

**APPLICATION FORM FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2017-18**

**(For 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.)**

**CATEGORY OF AFFILIATION APPLIED FOR:-** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of the Institute : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of establishment : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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) Qualification : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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 (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. (b) Course(s) being conducted (2016-17)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 (2017-18)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 (2017-18)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 (2017-18)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 | | | | | |
| 1. **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 |
| **A. Instructional Area**  **I.** **Lecture Rooms**  i. 30-40 students  ii. 60-60+  iii. Tutorials 15-20 students  iv. Drawing Hall  Without draft machines  With draft machines  **II. Laboratories (Indicate batch size here)**  1. Applied Science  a. Physics  b. Chemistry  2. Computer Engg.  3. Mechanical Engg.  4. Electrical Engg.  5. Instrument Tech.  6. M.L.T  7. Pharmacy  8. Communication Skill Lab.  9.  10.  **III. Workshop (Indicate batch size here)**  i. Carpentry & Paint shop  ii. Fitting shop  iii. Welding & 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. IV. Library i. Total area  ii. Reading area  iii. Seating capacity   * 1. Built up area  V. Other |  |  |  |  | **(Indicate bath size here)**  **(Indicate bath size here)** |
| **B. Administrative Area**   1. Principal room 2. Confidential room 3. Reception Lounge 4. HOD/Sr. Lect./ Lecturer 5. Main office 6. Faculty Rooms 7. Record room 8. Departmental office 9. Training & placement cell 10. Stores 11. Conference / Board room 12. Examination Hall 13. Maintenance room 14. Security room   **C. AMENITIES:**  i) Staff Common Room  ii) Girls Common Room  iii) Boys Common Room  iv) Toilets (Boys)  Toilet (Girls)  v) Stationery Store  vi) Dispensary  vii) NCC/NSS  Indoor games,  recreation Centre,  hobby centre,  Physical education Centre  viii) Canteens, Co-operative store,  bank extension centre etc  ix) Play-grounds  x) a. Auditorium/ Multipurpose hall  b. Open Air Theatre  **D. Residential Area:**  **a. Students Hostels**  i) Boys  ii) Girls  Dining Hall  Kitchen Store  Hostel Warden House  Hostel Supdt./  Care taker House  **b. Guest House**  No. of Rooms  **c. Staff residences**  i) Principal  ii) HOD  iii) Sr. Lecturer  iv) Lecturer  v) Clerical  vi) Class IV |  |  |  |  |  |
| **d. Miscellaneous items**  i. Cycle stand  ii. Scooter stand  iii. Car Parking |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **E. Other essential** | | |
| **SNo.** | **Particulars** | **Availability** |
| 1. | Stand Alone 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 drills. This 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, skills etc. This Lab shall have 25 Computers for every 1000 students. |  |
| 2. | Potable Water supply and outlets for drinking water at strategic locations |  |
| 3. | Electric Supply |  |
| 4. | Sewage Disposal |  |
| 5. | Telephone and FAX |  |
| 6. | Vehicle Parking |  |
| 7. | Institution web site with Mandatory Disclosure |  |
| 8. | 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, Government of India. |  |
| 9. | Safety provisions including fire and other calamities |  |
| 10. | General Insurance provided for assets against fire, burglary and other calamities |  |
| 11. | Road suitable for use by Motor vehicle- Motorised Road |  |
| 12. | General Notice Board and Departmental Notice Boards |  |
| 13. | First aid, Medical and Counseling Facilities |  |
| 14. | Establishment of Grievance Redressal Committee and Appointment of OMBUDSMAN in the Institute |  |

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

## 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 |
| **I) Technical staff**  **a. Teaching staff-**  HOD  Sr. Lecturer  Lecturers  TPO  Project Officer  **b. Workshop staff-**  Workshop Supdt.  Foreman:  Instructors:  Workshop Attendant  **c. Technical supporting staff**  Laboratory staff:  a. Lab Assistant  b. Lab Attendant  c. Draftsman |  |  |  |  |
| Item | Total Required | Total Available | Shortfall | Remarks |
| **d. 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  c) Computer Section Attendant    II.  **Administrative staff**  i) Registrar cum Accounts Officer  ii) Officer Superintendent  iii) Sr. Stenographer/PA to Principal  iv) Accountant  v) Assistant/UDC/Steno-typist/  LDC/Computer Operator/Typist  vi) Store Keeper  vii) Record clerk/LDC  viii) Driver  ix) Reprographic Machine Operator  III.  **Miscellaneous staff**  i) Campus Supervisor/Jr. Engineer/  Estate Assistant  ii) Physical Training Instructor   1. Electrician |  |  |  |  |
| Item | Total Required | Total Available | Shortfall | Remarks |
| iv) Gardeners  v) Department & Class room Attendants  vi) Store Attendant  vii) Watchman/Chowkidar  viii) Peons   1. Safai karamchari   IV.  **Miscellaneous staff**  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 **Yes/No**  staff members within one week from the date of receipt.   1. 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 **Yes/No**  deposited with Income Tax authority by clubbing the amount of honorarium  in the salary  **No. of Beneficiary Teachers - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Total Amount Received - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Total Amount Distributed - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |

(To be submitted separately department wise for Teaching and Non- teaching staff)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

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 a) Year 2015-16**

**b) Year 2016-17**

**Proposed addition in Year 2017-18**

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 \_\_\_\_\_\_\_\_\_\_\_\_ *(Add separate sheet lab wise)*

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Configuration | Number of Computers | Details of legal software |
|  |  |  | (Legal System Software list)  (Legal Application Software List) |

Total no. of Printers \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| S. No. | Type of Printers | Number of Printers |
|  |  |  |

**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:

iv) 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

**14. New infrastructure added in year 2016-17**

(Provide details)

**15.**  **Financial Report**

a)  **Utilization of development fund year wise**

(See instructions issued by Board)

i) Upto 2015

ii) After 2015

b) **Utilization of student activities fund:**

*Add separate sheet for details*

i) Attach separate statement for funds spent during year 2016-17 till date with details

ii) Attach separate proposal for year 2017-18 with descriptive notes

**16. Compliance Report**

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

|  |
| --- |
| S.No. Conditions/Shortcomings Status of Compliance |

*Add separate sheet for details*

**17.** **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.

**18. Placement of students:**

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

**19. Punjab State Board of Technical Education & Industrial Training Results**

Only pass percentage of result (Branch wise, Semester wise for last year) *(attach consolidated sheet)*

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

#### 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 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 |
| **A. Instructional Area**  **I.** **Lecture Rooms**  i. 30-40 students  ii. 60-60+  iii. Tutorials 15-20 students  iv. Drawing Hall  Without draft machines  With draft machines  **II. Laboratories (Indicate batch size here)**  1. Applied Science  a. Physics  b. Chemistry  2. Computer Engg.  3. Mechanical Engg.  4. Electrical Engg.  5. Instrument Tech.  6. M.L.T  7. Pharmacy  8. Communication Skill Lab.  9.  10.  **III. Workshop (Indicate batch size here)**  i. Carpentry & Paint shop  ii. Fitting shop  iii. Welding & 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. IV. Library i. Total area  ii. Reading area  iii. Seating capacity   * 1. Built up area  V. Other |  |  |  |  | **(Indicate bath size here)**  **(Indicate bath size here)** |
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| **d. Miscellaneous items**  i. Cycle stand  ii. Scooter stand  iii. Car Parking |  |  |  |  |  |

1. **A. Computers Detail**

## Performa for Details of Computer Lab \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total no. of Computer Labs \_\_\_\_\_\_\_\_\_\_\_\_ *(Add separate sheet lab wise)*

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Configuration | Number of Computers | Details of legal software |
|  |  |  | (Legal System Software list)  (Legal Application Software List) |

Total no. of Printers \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| S. No. | Type of Printers | Number of Printers |
|  |  |  |

**B. 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.

### 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 |

i) Books (Discipline Wise) Add separate sheet if necessary

1.

2.

3.

4.

5.

6.

7.

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

1.

2.

3.

4.

5.

6.

7.

iii) New additions discipline wise during a) Year 2015-16

b) Year 2016-17

Proposed addition in year 2017-18

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

## 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. |
|  |  |  |  |  |  |  |  |  |

1. **TIME TABLE : (Proposed Time table for new session)**

**i) Morning Session (Attached Copy)**

**ii) Evening Session (Attached Copy)**