institute and hoisted on the website of institute? (Yes / No)**

Yes

**Whether Grievance Redressal Committee in the Institute. (As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/Lega112012, dated 25.05.2012) constituted, displayed in the campus of the institute and hoisted on the website of institute? (Yes / No)**

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

Yes

**Whether Internal Complaint Committee (ICC) (As per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013) constituted, displayed in the campus of the institute and hoisted on the website of institute? (Yes / No)**

Yes

**Whether Committee for SC/ST (As per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11.09.1989) constituted, displayed in the campus of the institute and hoisted on the website of institute? (Yes / No)**

Yes

### **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/ Architecture/ Planning/ Applied Arts and Crafts, HMCT	1:25	1	1per Department	(S/ 25) – (A+B)	S/25
*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:**

**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 2017-18)

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	3966	4350	Nil
(b)	Administrative area [ADA]	RCC	300	335	Nil
(c)	Amenities area [AMA]	RCC	320	350	Nil
(d)	Circulation area [CIA]	RCC	1450	1500	Nil
[CIA = 0.25 x (INA+ADA+AMA)]		<b>TOTAL AREA :</b>	6036	6535	Nil

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	32	Nil
Board room	01	20 sqm	20	Nil
Office all inclusive	01		25	Nil
	Campus having one program	150 sqm	150	Nil
	Campus having more than one program	300 sqm	300	Nil
Department offices	01/Deptt.	20 sqm	100	Nil
Cabins for HOD's	01	10 sqm	50	Nil
Faculty rooms	-	30 sqm (subject to minimum 5 sqm for each faculty member)	200	Nil

Signature of the Principal/ Head of the Institution

Central stores	01	30 sqm	30	Nil
Maintenance Room	01	10 sqm	11	Nil
Security Room	01	10 sqm	10	Nil
Housekeeping Room	01	10 sqm	12	Nil
Pantry for staff (Desirable)	01	10 sqm	10	Nil
Examination control office (Confidential Room)	01	40 sqm	40	Nil
Placement office	01	50 sqm	50	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	100	Nil
Library and Reading Room	01	300 sqm	300	Nil
Seminar Hall	01	132 sqm	132	Nil

<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	15	66 sqm each room	990	Nil
Tutorial Rooms	Lecture rooms / 04	4	33 sqm each room	132	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	25	66 sqm each lab	1650	Nil

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

<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)	01	200 sqm	210	Nil
Drawing Hall	01	01	132 sqm	132	Nil

### BASIC AMENITIES FOR DIPLOMA COURSES

Toilets (Ladies & Gents)	01	150 sqm (Campus having one program)	150	Nil
		350 sqm (Campus having more than one program)		Nil
Toilets for <i>Divyang</i>	01	---	nil	Nil
Girls Common Room	01	75 sqm	75	Nil
Boys Common Room	01	75 sqm	75	Nil
Canteen/cafeteria (Desirable)	01	150 sqm	150	Nil
First aid-cum-sick room	01	10 sqm	10	Nil
Drinking water facility (water cooler) essential	Adequate nos. (with attached water purifiers)	--	2 nos.	Nil
Principal's Quarters	Desired	150 sqm	NIL	Nil
Guest House	Desired	30 sqm	30	Nil
Sports Club / Gymnasium / Playground	Desired	200 sqm	300	Nil
Auditorium / Amphi Theater	Desired	400 sqm	400	Nil
Boys Hostel	Desired	Adequate	YES	Nil
Girls Hostel	Desired	Adequate	N/A	Nil

### COMPUTERS, SOFTWARE, INTERNET AND PRINTERS

Program	Number of PCs/	Legal System	Legal Application	LAN and Internet	Mail Server and	Printers including
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Signature of the Principal/ Head of the Institution



	<b>Laptops to students ratio (Min 20 PCs)</b>	<b>Software</b>	<b>n Software</b>		<b>Client</b>	<b>Color Printer (% of total number of PCs/ Laptops)</b>
Engineering/ Technology	1:6	03	20	All	Desired	5%
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.

<b>(c) COMPUTER CENTRE - COMPUTERS, SOFTWARE, INTERNET AND PRINTERS [I, II &amp; III Year]</b>						
<b>S. No</b>	<b>Computer Facilities</b>	<b>Sanctioned intake</b>	<b>Number of Terminals</b>			<b>AICTE NORMS</b>
			<b>Required</b>	<b>Available</b>	<b>Shortfall</b>	
1.	Computers [S] - <b>First / Second Year / Third Year Students /only</b>	900	150	160	Nil	
2.	Multimedia Computers – Library / Internet Surfing in Reading room	900	10	10	Nil	
3.	Computers - For Faculty Members	---	07	10	Nil	
4.	Computers - For Administrative Office	---	05	05	Nil	

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5.	Printers [P]	---	15	15	Nil	
6.	Internet Facility	---	2	2	Nil	
7.	LAN Facility	YES / NO :		YES		
8.	Legal System Software	---	03	3	Nil	
	List of System Softwares	(01). Microsoft Windows 07				
		(02). Microsoft Window 2005 server				
		(03). Red hut Linux				
9.	Legal Application Software	---	MSDN Package			
	List of Application Software					
		Ms office 2007, Oracle 2008				
		Ms office 2011, Visual Basic 2005				
		Turbo C++, Java,				
		Turbo C, Auto Cad				
		Telly, Photoshop				
10.	UPS	Number of UPS :		02		
		Capacity :		11 kva		
11.	Computer Table / Chair	No. of Computer Tables :		75		
		No. of Computer Chairs :		150		
12.	Air Conditioners	YES / NO :		Yes		
13.	Central Xerox Facility	YES / NO		Yes		

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

		:		
14.	Mail Server & Client	YES / NO :	Yes	
15.	Computer Specifications [General, in brief]	150 nos (Zenith, Simmtronics)1GB Ram, Duel to Core,320 hard disk		

### 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
		<b>Number</b>			<b>Percentage of total students</b>	
Engineering and Technology	B	50#	250xB#	3xB#	15 % (Max 150)	1 % (Max 10)
		25 per* Course	125 per*Course			
HMCT	B	50#	250xB#	3xB#		
		25 per* Course	125 per*Course			

**NOTE:**

1. B=Number of divisions at 1st year (Shift 1+2) + Number of 2nd year direct divisions (Shift 1+2)
2. #Book titles and volumes required at the time of starting new Institution.
3. Total numbers of titles and volumes shall be increased in continuation till 15 years, which shall be the minimum stock of books. However, Institutions shall have to add annual increment of books as specified in Approval Process Handbook 2017-18.
4. \*Annual increment.
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. Availability of NPTEL facility at the library is essential.

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

<b>(d) BOOKS, JOURNALS AND LIBRARY FACILITIES</b>							
<b>S. No</b>	<b>Description</b>	<b>No. of Divisions (1 division=60)</b>		<b>Required</b>	<b>Available</b>	<b>Shortfall</b>	<b>AICTE NORMS</b>
1.	Number of Titles	B1 :	05	1025	1050	Nil	
		B2 :	05				
		B3: -----	05				
2.	Number of Volumes	B1 :	5	5400	5400	Nil	
		B2 :	05				
		B3 :	05				
3.	No. of National Journals	B =15		16	16	Nil	
4.	Digital Library facility	YES / NO :		YES			
5.	Reprographic Facility	YES / NO :		YES			
6.	Document scanning facility	YES / NO :		YES			
7.	Document printing facility	YES / NO :		YES			
8.	Internet	YES / NO :		YES			
9.	Multimedia Facilities	YES / NO :		YES			

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

<b>ESSENTIAL AND DESIRABLE REQUIREMENTS AS PER AICTE APH 2017-18</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	01
2.	Potable Water supply and outlets for drinking water at strategic locations	Yes	01
3.	Electric supply	Yes	23.7 kw
4.	Sewage Disposal	Yes	03
5.	Telephone and Fax	Yes	01
6.	Vehicle parking	Yes	02
7.	Institution Web-site with Mandatory disclosure [Website address to be provided]	Yes	www.tirtgurgaon.org
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	F.No.North-West/1-3327608383/2017/EOA
9.	Digital payment for all financial transactions as per MHRD directives	Yes	
10.	Compliance of the National Academic Depository (NAD) as per MHRD directives	Yes	
11.	Provision to watch MOOCS courses through Swayam	Yes	
12.	Implementation of Unnat Bharat Abhiyan	Yes	
13.	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	

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

14.	<p>Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer Design Manual for a Barrier Free Environment available in AICTE Web-Portal <a href="http://www.aicte-india.org">www.aicte-india.org</a></p> <p>Institution should provide appropriate facilities to take care of the physically challenged students and elderly persons. Every building should have at least one entrance accessible to the handicapped and shall be indicated by proper signage. This entrance shall be approached through a ramp together with the stepped entry. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Development, Government of India.</p> <p><b>Condition A: for Building up to 3 or 4 floors (for buildings of height &lt;15 m)</b></p> <ul style="list-style-type: none"> <li>• Lift can be provided but not essential.</li> <li>• Ramp shall be finished with non-slip material to enter the building. Minimum width of ramp shall be 1800 mm. with maximum gradient 1:12, one way length of ramp shall not exceed 9.0 m having double handrail at a height of 800 and 900 mm on both sides extending 300 mm. beyond top and bottom of the ramp. Minimum gap from the adjacent wall to the hand rail shall be 50 mm.</li> <li>• All teaching-learning facilities for physically challenged people shall be provided in the ground floor itself.</li> <li>• Unisex toilets with all facilities specified by the National Building Code to be provided only in the ground floor of regular buildings.</li> </ul> <p><b>Condition B: If the building is a multi-storeyed building i.e. more than 4 floors</b></p> <ul style="list-style-type: none"> <li>• Lift must be provided with all provisions as per the National Building Code.</li> <li>• Unisex toilets with all facilities specified by the National Building Code are to be provided in every floor.</li> <li>• Special reserved car parking facilities are to be provided.</li> </ul>	Yes	
15.	Safety provisions including fire and other calamities (Refer Annexures 8 and 9)	Yes	

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

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	Bharti axa APG/I0652307/13/08/D1131H
23.	Insurance for students	Yes	Bharti axa APG/I0652307/13/08/D1131H
24.	Institution-Industry Cell	Yes	01
25.	Applied for membership of National Digital Library	Yes	01
26.	Strong Room [Storing QPs & ASs]	Yes	01
27.	Security arrangement [Day / Night]	Yes	SLV Security
28.	Sufficient halls for Examination	Yes	01
<b>Desirable Requirements</b>			
29.	Implementation of the schemes announced by MHRD	Yes	
30.	Offering of Skill development Courses approved by the Council	Yes	
31.	Participation in the National Institutional Ranking Framework (NIRF)	Yes	
32.	Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ Innovation Laboratory	NO	
33.	Backup Electric Supply	Yes	
34.	Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems	Yes	
35.	Waste management and environment improvement measures to ensure a sustainable Green Campus	No	
36.	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.		
37.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	No	

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

38.	Transport	Yes	02 TATA BUS
39.	Post, Banking Facility/ ATM	Yes	
40.	CCTV Security System	Yes	25 nos
41.	LCD (or similar) projectors in classrooms	No	
42.	Staff Quarters	No	
43.	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	
44.	Placement Cell	Yes	01
45.	Implementation of Startup Policy	Yes	
46.	Intellectual Property Right Cell	No	

#### **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	<b><i>(list to be enclosed)</i></b>
5.	Whether any Machinery/Equipments are likely to be purchased in respect of the Courses for which extension of approval is applied	<b>YES / NO</b>
6.	If YES, list out the Machinery/Equipments	<b><i>(list to be enclosed)</i></b>
<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 - Maintenance Expenses	<b>3</b>	<b>200000</b> <b>201610</b>	
<b>II. Laboratories/Computing Centre</b> - New Equipment - Furniture - Operation & Maintenance	<b>3</b>	<b>33042</b> <b>38054</b> <b>112747</b>	
<b>III. Salary</b> - Salary of Teaching Staff - Salary of Non-Teaching Staff	<b>40</b>	<b>2607104</b> <b>1300760</b>	
<b>IV. Faculty/Staff Development</b> (Seminars/Workshops/Incentive Schemes/Training/Higher Studies)	<b>1</b>	<b>29941</b> <b>47524</b>	
<b>V. Library</b> - Books - Journals ,e-journals - E-library	<b>1</b>	<b>5285</b> <b>18380</b> <b>12000</b>	
<b>VI. Services</b> - Administration/Transport/Hostels/Canteen /Security/Water/Electricity/P&T: - Hostel Maintenance - Landscaping - Internet facility	<b>5</b>	<b>18100</b> <b>5243</b> <b>1117194</b> <b>92000</b>	
<b>VII. Students Activities</b> - Extracurricular/Co-curricular/ Sports/Cultural /extra classes	<b>1</b>	<b>37401</b> <b>3531</b>	
<b>VIII. Medical Expenses</b> -Full time or otherwise	<b>1</b>	<b>100000</b>	
<b>IX. Any Other, please specify</b>	<b>6</b>	<b>199696</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.	Diploma Engg.	1 <sup>st</sup> year	300	180	150	31	8	20
		2 <sup>nd</sup> year	300	220	210	45	15	35
		3 <sup>rd</sup> year	300	200	200	40	25	40
2.		1 <sup>st</sup> year	300	110	40	23	36	30
		2 <sup>nd</sup> year	300	180	50	24	27	25
		3 <sup>rd</sup> year	300	130	70	47	53	50
3.		1 <sup>st</sup> year	300	79	40	8	4	10
		2 <sup>nd</sup> year	300	120	90	25	18	18
		3 <sup>rd</sup> year	300	150	110	33	15	35

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.	Common/1Year/1Sem	73	113	80	15	13	5	
2.	Mech/2Year/3Sem	81	26	26	-	-	-	
3.	Civil/2Year/3Sem	81	52	52	-	-	-	
4.	ECE/2Year/3Sem	81	08	7	1	-	-	
5.	Elect. 2Yea/3Sem	81	10	8	2	-	-	
6.	Auto/2Year/3Sem	81	72	68	4	-	-	
7.	Mech/3Year/5Sem	81	45	45	-	-	-	
8.	Civil/3Year/5Sem	81	10	10	-	-	-	

Signature of the Principal/ Head of the Institution

9.	ECE/3Year/5Sem	81	30	30	-	-	-	
10.	Elect. 3Yea/5Sem	81	58	58	-	-	-	
11.	Auto/3Year/5Sem	81	4	4	-	-	-	

**Details:**

i. Merit position/toppers branch wise in the HSBTE Exams, if any.

Sr. No.	Name of Student	Branch	Merit Position in HSBTE
1	Poonam	E & C (1 <sup>st</sup> Sem.)	IIInd
2	Aarti	E & C (3 <sup>rd</sup> Sem.)	IIIrd
3	Ashiss Bhardwaj	Mech.(2 <sup>nd</sup> Sem.)	1 <sup>st</sup>
4	Murslim	FAA (4 <sup>th</sup> Sem.)	IIInd
5	Vikash Gandhi	Auto. (4 <sup>th</sup> Sem)	Ist
6	Preet Soni	Auto. (2 <sup>nd</sup> Sem.)	Ist.
7	Hiteshwar	E & C (2 <sup>nd</sup> Sem.)	IIIrd
8	Naveen Kumar	Auto. (4 <sup>th</sup> Sem.)	IIrd

ii. Awards awarded by the Polytechnic to the academic toppers of the Polytechnic.

1	Toppers	Awards	
2	HSBTE Toppers	100% Tution fees	Trophy
3	HSBTE 2 <sup>nd</sup> Toppers	75% Tution fees	Trophy
4	College Toppers	50% Tution fees	Trophy
5	College 2 <sup>nd</sup> Toppers	25% Tution fees	Trophy

iii. Steps taken for improving the academic results.

iv. 1. Engaged Extra Classes for weak students. 2. Preparations of Notes.

v. Conduct of extra classes for weak/ needy students (Please attach copy of time table also).

vi. Total no. of working days observed in Semester (Please attach copy of time table also).

vii. Whether Alumni association is formed or not.

viii. Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students.

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

- ix. The institute lays great emphasis on the personality development classes of the students. The communication skills in English is given due importance by engaging extra classes and attending language laboratory.
- x. The institute provides the various services like library, computing and Interaction facilities etc. after the working hours .
- xi. The committees consisting of personal counselors / Head of departments / and two representative of students from every section Department wise is constituted. This is known as faculty -student committee. The students are nominated to this committee on the basis of their merit/academic performance in the examination. The meetings of these committees are arranged as required from time to time.
- xii. The institute lays great emphasis on the personality development classes of the students. The communication skills in English is given due importance by engaging extra classes and attending language laboratory.
- xiii. Steps taken for improving academic ambiance of the Polytechnic like land scaping, horticulture, tree plantation etc. Yes the Institute have started virtual-lab as direction by IIT Delhi.
- xiv. Utilization of student fund for student welfare activities.
- xv. Yes the Institute celebrated the sardar Patel Birthday as **unity, safety and security day** with students.
- xvi. Teaching-Learning process:
  - a. Whether Academic Calendar implemented? (Yes / No)
  - b. Whether Teaching Aids used? (Yes / No)
  - c. Whether Student Feedback implemented? (Yes / No)
  - d. Any new innovation/ practice / technique adopted in teaching? (Yes / No)
  - e. Whether Teacher's Diary maintained? (Yes / No)

### **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  
Industrial tour for 4 sem Mech. & Auto in
- 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/No
- ii. Industrial tour in IMT Manesar
- iii. Consultancy : with HCL,M&M Auto

(iii) Industrial Project Work CNC Programming

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

## iv. Name of the Training and Placement Officer

Sh. Shammi Kapoor Kinha

## v. Qualification and Experience of Training and Placement Officer-

M.Tech. 20

## vi. Number of companies which visited the Institute during the last three years for campus interviews (Please supply the list of companies) &amp; efforts made for improving Industrial Institution Interaction.

- a. 1. Napinoauto, M-Tech. Sikkardi, Borger emission system Pvt. Play India Pvt.Ltd. Vikas Group of Companies,

## vii. Number of extension lectures delivered by outside experts during the last three years

20

## viii. Number of students placed during the last 3 years:

No. of Eligible Students	No. of Students Placed	Percentage
30 (2015-16)	08	27
32 (2016-17)	10	30
20 (2017-18)	15	75

**Extra Curricular Activities**

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

## i. Games and sports

Sr. No.	Nature of Games	Team Part.	Winning Team	Awards
1	Cricket	TIRT Civil. & Auto.	Auto	Trophy
2	Football	G.P.Manesar	G.P.Manesar	Trophy
3	Cricket	TIRT Mech to E&C	Mech	Kit
4	Football	TIRT to B.K.S.S. Sch.	B.K.S.S. Sch.	kit
6	Debates	Environmental Issues with Remedies		
		Transparency in Politics		

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

Ii Debates/ Paper presentation / Quiz Competitions etc.

Sr. No.	Nature of Activities	Topics
1	Quiz Comp.	Engg. Prospective
2	Debates	Globalization & its impact on society
3	Debates	Reforms in Higher education—NCHER.
4	Quiz Comp.	Social, Economic, Commerce & Engg.
5	Debates	Technology and its present modules

ii. Cultural activities

Sr. No.	Nature of Activities	Team Part.	Winning Team	Awards
1	Folk Dance	E&C to Elect	E&C	Certificates
2	Vocal Music	Mech to Auto	Mech	Certificates
3	Religious Speech	Civil to Mech.	Civil	Certificates
4	Digitalization	Elect, Engg to Auto	Elect.	Certificates

- iii. NCC/NSS                      No  
 iv. Students help desk        Yes  
 v. Any other

Special Counseling on following Schemes

- a) Unnat Bharat  
 b) Swachh Bharat Abhyan  
 c) Saksham and pragati scheme

**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.

03

- 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.

04

- iii. Number of faculty sponsored for industrial training.

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

03

- iv. Does the institute possess any faculty development plan, if so give the details.  
Yes, Implant Training provide to faculty members in industries.

#### **PART K – OTHERS**

1. Please state whether the applicant is running and / or managing any other technical / professional institution which is approved in the premises on sharing basis. If so, please give the name of the programs / courses being conducted.

No Any

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 Any

3. Has the institute ever been served show cause notice by the Board for indulging in malpractices in conduct of Board examination? If Yes, Please mention the details and its present status.

No Any

4. Has the institute ever been served show cause notice by the DTE / AICTE / PCI / NCHMCT / HSBTE for indulging in malpractices / violation of rules, etc? If Yes, Please mention the details and its present status.

No Any

5. Please submit status of compliance in respect of various conditions / guidelines as per latest AICTE approval Letter.

N/A

6. Please submit status of compliance in respect of Grievance Redressal Committee for students as notified by AICTE.

N/A

7. Please submit status of compliance in respect of various conditions / guidelines as per latest DTE / State Govt. NOC.

N/A

8. Whether any deficiencies were reported by the AICTE during last two years? If Yes, Please submit the compliance of these deficiencies.

No Any

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

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

10. Please describe briefly future plans for improvements in infrastructure / expansion in academic and other activities to fully meet the norms and standards.
- a) Planned Hostel for Boys
  - b) Planned 3<sup>rd</sup> year PD Lecture from private agency

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.**-Partap Singh
2. **Father Name.**-Hari Singh
3. **Designation in the Trust/Society/Mission/Company etc..**  
Chairman
4. **Permanent Address**-VPO-Jamalpur,Teh,Farrukhnagar,Disst-Gurugram  
Pin-1220503
5. **Correspondence Address**- VPO-Jamalpur,Teh,Farrukhnagar,Disst-Gurugram
6. **E-Mail ID**-tagoreinstitute@rediffmail.com
7. **Occupation.** Social Work
8. **Qualification Details**-Graduation (BA)
9. **Telephone/Mobile Number/FAX Number**-9466601998
10. **Work place address**-VPO-Jamalpur,Distt.-Gurugram Pin-122503,Panchgaon road
11. **Pan Number**-CLOPS8255E
12. **Aadhar Number**.382265200879
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:**

**Place:**

**(Signature)**

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

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

1. **Name.**-Sunita Devi
2. **Father Name.**-Hari Singh
3. **Designation in the Trust/Society/Mission/Company etc..**  
Secretary
4. **Permanent Address**-RO-Om Nagar,Disst-Gurugram Pin-122001
5. **Correspondence Address**- VPO-Jamalpur,Teh,Farrukhnagar,Disst-Gurugram
6. **E-Mail ID**-tagoreinstitute@rediffmail.com
7. **Occupation.** Social Work
8. **Qualification Details**-Metric (10th)
9. **Telephone/Mobile Number/FAX Number**-9466601998
10. **Work place address**-VPO-Jamalpur,Distt.-Gurugram Pin-122503,Panchgaon road
11. **Pan Number**-
12. **Aadhar Number**.993961360461
13. **DIN Number**.....



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**Date:**

**Place:**

**(Signature)**

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

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

1. **Name.**-Ravinder
2. **Father Name.**-Hari Singh
3. **Designation in the Trust/Society/Mission/Company etc..**  
Treasurer
4. **Permanent Address**-VPO-Jamalpur,Teh,Farrukhnagar,Disst-Gurugram  
Pin-1220503
5. **Correspondence Address**- VPO-Jamalpur,Teh,Farrukhnagar,Disst-Gurugram
6. **E-Mail ID**-tagoreinstitute@rediffmail.com
7. **Occupation.** Social Work
8. **Qualification Details**-Graduation (BA)
9. **Telephone/Mobile Number/FAX Number**-9
10. **Work place address**-VPO-Jamalpur,Distt.-Gurugram Pin-122503,Panchgaon road
11. **Pan Number**-ARJPL5120
12. **Aadhar Number**.837114755613
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:**

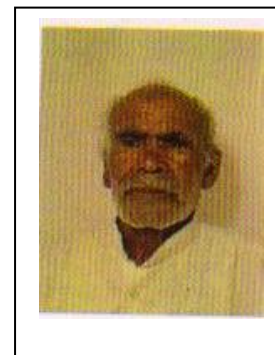
**Place:**

**(Signature)**

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

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

- 1. Name.**- Hari Singh
- 2. Father Name.**-Sohan Lal
- 3. Designation in the Trust/Society/Mission/Company etc..**  
President
- 4. Permanent Address**-VPO-Jamalpur,Teh,Farrukhnagar,Disst-Gurugram  
Pin-1220503
- 5. Correspondence Address**- VPO-Jamalpur,Teh,Farrukhnagar,Disst-Gurugram
- 6. E-Mail ID**-tagoreinstitute@rediffmail.com
- 7. Occupation.** Social Work
- 8. Qualification Details**-Graduation (BA)
- 9. Telephone/Mobile Number/FAX Number**-9466601998
- 10. Work place address**-VPO-Jamalpur,Distt.-Gurugram Pin-122503,Panchgaon road
- 11. Pan Number**-
- 12. Aadhar Number**.495303186616
- 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:**

**Place:**

**(Signature)**

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

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

1. **Name.**- Brahama Devi
2. **Husband Name.**-Hari Singh
3. **Designation in the Trust/Society/Mission/Company etc..**  
Member
4. **Permanent Address**-VPO-Jamalpur,Teh,Farrukhnagar,Disst-Gurugram  
Pin-1220503
5. **Correspondence Address**- VPO-Jamalpur,Teh,Farrukhnagar,Disst-Gurugram
6. **E-Mail ID**-tagoreinstitute@rediffmail.com
7. **Occupation.** Social Work
8. **Qualification Details**-Primary
9. **Telephone/Mobile Number/FAX Number**-9466601998
10. **Work place address**-VPO-Jamalpur,Distt.-Gurugram Pin-122503,Panchgaon road
11. **Pan Number**-
12. **Aadhar Number**.361217281180
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:**

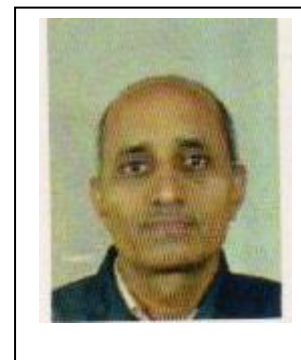
**Place:**

**(Signature)**

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

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

1. **Name.**- Bijender Singh
2. **Father Name.**-Dhoop Singh
3. **Designation in the Trust/Society/Mission/Company etc..**  
Member
4. **Permanent Address**- RO-Om Nagar,Disst-Gurugram Pin-122001
5. **Correspondence Address**- VPO-Jamalpur,Teh,Farrukhnagar,Disst-Gurugram
6. **E-Mail ID**-tagoreinstitute@rediffmail.com
7. **Occupation.** Social Work
8. **Qualification Details**-Graduation (BA)
9. **Telephone/Mobile Number/FAX Number**-9466601998
10. **Work place address**-VPO-Jamalpur,Distt.-Gurugram Pin-122503,Panchgaon road
11. **Pan Number**-
12. **Aadhar Number**.272721272212
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:**

**Place:**

**(Signature)**

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