MANDATORY DISCLOSURE
ALONGWITH
AFFILIATION PERFORMA

SHRI BALAJI INSTITUTE OF E&T

SAMPLA (ROHTAK)

~AFFILIATED TO~

STATE BOARD OF TECHNICAL EDUCATION,

PANCHKULA, HARYANA.

~APPROVED BY ~

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

NEW DELHI.

INSTITUTE CODE : 063

WEB SITE: www.sbinstitutions.org

E-Mail   : sbietsampla@gmail.com

Phone No : 01262-343821, 9992700643

MANDATORY DISCLOSURE

1-   Name of the Institution :

Shri Balaji Institute of E&T,

Sampla, Tehsil Sampla, District Rohtak,

(Haryana) Pin Code : 124501.

2-   Name & Address of the Director/Principal :

Smt. Minu Rani

C/o Shri Balaji Institute of E&T,

Near Kalidass Dham, Main Delhi-Rohtak Road,

Sampla Distt. Rohtak (Haryana).

Phone No. 9466850527, 9999942398

e-mail : meenusbiet@gmail.com

3-   Name of Affiliating University/Board :

Haryana State Board of Technical Education, Panchkula.

4-   Governance :

Members of the Board and their brief background.

Sr.No	Name of the Member	Qualification	Experience	Designation
1	Sh. Sumit Sharma	M.A.	7 Years	President
2	Smt. Beenu	B.A.	10 Years	Vice President
3	Sh. Dharampal	B.A.	10 Years	Secretary
4	Sh. Rahul Sharma	M.Sc., M.B.A.	5 Years	Treasurer
5	Sh. B.B. Sharma	M.Com	25 Years	Member
6	Sh. Shri Ram	L.Lb.	25 Years	Member
7	Smt. Meenu Sharma	M.Tech	13Years	Member
8	Sh. Suresh Gupta	C.A.	16 Years	Member
9	Sh. Paresh Jain	Industrialist	15 Year	Member

Members of Academic Advisory Body

Sr. No.	Name of the Member	Qualification	Experience	Designation
1	Sh. Sumit Sharma	M.A.	7 Years	President
2	Smt. Beenu	B.A.	10 Years	Vice President
3	Sh. Dharampal	B.A.	10 Years	Secretary
4	Sh. Rahul Sharma	M.Sc., M.B.A.	5 Years	Treasurer
5	Sh. B.B. Sharma	M.Com	25 Years	Member
6	Sh. Shri Ram	L.Lb.	25 Years	Member
7	Smt. Meenu Sharma	M.Tech	13Years	Member
8	Sh. Suresh Gupta	C.A.	16 Years	Member
9	Sh. Paresh Jain	Industrialist	15 Year	Member

Frequency of the Board Meetings and Academic Advisory Body :
Meetings of the Governing Body and Academic Advisory Body are held two times in a year on semester basis
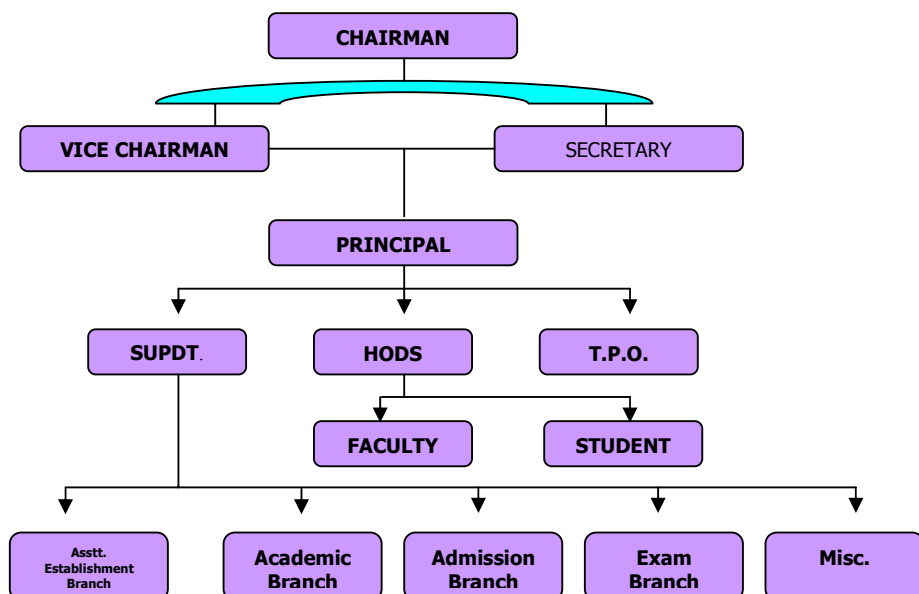
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Organizational Chart and Processes

DEEP EDUCATION SOCIETY

Sampla, Distt. Rohtak (Haryana)

ORGANIZATIONAL STRUCTURE & CHART FOR DAY TO DAY

OPERATIONS & MANAGEMENT

The Faculty and students take active part in the academic affairs and improvements/development of the Institute.

- Students Feedback on Institutional Governance/faculty performance.

Feedback from students is taken as per the Performa prescribed by the State Board of Technical Education, Haryana.

- Grievance redressed mechanism for faculty, staff and students.

Regular meetings are held between the Principal and the Staff to discuss problems faced by the staff. The problem of staff is immediately removed.

5.   PROGRAMMES   INTAKE

- Diploma in Civil Engineering   90

- Diploma in Computer Engineering   40

- Diploma in Electronics & Comm. Engineering   40

- Diploma in Electrical Engineering   60

- Diploma in Mechanical Engineering   60

Name of the Programmes accredited by the AICTE.

For each programme the following details are to be given :

1-   Name   :   Computer Engineering

Number of Seats   :   40

Duration   :   3 Years

Fee for the course   :   2400/- P.A.

Placement Facilities :   Training & Placement Cell has been Constituted.

2-   Name   :   Civil Engineering

Number of Seats   :   90

Duration   :   3 Years

Fee for the course   :   2400/- P.A.

	Placement Facilities	:	Training & Placement Cell has been Constituted.

3-

	Name	:	Electronics & Comm. Engineering
	Number of Seats	:	40
	Duration	:	3 Years
	Fee for the course	:	2400/- P.A.
	Placement Facilities	:	Training & Placement Cell has been Constituted.

4-

	Name	:	Electrical Engineering
	Number of Seats	:	60
	Duration	:	3 Years
	Fee for the course	:	2400/- P.A.
	Placement Facilities	:	Training & Placement Cell has been Constituted.

5-

	Name	:	Mechanical Engineering
	Number of Seats	:	60
	Duration	:	3 Years
	Fee for the course	:	2400/- P.A.
	Placement Facilities	:	Training & Placement Cell has been Constituted.

- Name and duration of programmer(s) having affiliation/collaboration with Foreign University(s)/Institution(s) and being run in the same Campus along with status of their AICTE approval. If there is foreign collaboration, give the following details :
Details of the Foreign Institutions/University :
Name of the University/Institution :   **NOT APPLICABLE**
Address
Website

Is the Institution/University Accredited in its Home Country.
Ranking of the Institution/University in the Home Country.

- Whether the degree offered is equivalent to and Indian Degree? If yes, the name of the agency which has approved equivalence. If no, implications for student in terms of pursuit of higher studies in India and abroad and job both within and outside the country.

  o Nature of Collaboration.
  o Conditions of Collaboration.
  o Complete details of Payment a student has to make to get the full benefit of collaboration.
  o For each Collaborative/affiliated Programme give the following :
  o Programme Focus : **NOT APPLICABLE**
  o Number of Seats
  o Admission Procedure
  o Fee
  o Placement Facility
  o Placement Records for last three years with minimum salary, maximum salary and average salary.

- Whether the Collaborative Programme is approved by AICTE? If not whether the Domestic/Foeign Institution has applied to AICTE for approval as required under notification no. 37-3/Legal/Dated 16th May, 2005.
  o **NOT APPLICABLE**

6. **FACULTY**

Number of faculty members	:	38
Permanent Faculty	:	38
Visiting Faculty	:	As per requirement
Adjunct Faculty	:	None
Guest Faculty	:	As per requirement

7. **Profile of Director/Principal, Faculty with qualification, Total experience, age and Duration of Employment at the institute concerned.**

LIST OF FACULTY

Sr. No.	Name	Designation	Qualification
1	Smt. Meenu Sharma	Principal	M.C.A., M.Tech. (Pursuing)
2	Smt. Reena Sharma	Sr. Lecturer	A.M.I.E. Civil
3	Miss. Anita Bhardwaj	Instructor	Diploma in Civil
4	Sh. Surender	Instructor	Diploma in Civil
5	Miss. Monika	Lecturer	B.E.
6	Miss. Teena Bajaj	Lecturer	B.E.
7	Smt. Urmila Dhull	Lecturer	B.E.
8	Sh. Mayur Gupta	Lecturer	M.C.A.
9	Sh. Ajay Kumar	Lecturer	B.Tech.
10	Smt. Annapurna	Lecturer	B. Tech.
11	Sh. Rahul Rohilla	Lecturer	B. Tech.
12	Miss. Kranti Sharma	Instructor	Diploma
13	Miss. Menka Dahiya	Lecturer	B.Tech.
14	Smt. Ritu Vashisth	Sr. Lecturer	M.A. (English)
15	Sh. Pardeep Khokhar	Lecturer	B.Tech, M.Tech. Pursuing
16	Sh. Jagwant	Lecturer	B. Tech.
17	Miss. Sonia Madan	Lecturer	B.Tech.
18	Sh. Rahul Sharma	Lecturer	M.C.A.
19	Smt. Shveta Sharma	Lecturer	M.Sc. (Maths)
20	Sh. Rahul Sharma	Lecturer	B.E.

21	Sh. Sumit Sharma	Lecturer	M.A. (English)
22	Miss. Vibhuti Sharma	Lecturer	B.E.
23	Sh. Harikant Mudgil	Lecturer	B. Tech.
24	Sh. Pardeep Kumar	Lecturer	B. Tech.
25	Sh. Mohit Mudgil	Lecturer	B. Tech.
26	Sh. Ankit	Lecturer	B. Tech.
27	Miss. Meenu Hooda	Lecturer	M.Sc. (Maths)
28	Miss. Shalini	Lecturer	M.Sc. (Chemistry)
29	Miss. Annu Kaushik	Lecturer	M.Sc. (Physics)
30	Miss. Kanika Garg	Lecturer	B. Tech.
31	Sh. Gaurav	Lecturer	B. Tech.
32	Smt. Seema Sharma	Lecturer	M.Sc. (Chemistry)
33	Sh. Shiv Kumar	Lecturer	B. Tech.
34	Sh. Arun Garg	Lecturer	B. Tech.
35	Ms. Sangeeta Kaushik	Lecturer	B. Tech.
36	Mr. Naveen Bhardwaj	Lecturer	B. Tech
37	Ms. Ritu Sharma	Lecturer	M.Sc.
38	Mr. Rajan	Lecturer	B. Tech.

8.   FEE.

- Details of fee, as approved by State fee Committee, for the Institute.

- Tuition Fee   :   Rs. 17500/- P.A.

- Student Fund   :   Rs. 1200/- P.A.

- Development Fund :   Rs. 5000/- P.A.

- Security (Ref.)ey   :   Rs. 1500/- P.A.

- Exam Fee   :   Rs. 200/- P.A.

Total : 25400/-

\#   Time schedule for payment of fee for the entire programme.

In April/May and Nov./Dec. every year, semester wise.

\#   No. of Fee waivers granted with amount and name of students.

No Fee waivers

\#   Number of scholarship offered by the institute, duration and amount

No Scholarship of offered.

\#   Criteria for fee waivers/scholarship.

N.A.

9.   ADMISSION

- **Number of seats sanctioned with the year of approval.**

  - **290 Seats (Approved in 2012-13)**

  Number of students admitted under various categories each year in the last year.

S.No.	Courses	1st Year of approval by AICTE (give approval ref. no. & date)	2011-12 Sanctioned Intake	2011-12 Actual Admissions
01	Civil Engg.	2007	90	90
02	Computer Engg.	Date of Approval	40	NIL
03	Electronics & Comm. Engg.	14-08-2007	40	11
04	Mechanical Engg.		60	60
05	Electrical Engg.		60	33

10.   ADMISSION PROCEDURE.

- Mention the admission test being followed, name and address of the Test Agency.

D.E.T. Exam conducted by Haryana State Counseling Society, Panchkula.

www.techeduhry.nic.in & www.hbse.nic.in

- Number of seats allotted to different Test Qualified candidates separately (AIEEE/CET(State conducted test/University test)/Association conducted test)   -NA-

  - All seats are allotted thought state conducted test.

  - Calender for admission against management/vacant seats:

  - As per schedule of State Counseling Society.

  - Last Date for request for application

  - Last date for submission of application

  - Dates for announcing final results.

  - Release of admissions list (main list and waiting list should be announced on the same day)

  - Date for acceptance by the candidate.

  - Last Date for closing of admission.

  - Seating of the Academic Session.

  - The Policy of refund of the fee, in case of withdrawal, should be clearly notified.

  As per Policy decided by State Board Technical Education, Haryana.

11.   CRITERIA AND WEIGHTAGES FOR ADMISSION .

- Describe each criteria with its respective weight ages i.e. Admission Test, marks in qualifying examination etc.
- First among the Rank Holder of DET and Second on the Merit of qualifying exam.

- Mention the minimum level of acceptance, if any.

  The candidate must have passed Matric or equivalent examination from Haryana Board of School Education or other recognized Board/University.

- Mention the cut-off levels of percentage & scores of the candidates in the admission test for the last years.

- Display marks scored in Test etc. and in aggregate for all candidates who were admitted : **We follow counseling mode of admission notified by S.B.T.E.**

Item No. I-XI must be given in information brochure and must be hosted as fixed content in the website of the Institution. **The Website must be dynamically updated with regard to XII-XV.**

12.   APPLICATION FORM

- Downloadable application form with online submission possibilities.

    www.techeduhry.nic.in

    LIST OF APPLICANTS

    N.A.

- List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied along with percentage and percentile score for Management quota seats.   N.A.

13.   RESULTS :

- Composition of selection team for admission under Management Quota with the brief profiles of members (This information be made available in the public domain after the admission process is over)

- Score of the individual candidates admitted arranged in order of merit.

- List of candidates who have been offered admission .

- Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates.

- List of the candidates who joined within the date, vacancy position in each category before operation of waiting list.

14. **INFORMATION ON INFRASTRUCTURE AND OTHER RESOUCES AVAILABLE LIBRARY:**

Sr.. No	Particulars	Availability
1.	No. of Titles of the books (*)	450
2.	No. of Volumes of the books (*)	8350
3.	No. of Journals (National/International) (*)	06
4.	List of online National/International Journals subscribed	NIL
5.	E-Library FAciliies	NIL

15. **LABORATORY :**

   All the required facilities/laboratories are available.

16. **WORKSHOP :**

   All the required workshop facilities are available.

   Game and Sports Facilities :   Sports complex with all
                                          The facilities available.

   Exam Curriculum Activities :   Students particulars in
                                          Various inter and intra
                                          College competitions.

   Soft Skill Development Facilitates :   Personality development
                                          Classes on regular intervals.

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**Proforma 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 2017-18.**
2. **Please provide the actual information, if any information found false/incorrect may lead to disaffiliation of the Institute from HSBTE**

INSTITUTE CODE:063

PART-A: GENERAL INFORMATION

Society / Trust / Company (U/S 25)	
Name & Address of the Society / Trust / Company (U/S 25 of Companies Act, 1956):	Deep Education Society
Complete Postal address:	2633 –A,Tri Nagar, New Delhi-110035
Society / Trust / Company Registration Number	S/30892/1997
Date of Registration / Place of Registration	30-01-1997/Registrar of Socities, Govt. Of Delhi
Name of the Chairman / President of the Society / Trust / Company	Sumit Sharma
STD code & Telephone No. (LL) Mobile No.	01262-343821, 9416968076,9992700643,9896302035
Fax No.	01262-263538,01262-263115
E-mail	sbietsampla@gmail.com
Institution	
Name of the Institution run by the Trust / Society / Company:	Shri Balaji Institute of Engg. & Technology
Complete Postal address:	Main Delhi Rohtak Road Near kalidass Dham Sampla(Rohtak)
STD code & Telephone No. (LL) Mobile No.	01262-343821
Fax No.	263115
E-mail	shribalajiinstitute@yahoo.com, sbietsampla@gmail.com
Type of the Institute (Write the appropriate one)	Private
Year of starting of the Institute	2007

Signature of the Principal/ Head of the Institution

Name of the Principal of the Institute	Smt. Minu Rani(Officiating)
Qualifications	MCA,M.Tech
Date of Joining of the Institute	03-09-2007
Contact Nos. (LL with STD Code / Mobile No.)	01262-343821,9999942398
E-mail	meenusbiet@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. (Annex- 1)		
	Development Authority		
	State Revenue Authority		
Land (Area in acres)	5 arcs		
Ownership of Land	Government	Trust	Society
(Please tick the applicable one)	Govt. Leased	Owned	Company (U/S 25)
Resolution of Society for use of ear marked Land for establishment of Polytechnic	Annex-2		
No encumbrances certificate (contiguous-in single patch)	Annex-3		
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 Annex-4		
Khasra Plan / Master Plan (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept. Development Authority Revenue Authority Annex-5		
Site Plan (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept. Development Authority Revenue Authority Annex-6 Municipal Authority		
Building Plan (Please tick the competent issuing authority & attach documents)	Total built-up area Development Authority Revenue Authority		

Signature of the Principal/ Head of the Institution

	Municipal Authority
Occupancy certificate (Please tick the competent issuing authority & attach documents)	Rural area: Tehsildar Urban area: Municipal Corporation / Municipal Committee / HUDA Annex-7
Structural stability certificate issued by Registered Structural Engineer (applicable in case where occupancy certificate is more than 30 years old)	Yes Annex-8
Access to the site (National Highway/ State Highway/ Village Road/ Kacha Road and Permission from competent authority to use	National Highway
NOC from Local Fire Service Authorities (to ensure fire and life safety measures)	Yes
Whether Earth leakage circuit breaker (ELCB) provided?	Yes
Whether Ramp provided for *Divyang* for easy access to and evacuation from the building?	Yes
Whether any High tension electric line pass across the premises?	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	**F.No North/West/1-3327002720/2017/EOA**	**30/03/2017**	**Annexure-9**
Copy of last PCI approval letter (if applicable)	-------	----------	
Copy of last affiliation letter of HSBTE	**143**	**13.05.2016**	**Annexure-10**
Copy of NOC of State Government	----------	------	

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 –11**

      2. At least two meetings shall be held in a year

      Is BOG constituted as per AICTE/ PCI / HSBTE Norms.   Yes

Signature of the Principal/ Head of the Institution

NAME AND ADDRESS OF THE MEMBERS OF THE GOVERNING BODY AS PER THE COMPOSITION PRESCRIBED BY AICTE

S. No	Name	Position	Qualification	Present Professional position / Occupation	Telephone Numbers	E-mail	Address
01.	Sh. Sumit Sharma	Chairman	Phd		9896302035	**sumitsbiet@gmail.com**	**Sampla**
02.	Sh. Dharampal	Member Secretary	B.A		01262-310440	**dharamsbiet@gmail.com**	**New Delhi**
03.	Sh. B.B. Sharma	Members	M.Com		9416968076	**bbsharma@gmail.com**	**Rohtak**
04.	Ms. Minu Sharma		MTech		9999942398	**meenusbiet@gmail.com**	**New Delhi**
05.	Ms. Reena Sharma		AMIE		9992885158	**reenasbiet@gmail.com**	**Rohtak**
06.	Sh. Suresh Gupta		CA		8222888974	**sureshsbiet@gmail.com**	**Rohtak**
07.	Sh. Parvesh Jain		B.A		8950708050	**parveshsbiet@gmail.com**	**Rohtak**
08.							
09.							
10.							
11.							

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

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

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

Signature of the Principal/ Head of the Institution

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

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PART- E: STAFF STATUS & REQUIREMENT

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Norms for Faculty requirements and Recommended Cadre Ratio for Diploma Level Technical Institution (for Diploma Engineering / Pharmacy Courses as per AICTE APH 2017-18)

	Faculty : Student based on Approved Intake*	Principal/ Director	Head of the Department	Lecturer	Total
		A	B	C	D=A+B+C
Engineering and Technology/Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts, HMCT	1:20	1	1per Department	(S/ 20) – (A+B)	S/20
*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 2017-18 (tabulated above) in the table given below:

NAME OF THE PRINCIPAL									
Stamp Size Photo	Date of Birth & Age	Qualification with Class obtained starting from the highest Degree	Corresponding Specialization	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature	
	05/04/1976	**Mtech with 1st division**	**Computer Engg.**	03-09-2007	6th Pay Scale	15600	28580/-		
		MCA with 1st division							
		Diploma with 1st division							

Signature of the Principal/ Head of the Institution

PRINCIPAL - EXPERIENCE					
Teaching			Industry		
Institution	Position	Years	Institution	Position	Years
PDM Polytechnic	Lecturer	6 yrs	Aero Group of industries	Technical Assistant	2.5 yrs
SBIET Sampla	HOD	5 yrs			

TEACHING FACULTY - QUALIFICATION										
Name of the Faculty Member with Stamp Size Photo	Designation	Department	Qualification with Class obtained starting from the highest Degree	Corresponding Specialization	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature
			LIST ATTACHED AS PRESCRIBED FORMAT							
			Annexure-12							

NOTE: Faculty Cadre Qualifications and pay scales shall be as per Haryana Government / AICTE.

TEACHING FACULTY - EXPERIENCE							
Sr. No	Name of the faculty Member	Teaching			Industry		
		Institution	Position	Years	Institution	Position	Years
1	Reena Sharma	SBIET Sampla	Lect	11 Yrs			
		SBIET Sampla	HOD	10 Yrs			
2	Shveta Sharma	SBIET Sampla	HOD	7 yrs			
3	Kranti	SBIET Sampla	Lect	7 yrs			
3	Gaurav Sharma	SBIET Sampla	Lect	5 yrs			
4	Geeta Sharma	SBIET Sampla	Lect	5 yrs			
5	Sunil	SBIET	Lect	1.5 yrs			

Signature of the Principal/ Head of the Institution

		Sampla					
6	Sindhu Rana	SBIET Sampla	Lect	1 Yrs			
7	Arjun Kumar	SBIET Sampla	Lect	2 yrs			
8	Abhishek Keshri	SBIET Sampla	Lect	1.5 yrs			
9	Nidhi Chobe	SBIET Sampla	Lect	2 yrs			
10	Manoj Singh	SBIET Sampla	Lect	2 yrs			
11	MD Ahtesham Sarwar	SBIET Sampla	Lect	2 yrs			
12	Rahul Raj	SBIET Sampla	Lect	1.5 yrs			
13	Gaurav Kumar	SBIET Sampla	Lect	1.5 yrs			
14	Devender Nath Pandey	SBIET Sampla	Lect	1.5 yrs			
15	Dev Kumar	SBIET Sampla	Lect	1.5 yrs			
16	Divya Sharma	SBIET Sampla	Lect	1 yrs			
17	Rahul Rohilla	SBIET Sampla	HOD	7 yrs			
18	Ritu Gupta	SBIET Sampla	Lect	4 yrs			
19	Kapil	SBIET Sampla	Lect	3 yrs			
20	Kanika	SBIET Sampla	Lect	4 yrs			
21	Annu Kaushik	SBIET Sampla	Lect	4 yrs			
22	Vibhuti	SBIET Sampla	Lect	6 yrs			
23	Nitesh	SBIET Sampla	Lect	5 yrs			
24	Preeti	SBIET Sampla	Lect	7 yrs			
25	Anuradha	SBIET Sampla	Lect	5 yrs			
26	Sumit Sharma	SBIET Sampla	Lect	4 yrs			
27	Anita	SBIET Sampla	Lect	4 yrs			
28	Ritu	SBIET Sampla	Lect	7 yrs			
29	Isha Dhall	SBIET Sampla	Lect	1 yrs			
30	Veenu	SBIET Sampla	Lect	1 yrs			

Signature of the Principal/ Head of the Institution

31	Deepak Yadav	SBIET Sampla	Lect	1.5 yrs			
32	Sourav Gupta	SBIET Sampla	Lect	1 yrs			
33	Pankaj	SBIET Sampla	Lect	1 yrs			
34	Harish	SBIET Sampla	Lect	0.6 months			
35	Meenu Sharma	SBIET Sampla	HOD	10 yrs			
36	Rahul Sharma	SBIET Sampla	Lect	6 yrs			

LIBRARIAN AND PHYSICAL EDUCATION DIRECTOR								
Name with Stamp Size Photo	Designation	Qualification with Class obtained starting from the highest Degree	Previous Experience	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature
Suman	Librarian	M.Lib	Nil	2-9-1981	13-9-2007	6th pay Scale	9300	18830	
	Physical Education Director								

Signature of the Principal/ Head of the Institution

				WORKSHOP AND TECHNICAL SUPPORTING STAFF							
S. No	Name of the Staff	Department	Laboratory	Designation	Qualification	Previous Experience	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature
1	Jai Bhagwan	Mechanical		Instructor	I.T.I	4 Year	04-04-1978	Nov 2007	6th Pay Scale	9300	17270	
2	Dhiraj	Mechanical		Instructor	I.T.I	3 Year	03-01-1984	Nov 2007	6th Pay Scale	9300	17270	
3	Sanjeev	Mechanical		Instructor	I.T.I	3 Year	17-08-1978	Nov 2007	6th Pay Scale	9300	17270	
4	Manish	Computer		Instructor	B.C.A		20-11-1991	04-09-2013	6th Pay Scale	9300	17270	

				MINISTERIAL STAFF							
S. No	Name of the Staff	Place of Work	Designation	Qualification	Previous Experience	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature
1	Dharampal Sharma	SBIET SAMPLA	A.O	B.A	20 Year	6-4-1972	1-9-2010	15100	25000	30500	

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)

		FIRST YEAR , SECOND YEAR & THIRD YEAR			
PHYSICAL INFRASTRUCTURE - COMPLETE DETAILS OF BUILT-UP AREA					
S. No	**Built-up (Carpet) Area**	**Type of Structure [RCC/ACC]**	**Required Area [sq.m] as per AICTE**	**Available Area [sq.m]**	**Shortfall, if any**
(a)	Instructional area [INA]	RCC	3222	4402	
(b)	Administrative area [ADA]		552	607	
(c)	Amenities area [AMA]			338	
(d)	Circulation area [CIA]			2207	
[CIA = 0.25 x (INA+ADA+AMA)]	**TOTAL AREA :**			6684	

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	70	
Board room	01	20 sqm	20	
Office all inclusive	01			
	Campus having one program	150 sqm	150	
	Campus having more than one program	300 sqm		
Department offices	01/Deptt.	20 sqm	100	
Cabins for HOD's	05	10 sqm	75	
Faculty rooms	-	30 sqm (subject to minimum 5 sqm for each faculty member)	89	
Central stores	01	30 sqm	35	
Maintenance Room	01	10 sqm	15	
Security Room	01	10 sqm	50	
Housekeeping Room	01	10 sqm	30	

Signature of the Principal/ Head of the Institution

Pantry for staff (Desirable)	01	10 sqm	20	
Examination control office (Confidential Room)	01	40 sqm	40	
Placement office	01	50 sqm	52	

IMPORTANT INFRASTRUCTURE REQUIREMENT FOR DIPLOMA COURSES				
Particulars	**Number of rooms required**	**Minimum Carpet Area required**	**Carpet Area available**	**Shortfall w.r.t. Number of Rooms & Carpet Area**
Computer Centre	01	100 sqm	110	
Library and Reading Room	01	300 sqm	320	
Seminar Hall	01	132 sqm	150	

INFRASTRUCTURE REQUIREMENT FOR DIPLOMA COURSES IN ENGG.					
Particulars	**Number of rooms required**	**Number of rooms available**	**Minimum Carpet Area required**	**Carpet Area available**	**Shortfall w.r.t. Number of Rooms & Carpet Area**
I	II		III	IV	V
Lecture Rooms	15	12	990	995	
Tutorial Rooms	04	04	132	180	
Total no. of **Labs** for (Diploma Engg. Courses Laboratories for the 1st year includes Physics and Chemistry Laboratory each of 66 sqm are required)	12	18	2376	2200	
Workshop for all courses	03	03	600 sqm	600	
Additional Workshop (for category "X" courses) Category X of Courses: Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied Courses of each.	03	02	200 sqm	400	
Drawing Hall	01	03	132 sqm	400	

Signature of the Principal/ Head of the Institution

BASIC AMENITIES FOR DIPLOMA COURSES				
Toilets (Ladies & Gents)	04	160	150	
		350 sqm (Campus having more than one program)		
Toilets for *Divyang*	01	---		
Girls Common Room	01	75 sqm	75	
Boys Common Room	01	75 sqm	75	
Canteen/cafeteria (Desirable)	01	150 sqm	158	
First aid-cum-sick room	01	10 sqm	15	
Drinking water facility (water cooler) essential	03	--	03	
Principal's Quarters	Desired	150 sqm	-----	
Guest House	Desired	30 sqm	40	
Sports Club / Gymnasium / Playground	Desired	200 sqm	------	
Auditorium / Amphi Theater	Desired	400 sqm	------	
Boys Hostel	Desired	Adequate	------	
Girls Hostel	Desired	Adequate	------	

COMPUTERS, SOFTWARE, INTERNET AND PRINTERS						
Program	Number of PCs/ Laptops to students ratio (Min 20 PCs)	Legal System Software	Legal Application n Software	LAN and Internet	Mail Server and Client	Printers including Color Printer (% of total number of PCs/ Laptops)
Engineering/ Technology	150	03	20	Yes		6
HMCT						

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.

Signature of the Principal/ Head of the Institution

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**
		Number			**Percentage of total students**	
Engineering and Technology		1300	7800	10	45	02

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.

ESSENTIAL AND DESIRABLE REQUIREMENTS AS PER AICTE APH 2017-18			
Sr. No	**Description**	**Availability [YES / NO]**	**Details to be provided. [Number, if so required]**
	Essential Requirements		
1.	Standalone Language Laboratory	NO	
2.	Potable Water supply and outlets for drinking water at strategic locations	YES	
3.	Electric supply	YES	
4.	Sewage Disposal	YES	
5.	Telephone and Fax	YES	
6.	Vehicle parking	YES	

Signature of the Principal/ Head of the Institution

7.	Institution Web-site with Mandatory disclosure *[Website address to be provided]*	YES	
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	
9.	Digital payment for all financial transactions as per MHRD directives	YES	
10.	Compliance of the National Academic Depository (NAD) as per MHRD directives	No	
11.	Provision to watch MOOCS courses through Swayam	No	
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	
14.	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 www.aicte-india.org 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. **Condition A: for Building up to 3 or 4 floors (for buildings of height <15 m)** • Lift can be provided but not essential. • Ramp shall be finished with non-slip material to enter the building. Minimum width or 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. • All teaching-learning facilities for physically challenged people shall be provided in the ground floor itself. • Unisex toilets with all facilities specified by the National Building Code to be provided only in the ground floor of regular buildings. **Condition B: If the building is a multi-storeyed building i.e. more than 4 floors** • Lift must be provided with all provisions as per the	YES	

Signature of the Principal/ Head of the Institution

	National Building Code. • Unisex toilets with all facilities specified by the National Building Code are to be provided in every floor. • Special reserved car parking facilities are to be provided.		
15.	Safety provisions including fire and other calamities (Refer Annexures 8 and 9)	YES	
16.	Implementing Food Safety and Standards Act, 2006 in the Institution	No	
17.	General Insurance provided for assets against fire, burglary and other calamities	No	
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	No	
22.	Group Insurance to be provided for the employees	No	
23.	Insurance for students	No	
24.	Institution-Industry Cell	YES	
25.	Applied for membership of National Digital Library	No	
26.	Strong Room [Storing QPs & ASs]	YES	
27.	Security arrangement [Day / Night]	YES	
28.	Sufficient halls for Examination	YES	
	Desirable Requirements		
29.	Implementation of the schemes announced by MHRD	YES	
30.	Offering of Skill development Courses approved by the Council	No	
31.	Participation in the National Institutional Ranking Framework (NIRF)	No	
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	No	
35.	Waste management and environment improvement measures to ensure a sustainable Green Campus	YES	
36.	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	YES	

Signature of the Principal/ Head of the Institution

37.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	YES	
38.	Transport	YES	
39.	Post, Banking Facility/ ATM	YES	
40.	CCTV Security System	YES	
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	
45.	Implementation of Startup Policy	No	
46.	Intellectual Property Right Cell	No	

PART G – DETAILS OF MACHINERY/ EQUIPMENT

MACHINERY/EQUIPMENTS		
1.	Whether Machinery/Equipments for all the Laboratories / Workshops as per the syllabus prescribed by HSBTE available?	**YES**
2.	Whether all the existing Machinery/Equipments are entered in Stock Register?	**YES**
3.	Whether all the existing Machinery/Equipments are in working condition or not ?	**YES**
4.	If not, list out the Machinery/Equipments that are not in working condition	*NO*
5.	Whether any Machinery/Equipments are likely to be purchased in respect of the Courses for which extension of approval is applied	**NO**
6.	If YES, list out the Machinery/Equipments	*NO*
NOTE: 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 Annexure-13		

Signature of the Principal/ Head of the Institution

PART H – FINANCIAL & PHYSICAL RESOURCES

Budgeted Expenditure for the year 2016-17

Expenditure Heads	Budget (In lakhs)	Actual Expenditure	Shortfall if any
I. Academic Buildings: - Construction - Maintenance Expenses			
II. Laboratories/Computing Centre - New Equipment - Furniture - Operation & Maintenance			
III. Salary - Salary of Teaching Staff - Salary of Non-Teaching Staff			
IV. Faculty/Staff Development (Seminars/Workshops/Incentive Schemes/Training/Higher Studies)			
V. Library - Books - Journals ,e-journals - E-library			
VI. Services - Administration/Transport/Hostels/Canteen /Security/Water/Electricity/P&T: - Hostel Maintenance - Landscaping - Internet facility		**Balance Sheet of society is attached**	**Annexure-14**
VII. Students Activities - Extracurricular/Co-curricular/ Sports/Cultural /extra classes			
VIII. Medical Expenses **-Full time or otherwise**			
IX. Any Other, please specify			

Latest Balance Sheet of the Society certified from CA is to be attached.

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 1st Division	Pass Percentage
					A	Number (B)		(B/A)*100
	Civil	1st year	90		35	15	12	
		2nd			34	13	8	

Signature of the Principal/ Head of the Institution

1.		year				**65**	**14**	10	
	Computer	3rd year				**65**	**14**	10
2.	Computer	1st year	**40**			**37**	**10**	8
		2nd year				**32**	**15**	10
		3rd year				**13**	**3**	1
3.	Electrical	1st year	**60**			**42**	**19**	15
		2nd year				**18**	**12**	8
		3rd year				**14**	**5**	3
4.	Electronics	1st year	**40**			**20**	**8**	6
		2nd year				**5**	**1**	1
		3rd year				**32**	**10**	7
5	Mechanical	1st year	**60**			**57**	**19**	16
		2nd year				**42**	**14**	10
		3rd year				**52**	**14**	8

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.	Civil 1st Sem.	330	**35**	10	20	5		
2.	Electrical1st Sem.	330	**42**	15	20	5	2	
3.	ECE 1st Sem.	330	**20**	5	5	5	5	
4.	Mechanical 1st Sem.	330	**57**	25	20	5	7	
5.	Computer 1st Sem	330	**37**	15	15	5	2	
6.	Civil 3rd Sem	330	**34**	16	15	2	1	
7.	Electrical 3rd Sem	330	**18**	10	5	3	0	
8.	ECE 3rd Sem	330	**5**	3	2			
9.	Mechanical 3rd Sem	330	**42**	10	20	10	2	

Signature of the Principal/ Head of the Institution

10.	Computer 3rs Sem	330	**32**	10	10	8	4	
11	Civil 5th Sem.	330	**65**	20	20	15	10	
12	Electrical 5th Sem	330	**32**	8	8	10	6	
13	ECE 5th Sem.	330	**14**	5	4	3	2	
14	Mechanical 5th Sem.	330	**52**	20	20	10	2	
15	Computer 5th	330	**13**	5	6	1	1	

Details:

    i. Merit position/toppers branch wise in the HSBTE Exams, if any. No
    ii. Awards awarded by the Polytechnic to the academic toppers of the Polytechnic. No
    iii. Steps taken for improving the academic results.
       Extra Classes are engaged after institute hours and on Saturday and Sunday. The problems of students are solved during prepatory leaves
    iv. Conduct of extra classes for weak/ needy students (Please attach copy of time table also). yes
    v. Total no. of working days observed in Semester (Please attach copy of time table also). **330**
    vi. Whether Alumni association is formed or not. No
    vii. Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students.
    viii. Steps taken for improving academic ambiance of the Polytechnic like land scaping, horticulture, tree plantation etc.
    ix. Utilization of student fund for student welfare activities.
    x. Teaching-Learning process:
        a. Whether Academic Calendar implemented?   (Yes)
        b. Whether Teaching Aids used?   (Yes)
        c. Whether Student Feedback implemented?   (Yes)
        d. Any new innovation/ practice / technique adopted in teaching? (Yes)
        e. Whether Teacher's Diary maintained?   (Yes)

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
    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

Signature of the Principal/ Head of the Institution

ii. Name of the Training and Placement Officer __Sh. Gaurav Sharma
iii. Qualification and Experience of Training and Placement Officer   B.Tech
iv. Number of companies which visited the Institute during the last three years for campus interviews (Please supply the list of companies) & efforts made for improving Industrial Institution Interaction.

- Micro Turners Limited
- Essar Steel Limited
- Masu Brakes Limited
- Super Circle Limited
- Allied Strips Limited
- Hindustan National Glass Ltd.

v. Number of extension lectures delivered by outside experts during the last three years 10
1. Number of students placed during the last 3 years:

No. of Eligible Students	No. of Students Placed	Percentage
50	15	

Extra Curricular Activities

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

i. Games and sports
ii. Debates/ Paper presentation / Quiz Competitions etc.
iii. Cultural activities
iv. NCC/NSS
v. Students help desk
vi. Any other

PART J – FACULTY DEVELOPMENT INITIVATIES
i. Number of faculty sponsored by the institute since its inception to till date for improvement of academic qualification teaching skills etc. **Nil**
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. **Nil**
iii. Number of faculty sponsored for industrial training.   01(One)
iv. Does the institute possess any faculty development plan, if so give the details.   No

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. Yes

    Bachelor of Education(B.Ed)
    J.B.T

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
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

Signature of the Principal/ Head of the Institution

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
5. Please submit status of compliance in respect of various conditions / guidelines as per latest AICTE approval Letter.   No
6. Please submit status of compliance in respect of Grievance Redressal Committee for students as notified by AICTE. No
7. Please submit status of compliance in respect of various conditions / guidelines as per latest DTE / State Govt. NOC.
8. Whether any deficiencies were reported by the AICTE during last two years? If Yes, Please submit the compliance of these deficiencies.
9. Whether any deficiencies were reported by the DTE / HSBTE during last two years? If Yes, Please submit the compliance of these deficiencies.
10. Please describe briefly future plans for improvements in infrastructure / expansion in academic and other activities to fully meet the norms and standards.

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**…………………………………………………

2. **Father Name**……………………………………………………

3. **Designation in the Trust/Society/Mission/Company etc..**

    …………………………………………………………………………

4. **Permanent Address**…………………………………………………

    …………………………………………………………………………

5. **Correspondence Address**…………………………………………

    …………………………………………………………………………

6. **E-Mail ID**…………………………………………………………

7. **Occupation**…………………………………………………………

8. **Qualification Details**……………………………………………

9. **Telephone/Mobile Number/FAX Number**…………………………………

10. **Work place address**………………………………………………………

11. **Pan Number**…………………………………………………………

12. **Aadhar Number**……………………………………………………………

13. **DIN Number**…………………………………………………………

Affix latest passport size photo

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