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

APPLICATION FORM FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2020-21
(For NEW POLYTECHNIC, NEW COURSES IN EXISTING POLYTECHNICS, EVENING POLYTECHNICS, INCREASE/DECREASE IN INTAKE AND EXTENSION OF APPROVAL TO CONTINUE THE CONDUCT OF COURSE(S) IN ENGINEERING/TECHNOLOGY,PHARMACY,ETC.)

CATEGORY OF AFFILIATION APPLIED FOR:- _____

1. Name & address 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) Experience   : _____

    (c) Date of appointment   : _____

    (d) Telephone No.(with STD Code)   : _____

        i)   Office   : _____Fax : _____

        ii) Mobile No.   : _____

        iii) Official Email Address   : _____

5. **(a)   Course(s) being conducted (2018-19)**

Sr. No.	Course Title	Seats approved by AICTE	AICTE approval			Seats allowed by the Board		Actual Number of students admitted
			Period	Letter No.	Date	Notification No.	Date	

5. (b) Course(s) being conducted (2019-20)

Sr. No.	Course Title	Seats approved by AICTE	AICTE approval			Seats allowed by the Board		Actual Number of students admitted
			Period	Letter No.	Date	Notification No.	Date	

5. **(c)   Course(s) applied for (2020-21)**

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

Session 2020-21   - 4 -   *Signature of Principal (with seal)*

5. **(d)** **Additional Course(s)/ Increase in seats (Morning/Evening course) applied for (2020-21)**

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

5. **(e)** **Closure of course/Decrease in seats (Morning/Evening course) applied for (2020-21)**

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

6. Existing Facilities

Item	Required as per AICTE	Total Available	Short Fall	Remarks

a) Land
(area in acres)
Tick location(Rural / Urban)

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

b) 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							
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							
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.

7. (A) STAFF / ESTABLISHMENT: - (In reference to Board's Letter No. **PSBTE/DA/2018/256 dated 16/01/2018,** It is mandatory to intimate the office of the Board before conducting interviews for the appointment of Principal/Faculty/Staff so that the Board's nominee is present in the Interview)

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

Add separate sheet – *Attach full details* (To be submitted separately department wise for Teaching and Non- teaching staff)

7. (B) DETAILS OF REQUIRED v/s AVAILABLE STAFF / ESTABLISHMENT: -

Particular	Total Required	Total Available	Shortfall	Remarks
I) Technical staff **a. Teaching staff-** HOD Sr. Lecturer Lecturers **b. Workshop staff-** Workshop Supdt. Foreman: Instructors: Workshop Attendant **c. Technical supporting staff** Laboratory staff: a. Lab Assistant b. Lab Attendant c. Draftsman				

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				

II. Administrative staff i) Officer Superintendent ii) Accountant v) Assistant/Steno-typist vi) Store Keeper vii) Record clerk viii) Driver **III. Miscellaneous staff** i) Physical Training Instructor ii) Electrician iii) Gardeners iv) Department & Class room Attendants v) Watchman/Chowkidar vi) Peons vii) 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 (*Attach salary sheet and attendance record of Nov 2019*)				

e. 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

f. Payment of honorarium / TA / DA to staff members 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 - _____

8. Library Details Existing Courses

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/ Pharmacy	**150**								

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.

   5.

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

1.

2.

3.

4.

5.

iii) **New additions discipline wise during**   **a) Year 2018-19**

                                            b) Year 2019-20

Proposed addition in Year 2020-21

9. Laboratory/Workshop Equipment Detail : (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.			

10. 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				

11. **CCTV Camera Details**

Sr.No.	Examination Room Size	No. of CCTV installed in the room	Working/Not Working	NVR/DVR installed or not	Remarks

12. Essentials and Desired Requirements

Particulars	Status		Remarks
	Available	**Details to be provided**	
Language Laboratory			
Drinking Water Facility			
Electricity Load Sanctioned			
Power Back up			
Sewerage connection			
Telephone			
Vehicle Parking			
Institution Website			
First Aid and Counseling facilities			
Barrier free built environment for disabled and elderly persons			
Safety provisions including fire and other calamities			
All weather Approach Road			
Post Office , Banking facility/ATM			
CCTV Monitoring			
Establishment of Anti Ragging Committee			
Establishment of Grievance Redressal Committee			
Establishment of Committee for SC/ST			

13. FURNITURE and allied facilities

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

14. Power Arrangements

i) Electricity Connections: _____Kilo watts   (Attach proof)

ii) Generator Set with capacity_____Kilo watts (Attach proof)

15. New infrastructure added in year 2019-20

(Provide details)

16.Financial Report

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)

Upto31/3/2019

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

i) Attach statement for funds spent during year 2018-19uptowith details

ii) Attach proposed budget for year 2019-20 with funds spent till date

17. COMPLIANCE REPORT

Action taken on deficiencies pointed in the previous inspection reports.(*Add separate sheet for details*)

S.No.	Deficiencies/Shortcomings	Status of Compliance

18. 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.

19. PLACEMENT OF STUDENTS:

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

20. PUNJAB STATE BOARD OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING RESULTS

Only pass percentage of result (Branch wise, Semester wise for Dec 2018 & May 2019 exam)(*attach consolidated sheet*)

21.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.								

22. TIME TABLE :
(Proposed time table for new session strictly according to Board's study scheme with 40 contact Hrs/Week)

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

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. **INFRASTRUCTURE DETAIL**

2. **COMPUTERS DETAIL**

3. **LIBRARY BOOKS AND PERIODICALS**

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

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