



**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING**

PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 0172-2615385, 2622584-85 FAX : 2660734

**PROFORMA FOR AFFILIATION (For Session 2015-16)**

**PROFORMA WITH REGARD TO APPROVAL OF  
NEW POLYTECHNIC, NEW COURSES IN EXISTING POLYTECHNICS, EVENING POLYTECHNICS  
AND EXTENSION OF APPROVAL TO CONTINUE THE CONDUCT OF COURSE(S) IN  
ENGINEERING, TECHNOLOGY, PHARMACY, ETC.**

1. Name of the Institute : \_\_\_\_\_
2. Status (Govt., Govt. aided or self financing) : \_\_\_\_\_
3. (a) Name & address of the Society/Trust. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(b) Whether registered under Society Act : Yes/No \_\_\_\_\_
4. Name of the Principal : \_\_\_\_\_
  - (a) Qualifications : \_\_\_\_\_
  - (b) Date of appointment : \_\_\_\_\_
  - (c) Telephone No.(with STD Code) : \_\_\_\_\_
    - i) Office : \_\_\_\_\_ Fax : \_\_\_\_\_
    - ii) Residence : \_\_\_\_\_
    - iii) Mobile No. : \_\_\_\_\_
    - iv) Official Email Address : \_\_\_\_\_

**5. (a) Course(s) being conducted (2013-14)**

Sr. No.	Course Title	Seats approved by AICTE	AICTE approval			Seats allowed by the Board		Remarks
			Period	Letter No.	Date	Notification No.	Date	

**5. (b) Course(s) being conducted (2014-15)**

Sr. No.	Course Title	Seats approved by AICTE	AICTE approval			Seats allowed by the Board		Remarks
			Period	Letter No.	Date	Notification No.	Date	

**5. (c) Course(s) applied for (2015-16)**

Sr. No.	Course Title	Seats approved by AICTE	AICTE approval			Seats allowed by the Board		Remarks
			Period	Letter No.	Date	Notification No.	Date	

**5. (d) Additional Course(s)/ Increase in seats (Morning/evening course) applied for (2015-16)**

Sr. No.	Course-Title	Whether Morning or Evening	Whether new courses or already running	seats/Increase in seats applied for	Whether AICTE approval granted	Date & Letter no. of AICTE Approval

Note :- Additional sheets may be attached as ANNEXURE where ever required.

**5. (e) Decrease in seats (Morning/evening course) applied for (2015-16)**

Sr. No.	Course-Title	Whether Morning or Evening	Whether new courses or already running	seats/Increase in seats applied for	Whether AICTE approval granted	Date & Letter no. of AICTE Approval

Note :- Additional sheets may be attached as ANNEXURE where ever required.

**5. (f) Students on Roll in existing courses:**

Sr. No.	Course-Title	Class / Semester	Seats approved by Board including fee waiver seats	Admitted Including (at start of course) fee waiver seats	Drop-out/ Left	Re-admitted	Migrated		Total on Roll
							In	Out	

**6. Existing Facilities**

Item	Required as per AICTE	Total Available	Short Fall	Remarks
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- a) **Land**  
 (area in acres)  
 Tick location  
 (rural / Dist. HQR/  
 Metro City/Corp. limit)

Ownership whether the land is registered in society name or leased (Add Proof )

- b) **BUILDING** – with dimensions and approved plan of existing building

Particular	Number of rooms	Available Carpet Area	Required Carpet Area	Shortfall	Remarks
1	2	3	4	5	6
<p><b>A. <u>INSTRUCTIONAL AREA</u></b></p> <p><b>I. Lecture Rooms</b></p> <p>i. 30-40 students</p> <p>ii. 60-60+</p> <p>iii. Tutorials 15-20 students</p> <p>iv. Drawing Hall                      Without draft machines                      With draft machines</p> <p><b>II. Laboratories</b></p> <p>1. Applied Science</p> <p>    a. Physics</p> <p>    b. Chemistry</p> <p>2. Computer Engg.</p> <p>3. Mechanical Engg.</p>					

**(Indicate bath size here)**



<p>4. Electrical Engg.  5. Instrument Tech.  6. M.L.T  7. Pharmacy  8. Communication Skill Lab.  9.  10.</p> <p><b>III. Workshop</b></p> <p>i. Carpentry &amp; Paint shop  ii. Fitting shop  iii. Welding &amp; sheet metal shop  iv. Electric shop  v. Smithing shop or Electronic shop as per Scheme  vi. Foundary shop  vii. Turning shop  viii. Machine shop  ix.  x.</p> <p><b>IV. Library</b></p> <p>i. Total area  ii. Reading area  iii. Seating capacity  iv. Built up area</p> <p><b>V. Other</b></p>					<p><b>(Indicate bath size here)</b></p>
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1	2	3	4	5	6
<p><b>B. <u>ADMINISTRATIVE AREA</u></b></p> <p>Principal room  Confidential room  Reception Lounge  HOD/Sr. Lect./ Lecturer  Main office  Record room  Departmental office  Training &amp; placement cell  Stores  Conference room  Examination Hall</p> <p><b>C. <u>AMENITIES:</u></b></p> <p>i) Girls Common Room  ii) Staff Common Room  iii) Boys Common Room  iv) NCC/NSS  Indoor games,  recreation Centre,  hobby centre,  Physical education  Centre  v) Dispensary</p>					

<p>vi) Canteens, Co-operative store, bank extension centre etc.</p> <p>vii) Play-grounds</p> <p>viii) a. Auditorium/ Multipurpose hall b. Open Air Theatre</p> <p><b>D. <u>RESIDENTIAL AREA:</u></b></p> <p><b>a. Students Hostels</b></p> <p>i) Boys ii) Girls</p> <p>Dining Hall</p> <p>Kitchen Store</p> <p>Hostel Warden House Hostel Supdt./</p> <p>Care taker House</p> <p><b>b. Guest House</b></p> <p>No. of Rooms</p> <p><b>c. Staff residences</b></p> <p>i) Principal ii) HOD iii) Sr. Lecturer iv) Lecturer v) Clerical vi) Class IV</p>					
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1	2	3	4	5	6
<b>d. Miscellaneous items</b> i. Cycle stand ii. Scooter stand iii. Car Parking					

**Any other building area apart from above categorization should be mentioned here.**

**Signature of the Principal** \_\_\_\_\_

**7. STAFF / ESTABLISHMENT**

**Add separate sheet –** Department wise/section wise, with designation, qualifications, Pay scale and length of service, regular/adhoc/contractual as per performa given under for the following staff.

Item	Total Required	Total Available	Shortfall	Remarks
<p><b>i) Technical staff</b></p> <p><b>a. Teaching staff-</b></p> <p>HOD</p> <p>Sr. Lecturer</p> <p>Lecturers</p> <p>TPO</p> <p>Project Officer</p> <p><b>b. Workshop staff-</b></p> <p>Workshop Supdt.</p> <p>Foreman:</p> <p>Instructors:</p> <p>Workshop Attendant</p> <p><b>c. Technical supporting staff</b></p> <p>Laboratory staff:</p> <p>a. Lab Assistant</p> <p>b. Lab Attendant</p> <p>c. Draftsman</p>				

Item	Total Required	Total Available	Shortfall	Remarks
<p><b>d. Library, Learning Resource Centre and Computer Centre staff</b></p> <p>1) Library staff</p> <p>    a) Librarian</p> <p>    b) Asstt. Librarian</p> <p>    c) Library attendant</p> <p>2) Computer Centre staff</p> <p>    a) Programmer</p> <p>    b) Computer Operator</p> <p>    c) Computer Section Attendant</p> <p><b>II. Administrative staff</b></p> <p>i) Registrar cum Accounts Officer</p> <p>ii) Officer Superintendent</p> <p>iii) Sr. Stenographer/PA to Principal</p> <p>iv) Accountant</p> <p>v) Assistant/UDC/Steno-typist/ LDC/Computer Operator/Typist</p> <p>vi) Store Keeper</p> <p>vii) Record clerk/LDC</p> <p>viii) Driver</p> <p>ix) Reprographic Machine Operator</p> <p><b>III. Miscellaneous staff</b></p> <p>i) Campus Supervisor/Jr. Engineer/ Estate Assistant</p> <p>ii) Physical Training Instructor</p> <p>iii) Electrician</p>				

Item	Total Required	Total Available	Shortfall	Remarks
iv) Gardeners				
v) Department & Class room Attendants				
vi) Store Attendant				
vii) Watchman/Chowkidar				
viii) Peons				
ix) Safai karamchari				
<b>IV. Miscellaneous staff</b>				
i) Total teaching faculty				
ii) Total technical support staff including workshop staff				
iii) Total library & Administrative staff				
iv) Total Misc. Staff				
v) Total staff on rolls of the institute				

**V. Staff Training & Development Programme:**

Teachers will be provided with the opportunity to improve their qualifications through quality improvement programmes. These programmes should be industry oriented and practice based.

A variety of short term courses should be offered for professional development of the teachers working at different levels.

Efforts should be made to identify faculty training need for their professional development.

Please indicate:

- a. Number of teachers sent for long term courses/higher studies
- b. Number of teachers sent on short term courses
- c. Number of teachers sent on Industrial Training

Please add requisite proof for the above if the report is not NIL

**VI) Payment of honorarium / TA / DA to staff members of Polytechnics/ Pharmacy Institutes for examination related duties / Table marking**

i) Whether payment of honorarium for performing all type of examination/ evaluation related duties, received from PSBTE, paid to the Concerned staff members within one week from the date of receipt. **Yes/No**

ii) Whether due amount of income tax of each individual who have received Payment on account of honorarium for performing all type of examination / evaluation related duties, received from PSBTE, have been deducted and deposited with Income Tax authority by clubbing the amount of honorarium in the salary **Yes/No**

**No. of Beneficiary Teachers -** \_\_\_\_\_

**Total Amount Received -** \_\_\_\_\_

**Total Amount Distributed -** \_\_\_\_\_



**PROFORMA REGARDING STAFF** *(use separate sheet if required)*

Sr. No.	Name with Designation	Qualification	Date of Appointment/ Joining In the Institution	Nature of Appointment Permt./ adhoc Contractual	Whether the appointment approved by Board/State Govt. (name of nominee in the selection)	Basic Pay	Total emoluments per month	CPF No.

## 8. LIBRARY BOOKS AND PERIODICALS

A library is a centre of learning. With proper environment created in the library, the students as well as teachers would spend more time referring to the books, periodicals and research papers etc.

The library should have books related to the area of programmes offering books related to basic and engineering sciences, books on communication skills and management, good books for general reading and periodicals related with science and technology. The library should also have multi media learning packages, audio visual aids like films, charts, slides etc. The library should also have facility for photocopying.

Number of books and periodicals etc.

- 1) Engineering & Technology Books/ other disciplines :  
offered by the respective polytechnic
- 2) Basic Sciences & Engineering Science of disciplines :
- 3) Books on Communication skills management and :  
standard general reading
- 4) Periodicals :

Note: For 1 to 3 above, 10% books may be added annually to the library.

Item	Text Books	Total books	Total available	Remarks by Inspection team
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- i) Books (Discipline Wise) Add separate sheet if necessary
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.

ii) Journals (Discipline Wise) Add Separate sheet if necessary

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

iii) New additions discipline wise during  
Proposed addition in

a) Year 2013-14
b) Year 2014-15
Year 2015-16

iv) Miscellaneous:

- 1) Multi media learning packages
  
- 2) Audio Visual aids
  - a) Films
  - b) Charts
  - c) Slides
  
- 3) Photocopier

**v) DETAILS OF LIBRARY BOOKS**

S.No.	Type	No. of Titles	Volume	Specific Remarks
1	Reference Books			
2	Text Books			
3	General Books			

## 9. EQUIPMENT

Equipment for laboratories and workshops  
Lab wise and shop wise

- i. Lab & each shop *(Add separate sheet for each)*  
As per curriculum requirement
- ii. Communication Lab. *(Add separate sheet for each)*
- iii. Indicate number of students in each group
- iv Computers Detail
- v. Equipment for office *(Add separate sheet for each)*
- vi. Audio Visual & reprographic equipment
  - a) OHP 35mm
  - b) LCD Projector
  - c) Colour TV, VCR, DVD Player
  - d) Camera
  - e) Type writers
  - f) Photocopier
  - g) Fax machine
- vii. Telephone facilities
  - a) External Telephones
    - i) Office with STD One
    - ii) Students (paying Booths)
  - b) Institution One
  - c) Hostel One/Hostel

**10. COMPUTERS DETAIL**

Performa for Details of Computer Lab \_\_\_\_\_ Total no. of Computer Labs \_\_\_\_\_

S.No.	Configuration	Number of Computers	Details of legal software
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*(Add separate sheet lab wise)*

**11. NETWORKING DETAILS**

i) Intra Lab Networking

Kind of Networking

Hub / Switch / Router /

No. of computers on Network

ii) Inter Lab Networking

Kind of Networking

Hub / Switch / Router /

No. of labs and officers on Network

iii) Internet Connection

Type of Internet connection

No. of computers having internet connection.

Also enlist the other accessories Available:

d) Inter Communication Set to Connect different departments office, Hostel, library etc.

**12. FURNITURE and allied facilities**

Details of furniture including lecture room benches, drawing tables, lecture stands, drafting machines etc. *(add detailed sheet).*

**13 POWER ARRANGEMENTS**

i) Electricity Connections: \_\_\_\_\_ Kilo watts

(Permanent/Temporary) Attach proof

ii) Generator Set with capacity 1) State single phase load capacity \_\_\_\_\_

2) Three phase with load capacity \_\_\_\_\_

a. Institution \_\_\_\_\_ Kilowatts

b. Hostel \_\_\_\_\_ Kilowatts

**Signature of the Principal** \_\_\_\_\_

**14. FINANCIAL REPORT**

**a) UTILIZATION OF DEVELOPMENT FUND YEAR WISE**

(See instructions issued by Board)

i) Upto 2014

ii) After 2014

**b) UTILIZATION OF STUDENT ACTIVITIES FUND:**

*Add separate sheet for details*

i) Attach separate statement for funds spent during year 2014-15 with details

ii) Attach separate proposal for year 2015-16 with descriptive notes

**15 COMPLIANCE REPORT**

Action taken on specific conditions and General conditions as stipulated in the previous inspection reports.

S.No.	Conditions/Shortcomings	Status of Compliance
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*Add separate sheet for details*

**16. INDUSTRY-INSTITUTE INTERACTION**

MOU signed with different organisations And list of trainees (Add photocopies of MOU). Attach a list of Industries where students go for Industrial Training.

**17. PLACEMENT OF STUDENTS:**

(Add separate sheet in tabular format showing name of students branch wise and avenue of placement)

**18. PUNJAB STATE BOARD OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING RESULTS**

Branch wise, Semester wise for last year. *(attach consolidated sheet)*

Signature of the Principal \_\_\_\_\_

**19. UPKEEP OF ATTENDENCE OF RECORD OF STUDENTS**

Sr. No.	Branch/With Year/Semester	Hours of teaching from start of session	Total Student on roll	Number of students				Remarks
				Above 75%	Above 70%	Above 65%	Above 60%	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								



## ADDITIONAL FACILITIES CREATED FOR EVENING CLASSES

*(This is in addition to the infrastructure already available for the diploma courses offered in the morning session)*

1. **BUILDING** – with dimensioned and approved plan of existing and proposed buildings :-

Particulars	Number of rooms	Available Carpet Area	Required Carpet Area	Shortfall	Remarks
1	2	3	4	5	6
<p><b>A. <u>INSTRUCTIONAL AREA</u></b></p> <p><b>I. Lecture Rooms</b></p> <p>i. 30-40 students</p> <p>ii. 60-60+</p> <p>iii. Tutorials 15-20 students</p> <p>iv. Drawing Hall Without draft machines With draft machines</p> <p><b>II. Laboratories</b></p> <p>1. Applied Science</p> <p style="padding-left: 20px;">a. Physics</p> <p style="padding-left: 20px;">b. Chemistry</p> <p>2. Computer Engg.</p> <p>3. Mechanical Engg.</p> <p>4. Electrical Engg.</p> <p>5. Instrument Tech.</p> <p>6. M.L.T</p> <p>7. Pharmacy</p> <p>8. Communication Skill Lab.</p> <p>9.</p> <p>10.</p>					(Indicate batch size here)

1	2	3	4	5	6
<p><b>III. Workshop</b></p> <ul style="list-style-type: none"> <li>i. Carpentry &amp; Paint shop</li> <li>ii. Fitting shop</li> <li>iii. Welding &amp; sheet metal shop</li> <li>iv. Electric shop</li> <li>v. Smiting shop or Electronic as per Scheme shop</li> <li>vi. Foundry shop</li> <li>vii. Turning shop</li> <li>viii. Machine shop</li> <li>ix.</li> </ul> <p><b>IV. Library</b></p> <ul style="list-style-type: none"> <li>i. Total area</li> <li>ii. Reading area</li> <li>iii. Seating capacity</li> <li>iv. Built up area</li> </ul> <p><b>V. Other</b></p> <p><b>B. <u>ADMINISTRATIVE AREA</u></b></p> <p>Principal room  Confidential room  Reception Lounge  HOD/Sr. Lect./  Lecturer  Main office  Record room</p>					(indicate batch size here)

1	2	3	4	5	6
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1	2	3	4	5	6
Kitchen Store					
Hostel Warden House					
Hostel Supdt.					
Care taker House					
<b>b. Guest House</b>					
No. of Rooms					
<b>c. Staff residences</b>					
i) Principal					
ii) HOD					
iii) Sr. Lecturer					
iv) Lecturer					
v) Clerical					
vi) Class IV					
<b>d. Miscellaneous items</b>					
i. Cycle stand					
ii. Scooter stand					
iii. Car Parking					

Signature of the Principal \_\_\_\_\_

**2. A. COMPUTERS DETAIL**

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Hub / Switch / Router /

No. of computers on Network

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iii) New additions discipline wise during  
Proposed addition in

a) Year 2013-14
b) Year 2014-15
2014-2015

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Sr. No.	Name with Designation	Qualification	Date of Appointment/ joining in the Institution	Nature of Appointment Permt./ adhoc Contractual	Whether the appointment approved by Board/ State Govt. (name of nominee in the selection)	Basic Pay	Total emoluments per month	CPF No.

**5. TIME TABLE**

**i) Morning Session**

**(Attached Separately)**

**ii) Evening Session**

**(Attached Separately)**