



The Punjab State Board of Technical Education and Industrial Training

Plot No. 1A, Sector 36 A, Chandigarh

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APPLICATION FORM FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2022-23

(For NEW POLYTECHNIC, NEW COURSES IN EXISTING POLYTECHNICS, INCREASE / DECREASE IN INTAKE AND EXTENSION OF APPROVAL TO CONTINUE THE CONDUCT OF COURSE(S) IN ENGINEERING / TECHNOLOGY)

CATEGORY OF AFFILIATION APPLIED FOR: - NEW AFFILIATION / EXTENSION OF APPROVAL

1. (a) Name of Institute : _____
(b) Address of the Institute : _____
(c) Year of establishment : _____
2. Status (Govt., Govt. aided or Self financing) : _____
3. (a) Name of the Society/Trust : _____
(b) Address of the Society/Trust : _____
(c) Whether registered under Society Act : **YES/ NO**
4. Name of the Principal : _____
(a) Qualification : _____
(b) Pay scale & Experience : _____
(c) Date of appointment : _____
(d) Telephone No.(With STD Code) : Office : _____ Mobile : _____
Official Email Address : _____
5. AISHE Code : _____

Whether DCF III uploaded for 2020-21: **Yes/No**

6. (a) Course(s) being conducted (2020-21)

(Attach relevant documents as Flag 6-(a))

Sr. No.	Course Title	Seats approved by AICTE		AICTE approval			Seats allowed by the Board		Actual Number of students admitted
		M	E	Period	Letter No.	Date	Seat Intake	Approved by board	

6. (b) Course(s) being conducted (2021-22) Attach copies of AICTE approval

(Attach relevant documents as Flag **6-(b)**)

Sr. No.	Course Title	AICTE approval			Seats allowed by the Board			Actual Number of students admitted
		Seats Approved	Period	Letter No.	Date	Seat Intake	Approved by board	

6. (c) Course(s) applied for (2022-23) Attach copies of AICTE approval

(Attach relevant documents as Flag **6-(c)**)

Sr. No.	Course Title	Seats Applied	AICTE approval			Seats allowed by the Board		Remarks
			Seats Approved	Letter No.	Date	Seat Applied	Approved by board	

Note 1 : As per AICTE Approval Handbook 2020-21 "The Institution offering courses earlier in the Regular Shift, First Shift, Second Shift/Part Time now amalgamated as total intake shall have to fulfill all facilities such as Infrastructure, Faculty and other requirements as per the norms specified in the Approval Process Handbook 2020-21 for the total approved intake. Further the Institutions Deemed to be Universities/ Institution having Accreditation/ Autonomy Status shall have to maintain the Faculty: Student ration as specified in Approval Process Handbook. All such Institutions/ Universities shall have to create the necessary Faculty, Infrastructure and other facilities within 2 Years to fulfill the norms based on the Affidavit submitted to AICTE."

Note 2 : Approval from **Council of Architecture (COA)** is **mandatory** if applying for 3 Year **Diploma course in Architectural Assistantship** . Attach copy of COA approval.

6. (d) Additional Course(s)/ Increase in seats applied for (2022-23)

(Attach relevant documents as Flag 6-(d))

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

6. (e) Closure of course/Decrease in seats applied for (2022-23)

(Attach relevant documents as Flag 6- (e))

Sr. No.	Course-Title	Whether Morning	Closure of courses	Decrease in seats applied for	Whether AICTE approval granted	Date & Letter no. of AICTE Approval

Note: - Kindly attach approval from Govt. of Punjab in case increase or decrease of seats in Govt. Polytechnic Colleges and resolution of Society/Trust in case of Aided/Private Institutes.

7. Existing Facilities

(Attach relevant documents as Flag - 7)

a) Land (area in acres) :	Ownership whether the land is registered in society name or leased /Jammabandi/ CLU/ Land deed/ Relevant document regarding land ownership
b) Required as per AICTE :	
c) Tick location (Rural / Urban) :	

d) **Infrastructure Details** (with dimensions and approved plan of existing building)

S. No.	Category	No. Required	No. Available	Shortage	Built up Area Required	Built up Area Available	Shortage	Remarks
I. Instructional Area								
1.	Class Room							
2.	Tutorial Room							
3.	Laboratory							
4.	Workshop							
5.	Language Laboratory							
5.	Computer Centre							
6.	Drawing Hall							
7.	Library & Reading Room							
8.	Seminar Hall							

II. Administrative Area

S. No.	Category	No. Required	No. Available	Shortage	Built up Area Required	Built up Area Available	Shortage	Remarks
9.	Principal Office							
10.	Board Room							
11.	Office							
12.	Deptt. Office							
13.	HOD Cabin							
14.	Faculty Room							
15.	Central stores							
16.	Maintenance							
17.	Housekeeping							
18.	Pantry for staff							
19.	Exam Office							
20.	TPO Office							

III. Amenities Area

S. No.	Category	No. Required	No. Available	Shortage	Built up Area Required	Built up Area Available	Shortage	Remarks
21.	Toilets (Ladies & Gents)							
22.	Boys Common Room							
23.	Girls Common Room							
24.	Canteen							
25.	Stationery Store & Reprography							
26.	First Aid cum Sick Room							
27.	Principal's Quarters							
28.	Guest House							
29.	Sports Club/Gym							
30.	Auditorium							
31.	Boys Hostel							
32.	Girls Hostel							

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

8. STAFF / ESTABLISHMENT

(Attach relevant documents as Flag - 8)

S. No.	Name & Designation	Qualification	Date of joining	Department	Scale of Pay	Total Salary	Aadhar No.	PAN Details	Bank Account along with Bank name for Salary

Item	Total Required	Total Available	Shortfall	Remarks
1) Technical staff				
a) HOD				
b) Sr. Lecturer				
c) Lecturers				
2) Workshop staff-				
a) Workshop Supdt.				
b) Foreman:				
c) Instructors:				
d) Workshop Attendant				
3) Technical supporting staff				
a) Lab Assistant				
b) Lab Attendant				
c) Draftsman				
4) Library, Learning Resource Centre and Computer Centre staff				
1) Library staff				
a) Librarian				
b) Asstt. Librarian				
c) Library attendant				
2) Computer Centre staff				

a) Programmer				
b) Computer Operator				
5) Administrative staff				
a) Officer Superintendent				
b) Accountant/ Cashier				
c) Assistant/Steno-typist				
d) Store Keeper				
e) Record clerk/keeper				
f) Driver				
6) Miscellaneous staff				
a) Physical Training Instructor				
b) Electrician				
c) Gardeners/ Mali				
d) Department & Class room attendants				
e) Watchman/Chowkidar				
f) Peons				
g) Sweepers				
7) Total strength of staff				
a) Total teaching faculty				
b) Total technical support staff				
c) Including workshop staff				
d) Total library & Administrative staff				
e) Total Misc. Staff				
f) Total staff on rolls of the institute (Attach latest Salary sheet and attendance record)				

e. Staff Training & Development Programmes:

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

f. Payment of honorarium /TA/DA to staff members for examination related duties / Table marking (latest payment received from board)

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**

Number of Beneficiary Teachers - _____

Total Amount Received - _____

Total Amount Distributed - _____

9. LIBRARY DETAILS Existing Courses

(Attach relevant documents as Flag-9)

A library is a centre of learning. 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 multimedia learning packages, audio visual aids like films, charts, slides etc. The library should also have facility for photocopying.

Course(s)	Reading room Seating Capacity		No. of Titles		No. of Volumes		No. of Journals		Remarks
	Required	Available	Required	Available	Required	Available	Required	Available	
Engineering and Technology									

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.

- i) **Books (Discipline Wise)** Add separate sheet if necessary
 - 1.
 - 2.
 - 3.
 - 4.

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

- 1.
- 2.
- 3.
- 4.
- 5.

iii) **New additions discipline wise during**

	a) Year 2020-21	:	
	b) Year 2021-22	:	
Proposed addition in Year 2022-23		:	

10. LABORATORY/WORKSHOP Equipment Detail

(Attach relevant documents as Flag-10)

(The Laboratories shall have equipments as appropriate as stated/suitable for the requirements of the Board’s curriculum and quantity of equipments also appropriate according to intake applied)

Department	No of Laboratories	Quality of Equipment	Remarks

Important: Give department wise details of equipment, Nos available, manufacturer name, year of purchase, whether in working condition or not in separate sheet.

11. COMPUTERS and other Facilities

Particulars	Required	Available	Shortfall	Remarks
Computers for Students(Minimum required 1:6 of approved intake)				
Multimedia PC’s in Library/Reading Room				

Printers				
Internet Bandwidth				
Legal System Software				
Legal Application Software				
Multimedia Projector				
Reprographic Facilities (Photo Copier, Fax, Plotter, Scanner)				
Number of terminals on LAN/WAN				
No. of Labs and offices on Network				
Institute Website with mandatory disclosures				

12. CCTV Camera Details

Sr.No.	Examination Room Size	No. of CCTV installed in the room	Working/Not Working	NVR/DVR storage Capacity	Whether <u>External hard disk</u> is available to store complete Examination Process

13. ESSENTIALS AND DESIRED REQUIREMENTS

ESSENTIAL AND DESIRABLE REQUIREMENTS AS PER AICTE APH 2021-22			
Sr. No	Description	Availability [YES / NO]	Details to be provided. [Number, if so required]
Essential Requirements			
1.	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution.		
2.	Establishment of Online Grievance Redressal Mechanism		
3.	Establishment of Anti Ragging Committee		
4.	Establishment of Grievance Redressal Committee in the Institution		
5.	Establishment of Internal Complaint Committee (ICC)		
6.	Establishment of Committee for SC/ ST		
7.	Internal Quality Assurance Cell		
8.	Barrier Free Built Environment for disabled and elderly persons including Ramp & Toilets for PWD (as per Chapter VI of Approval Process Handbook)		
9.	Electrical Power Supply Connection (Attach relevant document as flag 13(9))		
10.	Implementation of mandatory Internship policy for students		
11.	Implementation of teacher training policy		
12.	Implementation of examination reforms		
13.	Implementation of student Induction Programme		
14.	Atleast 5 MoUs with Industries		
15.	Safety and Security measures in the Campus		

16.	Implementation of Food Safety and Standards Act, 2006 at the Institution		
17.	Digital payment for all financial transactions as per MHRD directives		
18.	Standalone Language Laboratory		
19.	Potable Water supply and outlets for drinking water at strategic locations		
20.	Sewage Disposal System		
21.	Backup Electric Supply		
22.	Sports facilities		
23.	Fire Safety Certificate (Attach relevant documents as Flag -13(23))		
24.	Display board within the premises as well as on the Web site of the of Institution indicating the feedback facility of students and Faculty available in AICTE Web-Portal		
25.	First aid, Medical and Counseling Facilities		
26.	Students Safety Insurance		
27.	Group Accident Policy to be provided for the employees		
28.	General Insurance provided for assets against fire, burglary and other calamities		
29.	Provision to watch MOOCS Course(s) through SWAYAM		
30.	Road suitable for use by Motor vehicle- Motorized Road		
31.	Institution-Industry Cell		
32.	Applied for membership of National Digital Library		
33.	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution		
34.	Appointment of Student Counsellor		
35.	Telephone		
36.	Vehicle Parking		

37.	General Notice Board and Departmental Notice Boards		
38.	Occupancy & Structural Stability Certificate (As applicable) (Attach relevant document as flag 13(38))		
39.	Rain Water Harvesting		
Desirable Requirements			
1.	Implementation of the schemes announced by Government of India		
2.	Offering of Skill development Courses approved by the Council		
3.	Availability of at least ONE Smart Class Room per Department		
4.	Waste Management and environment improvement measures to ensure a sustainable Green Campus		
5.	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.		
6.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction		
7.	Transport		
8.	Post Office, Banking Facility/ ATM		
9.	LCD (or similar) projectors in Class Rooms		
10.	Auditorium		
11.	Staff Quarters		
12.	Display of Course(s) and “Approved Intake” in the Institution at the entrance of the Institution.		
13.	Intellectual Property Right Cell		
14.	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)		
15.	Implementation of Startup Policy		

16.	Innovation Cell/Club		
17.	Social Media Cell		
18.	Participation in the National Institutional Ranking Framework (NIRF)		
19.	Participation in the National Innovation Ranking		
20.	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator		

14. FURNITURE and allied facilities

Sufficient furniture including lecture room benches , drawing tables, lecture stands as per sanctioned intake (Yes/No)

15. NEW INFRASTRUCTURE added in year 2021-22

(Attach relevant documents as Flag-15)

16. FINANCIAL REPORT

(Attach relevant documents as Flag-16)

A) INCOME AND EXPENDITURE DURING LAST YEAR

Income	Expenditure
Income from Central/State Govt.: _____	Salary Teaching/Non-teaching Staff: _____
Income from Student fees : _____	Building Maintenance: _____
Income from Other Sources: _____	Equipment/Library: _____
Income from Donations: _____	Other Expenditure: _____

b) **UTILIZATION OF DEVELOPMENT FUND:** (See instructions issued by Board) Upto 31/3/2021

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

i) Attach statement for funds spent during year 2020-21 up to with details

ii) Attach proposed budget for year 2021-22 with funds spent till date

17. COMPLIANCE REPORT

Action taken on deficiencies pointed in the previous inspection reports. **(Attach relevant documents as Flag-17)**

S.No.	Deficiencies/Shortcomings	Status of Compliance

18. PLACEMENT OF STUDENTS:

S.No.	No. of Industries Registered for Placement	No. of Students Placed 2019-20 (%)	No. of Students Placed 2020-21 (%)

19. RESULTS

S.No.	Academic Session (2020-21)	Pass Percentage (%)
1	2 nd Semester	
2	4 th Semester	
3	6 th Semester	
4	8 th Semester (For PTD courses)	

20. TIME TABLE:

(Attach relevant documents as Flag-20)

(Time table for the current session strictly according to Board's study scheme with 40 Hrs/Week)

**** All requirements must be according to AICTE approval process**

CHECK LIST FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2022-23 (DIPLOMA)

S.No.	Attachments	TITLE	Attached (Yes/No)
1.	Flag 6-A & 6-B	APPROVAL OF AICTE 2020-21 & 2021-22	
2.	Flag 6-C	COURSE APPLIED FOR AFFILIATION 2022-23 & Approval of COA if applicable	
3.	Flag 6-D	ADDITION OF COURSES	
4.	Flag 6-E	CLOSURE OF COURSES	
5.	Flag 7	LAND OWNERSHIP DETAILS (REGISTRATION/LEASED and CLU As Applicable)	
6.	Flag 8	STAFF/ESTABLISHMENT RECORD	
7.	Flag 9	LIBRARY DETAILS	
8.	Flag 10	LABORATORY/WORKSHOP EQUIPMENT DETAIL	
9.	Flag 13(9)	LATEST ELECTRICITY BILL	
10.	Flag 13(23)	FIRE SAFETY CERTIFICATE FROM COMPETENT AUTHORITY	
11.	Flag 13(38)	OCCUPANCY AND STRUCTURAL STABILITY CERTIFICATE FROM COMPETENT AUTHORITY	
12.	Flag 15	NEW INFRASTRUCTURE	
13.	Flag 16	FINANCIAL REPORTS	
14.	Flag 17	COMPLIANCE REPORT OF PREVIOUS INSPECTION	
15.	Flag 20	TIME TABLE of the Current Session	
Apart from this, if any, other Attachments need to be attached may be numbered as X1,X2,X3 and so on			

For any further queries regarding Affiliation, email at: **affiliationpsbte@gmail.com**