

**Proforma for Affiliation to Haryana State Board of Technical Education  
Bays 7-12, Sector-4, Panchkula-134112**

1. **To be filled by Existing Polytechnic Institutions offering diploma engineering program seeking extension of affiliation for 2018-19.**
2. **Please provide the actual information, if any information found false/incorrect may lead to disaffiliation of the Institute from HSBTE**

**INSTITUTE CODE: 167**

**PART-A: GENERAL INFORMATION**

<b>Society / Trust / Company (U/S 25)</b>	
Name & Address of the Society / Trust / Company (U/S 25 of Companies Act, 1956):	<b>Smt. Savitari Devi Educational &amp; Welfare Society.</b>
Complete Postal address:	<b>Old G.T. Road, Near Petrol Pump, Palwal.Haryana</b>
Society / Trust / Company Registration Number	<b>DIC / FBD34</b>
Date of Registration / Place of Registration	<b>25<sup>th</sup> September 2003</b>
Name of the Chairman / President of the Society / Trust / Company	Mr. Parveen Goyal
STD code & Telephone No. (LL) Mobile No.	<b>01268-201200 -9813512842,9813164040</b>
Fax No.	01268-201200
E-mail	modishcollege@gmail.com
<b>Institution</b>	
Name of the Institution run by the Trust / Society / Company:	<b>Modish Institute of Polytechnic</b>
Complete Postal address:	<b>Modish Institute of polytechnic, Village: Gheera, Tehsil: Punhana, District: Mewat., Pin code - 12250</b>
STD code & Telephone No. (LL) Mobile No.	01268-201200, <b>9813512842,9813164040,9813091753</b>
Fax No.	01268-201200
E-mail	modishcollege@gmail.com
Type of the Institute (Write the appropriate one)	Private
Year of starting of the Institute	2010

Name of the Principal of the Institute	Mr.DALBEER
Qualifications	B-Tech
Date of Joining of the Institute	28 March 2018
Contact Nos. (LL with STD Code / Mobile No.)	9813512841
E-mail	modishcollege@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.		
	Development Authority		
	State Revenue Authority		
Land (Area in acres)			
Ownership of Land (Please tick the applicable one)	Government	Trust	Society
	Govt. Leased	Owned	Company (U/S 25)
Resolution of Society for use of ear marked Land for establishment of Polytechnic	YES		
No encumbrances certificate (contiguous-in single patch)	NA		
Change of Land Use Certificate (CLU) (Please tick the competent issuing authority & attach documents)	NA		
Khasra Plan / Master Plan (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept.		
	Development Authority		
	Revenue Authority		
Site Plan (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept.		
	Development Authority		
	Revenue Authority		
	Municipal Authority		
Building Plan (Please tick the competent issuing authority & attach documents)	Total built-up area		
	Development Authority		

	Revenue Authority Municipal Authority
Occupancy certificate (Please tick the competent issuing authority & attach documents)	Rural area: Tehsildar
Structural stability certificate issued by Registered Structural Engineer (applicable in case where occupancy certificate is more than 30 years old)	Yes
Access to the site (National Highway/ State Highway/ Village Road/ Kacha Road and Permission from competent authority to use	
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 <i>Divyang</i> 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 AICTE approval letter	F.No.North-West/1-3513072299/2018/EOA	10-Apr-2018	
Copy of PCI approval letter (if applicable)	NA	NA	
Copy of NCHMCT approval letter (if applicable)	NA	NA	
Copy of last affiliation letter of HSBTE	131	13 MAY 2017	
Copy of NOC of State Government	MIP/11/270	21-11-2017	

### 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 –A**

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

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

**Yes**

S. No	Name	Position	Qualification	Present Professional position / Occupation	Telephone Numbers	E-mail
01.	Parveen Kumar	President	B.Com, LLB	Business	9813091753	Pk77goyal@gmail.com
02.	Manoj Kumar jain	Member Secretary	B.COM	Business	8930035111	modishcollege@gmail.com
03.	Paras jain	Members	Graduation	Business	9813164040	modishcollege@gmail.com
04.	Smt.Monika		Matric	House Lady	8395907800	modishcollege@gmail.com
05.	Dr.Mohit		MBBS	Business	9813512842	modishcollege@gmail.com
06.	Ritu jain		B.A	Business	9992618555	modishcollege@gmail.com

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) attached

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) attached

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) attached

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) attached

## 2.2 Details of Anti-ragging committee

(b)	NAME AND ADDRESS OF THE MEMBERS OF THE ANTI-RAGGING COMMITTEE AS PER THE COMPOSITION PRESCRIBED BY AICTE						
S.No	Name	Position	Qualification	Present Professional position / Occupation	Telephone Numbers	E-mail	Address

01.	Mr.PAWAN KUMAR	Lect.	B.Tech	Lect	8901411198	<a href="mailto:Pawankumari@gmail.com">Pawankumari@gmail.com</a>	Ballabharh
02.	SMT.ANISHA KUMARI	Lect.	B.Tech.	Lect.	9050255758	<a href="mailto:anisha@gmail.com">anisha@gmail.com</a>	Palwal
03.	MR.GULAB SINGH	LECT.	B.TECH	LECT.	9728757172	<a href="mailto:gulab@gmail.com">gulab@gmail.com</a>	Palwal

### 2.3 Details of Grievance committee

<b>(b) NAME AND ADDRESS OF THE MEMBERS OF THE GRIEVANCE COMMITTEE AS PER THE COMPOSITION PRESCRIBED BY AICTE</b>							
S.No	Name	Position	Qualification	Present Professional position / Occupation	Telephone Numbers	E-mail	Address
01.	RAJ KUMAR	Lect.	M.A,B.ed	Lect.	8930003207	<a href="mailto:razzfb84@gmail.com">razzfb84@gmail.com</a>	KOSI
02.	Sachin Mangla	Lect.	B.Tech	Lect.	9466085205	<a href="mailto:sachin@gmail.com">sachin@gmail.com</a>	Punhana
03.	DEEPAK RAWAT	Lect.	B.TECH	Lect.	7206207791	<a href="mailto:deepak12@gmail.com">deepak12@gmail.com</a>	Palwal

### 2.4 Details of Internal Complaint committee

<b>(b) NAME AND ADDRESS OF THE MEMBERS OF THE INTERNAL COMPLAINT COMMITTEE AS PER THE COMPOSITION PRESCRIBED BY AICTE</b>							
S.No	Name	Position	Qualification	Present Professional position / Occupation	Telephone Numbers	E-mail	Address
01.	Mr. RAJESH KUMAR	Lect.	B.Tech	Lect.	9813897639	<a href="mailto:rajeshkumar7820@yahoo.in">rajeshkumar7820@yahoo.in</a>	Hodal

02.	<b>Neeraj Sharma</b>	Lect.	B.Tech	Lect.	9991100656	<a href="mailto:neerajsharmadhatir@gmail.com">neerajsharmadhatir@gmail.com</a>	Palwal
03.	<b>Dharambir Bhagel</b>	Lect.	B.Tech	Lect.	7988011219	Dharambirbhagel2@gmail.com	Hodal

### 2.5 Details of Sc/ST committee

<b>(b) NAME AND ADDRESS OF THE MEMBERS OF THE SC/ST COMMITTEE AS PER THE COMPOSITION PRESCRIBED BY AICTE</b>							
<b>S.No</b>	<b>Name</b>	<b>Position</b>	<b>Qualification</b>	<b>Present Professional position / Occupation</b>	<b>Telephone Numbers</b>	<b>E-mail</b>	<b>Address</b>
01.	<b>Raj Kumar</b>	Admin.	MA	Admin.	8930003207	<a href="mailto:modishcollege@gmail.com">modishcollege@gmail.com</a>	palwal
02.	<b>Gopal Prasad</b>	Admin	BCA	Admin	9050255758	<a href="mailto:gopalprasad@gmail.com">gopalprasad@gmail.com</a>	Hodal
03.	<b>Mr. NASEEM AHMAD</b>	Lect.	B.Tech	Lect.	9996569787	<a href="mailto:naseemahmad123@gmail.com">naseemahmad123@gmail.com</a>	Punhana


### PART- E: STAFF STATUS & REQUIREMENT

Norms for Faculty requirements and Recommended Cadre Ratio for Diploma Level Technical Institution (for Diploma Engineering / Pharmacy Courses as per AICTE APH 2018-19)

	<b>Faculty : Student based on Approved Intake*</b>	<b>Principal/ Director</b>	<b>Head of the Department</b>	<b>Lecturer</b>	<b>Total</b>
		A	B	C	D=A+B+C
Engineering and Technology/ Architecture/ Planning/ Applied Arts and Crafts, HMCT	<b>1:25</b>	<b>1</b>	<b>04</b>	<b>20</b>	<b>25</b>
*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 2018-19 (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	Aadhaar Number	Signature
	28-08-1984 & 34 y	B-TECH	ECE	28-03-2018	6 <sup>th</sup> pay scale	32000	42750	689169361704	





PRINCIPAL - EXPERIENCE					
Teaching			Industry		
Institution	Position	Years	Institution	Position	Years
L.R.ITM DEEGHOT PALWAL (HR.)	LECT.O/I, HOD	9 year	Telecon System	Site engineer(At NTPC Faridabad Haryana)	1 Year




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	Aadhaar Number	Signature
Mr. DEVESH SHARMA	LECTURER	MECHANICAL	10 <sup>TH</sup>		25 YEAR	08 JAN 2015	9300-34800	5400		4457454	





			12 <sup>TH</sup>								
			B-TECH								
<b>Mr.KHEM PAL</b>	<b>LECTURER</b>	<b>MECHANICAL</b>	10 <sup>TH</sup>		<b>25 YEAR</b>	<b>08 JAN 2014</b>	<b>9300-34800</b>	<b>5400</b>		<b>475034295106</b>	
		<b>B-TECH</b>	12 <sup>TH</sup>								
<b>Mr.LOKESH SHARMA</b>	<b>LECTURER</b>	<b>CIVIL</b>	10 <sup>TH</sup>		<b>27 YEAR</b>	<b>08 SEP 2014</b>	<b>9300-34800</b>	<b>5400</b>		<b>514529474563</b>	
		<b>B-TECH</b>	12 <sup>TH</sup>								
<b>Smt. ANISHA KUMARI</b>	<b>LECTURER</b>	<b>ELECTRICAL</b>	10 <sup>TH</sup>		<b>23 YEAR</b>	<b>12 AUG 2017</b>	<b>9300-34800</b>	<b>5400</b>		<b>979392573339</b>	
		<b>B-TECH</b>	12 <sup>TH</sup>								












<p>Miss. JYOTI RANI</p> 	LECTURER	MATH	10 <sup>TH</sup>		28 YEAR	12 OCT 2017	9300-34800	5400		600569362604	
<p>Mr.PAWAN KUMAR</p> 	LECTURER	CIVIL	10 <sup>TH</sup>		24 YEAR	12 AUG 2017	9300-34800	5400		987431505135	
<p>Mr. MUBARIK ALI</p> 	LECTURER	CIVIL	10 <sup>TH</sup>		28 YEAR	10 SEP 2017	9300-34800	5400		843098180367	
<p>Mr. SUMIT BHARTI</p> 	LECTURER	CIVIL	10 <sup>TH</sup>		25 YEAR	08 NOV 2017	9300-34800	5400		408303666962	
			12 <sup>TH</sup>								
			B-TECH								
			12 <sup>TH</sup>								
			B-TECH								





<p>Mr. RAJESH KUMAR</p> 	LECTURER	MECHANICAL	<p>10<sup>TH</sup></p> <p>12<sup>TH</sup></p> <p>B-TECH</p>		30 YEAR	12 OCT 2017	9300-34800	5400		566921058625	
<p>Mr. SUNDER KUMAR</p> 	LECTURER	MECHANICAL	<p>10<sup>TH</sup></p> <p>12<sup>TH</sup></p> <p>B-TECH</p>		30 YEAR	10 JAN 2018	9300-34800	5400		753585882836	
<p>Mr. BEDRAM KUMAR</p> 	LECTURER	ELECTRICAL	<p>10<sup>TH</sup></p> <p>12<sup>TH</sup></p> <p>B-TECH</p>		29 YEAR	10 JAN 2018	9300-34800	5400		859578391567	
<p>Mr. DHARAMVIR BAGHEL</p> 	LECTURER	MECHANICAL	<p>10<sup>TH</sup></p> <p>12<sup>TH</sup></p> <p>B-TECH</p>		06/06/1993	12-AUG-17	9300-34800	5400		520419786436	





<p>Smt. SUMAN RAWAT</p> 	LECTURER	CIVIL ENGG	<p>10<sup>TH</sup></p> <p>12<sup>TH</sup></p> <p>B-TECH</p> <p>12<sup>TH</sup></p> <p>B-TECH</p>		08/06/1990	20-Oct-17	9300-34800	5400	5400	502456322931	
<p>Mr. RAJ KUMAR</p> 	LECTURER	MECHANICAL	<p>10<sup>TH</sup></p> <p>12<sup>TH</sup></p> <p>B-TECH</p>		08/08/1984	02-SEP-17	9300-34800	5400	5400	781714726257	
<p>Mr. RAJESH KUMAR</p> 	LECTURER	MECHANICAL	<p>10<sup>TH</sup></p> <p>12<sup>TH</sup></p> <p>B-TECH</p>		12/05/1982	05-SEP-17	9300-34800	5400	5400	531334472732	

<p>Mr. NEERAJ SHARMA</p> 	LECTURER	CIVIL ENGG	10 <sup>TH</sup>	12 <sup>TH</sup>	B-TECH	05/02/1993	20-JUL-17	9300-34800	5400	948987264525	
<p>Mr. NASEEM AHMAD</p> 	LECTURER	ELECTRICAL	10 <sup>TH</sup>	12 <sup>TH</sup>	B-TECH	01/08/1995	10-NOV-17	9300-34800	5400	763109102696	
<p>Mr. DEEPAK RAWAT</p> 	LECTURER	DMLT	10 <sup>TH</sup>	12 <sup>TH</sup>	B.Pharmac y	10/05/1990	09-OCT-17	9300-34800	5400	675506982399	
<p>Mr. PRAVEEN KUMAR</p> 	LECTURER	ELECTRICAL	10 <sup>TH</sup>	12 <sup>TH</sup>	B-TECH	11-08-1989	10-JAN-18	9300-34800	5400	343710334867	





Mr. JITENDER KUMAR 	LECTURER	ELECTRICAL	10 <sup>TH</sup> 12 <sup>TH</sup> B-TECH		25-04-1988	08-JULY-2014	9300-34800	5400	574902277699	
Mr.SURENDER 	LECTURER	DMLT	10 <sup>TH</sup> 12 <sup>TH</sup> B.Pharmac y		18-05-1990	10-AUG-2018	9300-34800	5400	563032091831	
Miss. KOMAL THAKKAR 	LECTURER	MECHANICAL	10 <sup>TH</sup> 12 <sup>TH</sup> B-TECH		10-09-1992	12-NOV-2017	9300-34800	5400	779007708049	
Mr.ROHTASH SINGH 	LECTURER	ELECTRICAL	10 <sup>TH</sup> 12 <sup>TH</sup> B-TECH		06-11-1991	08-JAN-2018	9300-34800	5400	677208060189	
Mr. SACHIN MANGLA 	LECTURER	DMLT	10 <sup>TH</sup> 12 <sup>TH</sup> B.Pharmac y		18-11-1988	10-OCT-2017	9300-34800	5400		

<p>Mr. PRAHALAD PRASHAR</p> 	LECTURER	DMLT	<p>10<sup>TH</sup> 12<sup>TH</sup> B.Pharmac y</p>		17-12-1990	10-NOV-2017		9300-34800	5400	209035197004	
<p>Mr. ANOOP KUMAR</p> 	LECTURER	ELECTRICAL	<p>10<sup>TH</sup> 12<sup>TH</sup> B-TECH</p>		15-08-1991	12-AUG-2017		9300-34800	5400	215398139358	
<p>Mr. RAVINDER KUMAR</p> 	LECTURER	ELECTRICAL	<p>10<sup>TH</sup> 12<sup>TH</sup> B-TECH</p>		05-09-1990	10-NOV-17		9300-34800	5400	215398139358	
<p>Mr. RAVINDER KUMAR</p> 	LECTURER	MECHANICAL	<p>10<sup>TH</sup> 12<sup>TH</sup> B-TECH</p>		12-05-1991	10-JAN-18		9300-34800	5400	574712446473	

<p>Mr. LALIT KUMAR</p> 	LECTURER	MECHANICAL	<p>10<sup>TH</sup></p> <p>12<sup>TH</sup></p> <p>B-TECH</p>		25-11-1994	12-OCT-17		9300-34800	5400	575657029990	
<p>Miss. ANURADHA</p> 	LECTURER	COMPUTER	<p>10<sup>TH</sup></p> <p>12<sup>TH</sup></p> <p>B-TECH</p>		23/09/1992	08-AUG-17		9300-34800	5400	380502036022	
<p>Mr. TEJVEER SINGH</p> 	LECTURER	ELECTRICAL	<p>10<sup>TH</sup></p> <p>12<sup>TH</sup></p> <p>B-TECH</p>		19/02/1985	08-NOV-17		9300-34800	5400	447162635374	
<p>Mr. VIVEK SINGH</p> 	LECTURER	ELECTRICAL	<p>10<sup>TH</sup></p> <p>12<sup>TH</sup></p> <p>B-TECH</p>		15/05/1983	08-SEP-17		9300-34800	5400	231766502516	

<p>Mr. SANGH SEKHAR</p> 	LECTURER	MECHANICAL	10 <sup>TH</sup> 12 <sup>TH</sup> B-TECH		25/08/1989	05-AUG-17		9300-34800	5400	470400785851	
<p>Mr. JOGENER SINGH</p> 	LECTURER	MECHANICAL	10 <sup>TH</sup> 12 <sup>TH</sup> B-TECH		14-02-1990	10-JAN-18		9300-34800	5400	221635199448	
<p>Mr. JASWANT KUMAR</p> 	LECTURER	CIVIL	10 <sup>TH</sup> 12 <sup>TH</sup> B-TECH		14-2-1991	12-NOV-17		9300-34800	5400	577556808984	
<p>Mr. VED PRAKASH</p> 	LECTURER	ELECTRICAL	10 <sup>TH</sup> 12 <sup>TH</sup> B-TECH		13/08/1991	19-AUG-13		9300-34800	5400	575482101214	



<p>Mr. GULAB KUMAR</p> 	LECTURER	CIVIL	10 <sup>TH</sup>	12 <sup>TH</sup>	B-TECH	26 YEAR	10-AUG-17		9300-34800	5400	228755392399	
<p>Mr. MOHD NASIM</p> 	LECTURER	MECHANICAL	10 <sup>TH</sup>	12 <sup>TH</sup>	B-TECH	01/08/1995	02-SEP-17		9300-34800	5400	597485216505	
<p>Mr. DEEPAK SAUROT</p> 	LECTURER	MECHANICAL	10 <sup>TH</sup>	12 <sup>TH</sup>	B-TECH	18/05/1991	10-NOV-17		9300-34800	5400	769734971207	
<p>Mr. MONU KUMAR</p> 	LECTURER	CIVIL	10 <sup>TH</sup>	12 <sup>TH</sup>	B-TECH	10/07/01989	10-DEC-17		9300-34800	5400	272060344256	



2.	Miss. TANYA GAUTAM	Modish Institute of Polytechnic	Lecturer	3 year			
3.	Mr. MAHIPAL SHARMA	Modish Institute of Polytechnic	Lecturer	3 year			
4.	Mr. BHOODEV SINGH	Modish Institute of Polytechnic	Lecturer	1 year			
5.	Mr. DEEPAK SAUROT	Modish Institute of Polytechnic	Lecturer	1 year			
6.	Mr. GULAB KUMAR	Modish Institute of Polytechnic	Lecturer	1 year			
7.	Mr. JASWANT KUMAR	Modish Institute of Polytechnic	Lecturer	3 year			
8.	Mr. JITENDER KUMAR	Modish Institute of Polytechnic	Lecturer	5 year			
9.	Mr. PAWAN KUMAR	Modish Institute of Polytechnic	Lecturer	5 year			
10.	Miss. ANURADHA	Modish Institute of Polytechnic	Lecturer	Fresher			
11.	Mr. LALIT KUMAR	Modish Institute of Polytechnic	Lecturer	2 year			
12.	Mr. SACHIN MANGLA	Modish Institute of Polytechnic	Lecturer	1 year			
13.	Mr. ANOOP KUMAR	Modish Institute of Polytechnic	Lecturer	2 year			
14.	Mr. ROTASH SINGH	Modish Institute of Polytechnic	Lecturer	2 year			
15.	Mr. NEERAJ SHARMA	Modish Institute of Polytechnic	Lecturer	1 year			
16.	Miss. KOMAL THAKKAR	Modish Institute of Polytechnic	Lecturer	1 year			

17.	Mr. SURENDER SHARMA	Modish Institute of Polytechnic	Lecturer	Fresher			
18.	Mr. NASEEM AHMAD	Modish Institute of Polytechnic	Lecturer	3 year			
19.	Mr. RAJESH KUMAR	Modish Institute of Polytechnic	Lecturer	3 year			

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	Aadhaar Number	Signature
Pooja kukreja	Librarian	10 <sup>th</sup> & 12 <sup>th</sup>	5 year	01-05-1990	01-04-2018	9300-34800	5400			
		Diploma in Lib.								
		BA & B.Lib								
Aas Mohd.	Physical Education Director	10 <sup>th</sup> & 12 <sup>th</sup>	4 Year	10/09/1987	11/29/2011	9300-34800	5400			
		B.A.								
		B.P.Ed								

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	Aadhaar Number	Signature
1	Mr. Pardeep Kumar	Workshop	Workshop	Instructor	ITI, CTI	3 Years	15/07/1980	08/23/2014	9300-34800	3600			

2	Mr. Ravinder	Workshop	Workshop	Attendent	ITI	5 Year	12/11/1977	12/05/2013	9300-34800	3600			
3	Mr. Om Prakash	Workshop	Workshop	Instructor	CTI	3 Year	10/05/1988	07/14/2013	9300-34800	3600			
4	Mr. Harpal	Technical	Technical	Attendent	Diploma	4 Years	06/06/1985	08/12/2013	9300-34800	3600			
5	Mr. Giasi Ram	Technical	Technical	Suptt. Workshop	ITI	32 Years	10/01/1948	09/10/2012	9300-34800	5400			
6	Mr. Rahul Dagar	Workshop	Workshop	Instructor	Diploma	3 Year	12/10/1989	09/25/2012	9300-34800	3600			
7	Mr. Devender Sorout	Technical	Technical	Computer instructor	BSc	3 Year	10/05/1991	21/08/2013	9300-34800	3600			

#### 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	Aadhaar Number	Signature
1	Mr. Anil Kumar	Modish Institute of Polytechnic	Clerk	B.Com	01 Year	11/12/1991	10/12/2011	9300-34800	3600			

2	Mr. Rakesh Kumar	Modish Institute of Polytechnic	Accountant	B.Com	02 Year	13/10/1986	10/09/2010	9300-34800	3600		
3.	Mr. Mohd Nasim	Modish Institute of Polytechnic	Clerk	B.A	01 Year	04/05/1986	08/20/2012	9300-34800	3600		597485216505
4.	Mr. Gopal Prashad	Modish Institute of Polytechnic	Office Clerk	B.A	03 Years	07/11/1973	23/08/2010	9300-34800	3600		383753910240
5.	Mrs. Madhu Bala	Modish Institute of Polytechnic	RECEPTION	B.A	Fresher	06/07/1982	02/12/2013	9300-34800	3600		
6.	Anoop kumar	Modish Institute of Polytechnic	Clerk	Diploma	Fresher	05/06/1989	31/08/2013	9300-34800	3600		215398139356

#### **PART F: INFRASTRUCTURAL FACILITIES**

Norms for Land requirement and built-up area for Diploma Level Technical Institution (for Diploma Courses as per AICTE APH 2018-19)

<b>PHYSICAL INFRASTRUCTURE - COMPLETE DETAILS OF BUILT-UP AREA</b>					
<b>S. No</b>	<b>Built-up (Carpet) Area</b>	<b>FIRST YEAR , SECOND YEAR &amp; THIRD YEAR</b>			
		<b>Type of Structure [RCC/ACC]</b>	<b>Required Area [sq.m] as per AICTE</b>	<b>Available Area [sq.m]</b>	<b>Shortfall, if any</b>
(a)	Instructional area [INA]	RCC	5714	5714	
(b)	Administrative area [ADA]	RCC	745	745	
(c)	Amenities area [AMA]	RCC	2320	2320	
(d)	Circulation area [CIA]	RCC	2509	2509	
[CIA = 0.25 x (INA+ADA+AMA)]		<b>TOTAL AREA :</b>	11288	11288	

<b>ADMINISTRATIVE AREA REQUIREMENT FOR DIPLOMA COURSES</b>				
<b>Particulars</b>	<b>Number of rooms required</b>	<b>Minimum Carpet Area required</b>	<b>Carpet Area available</b>	<b>Shortfall w.r.t. Number of Room &amp; Carpet Area</b>
Principal / Director room	01	30 sqm	30 sqm	
Board room	01	20 sqm	20 sqm	
Office all inclusive	01			
	Campus having one program	150 sqm	150 sqm	
	Campus having more than one program	300 sqm	300 sqm	
Department offices	01/Deptt.	20 sqm	20 sqm	
Cabins for HOD's	01	10 sqm	10 sqm	
Faculty rooms	-	30 sqm (subject to minimum 5 sqm for each faculty member)	30 sqm (subject to minimum 5 sqm for each faculty member)	
Central stores	01	30 sqm	30 sqm	
Maintenance Room	01	10 sqm	10 sqm	
Security Room	01	10 sqm	10 sqm	
Housekeeping Room	01	10 sqm	10 sqm	
Pantry for staff (Desirable)	01	10 sqm	10 sqm	
Examination control office (Confidential Room)	01	40 sqm	40 sqm	
Placement office	01	50 sqm	50 sqm	

<b>IMPORTANT INFRASTRUCTURE REQUIREMENT FOR DIPLOMA COURSES</b>
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<b>Particulars</b>	<b>Number of rooms required</b>	<b>Minimum Carpet Area required</b>	<b>Carpet Area available</b>	<b>Shortfall w.r.t. Number of Rooms &amp; Carpet Area</b>
Computer Centre	01	150 sqm	150 sqm	
Library and Reading Room	01	400 sqm	400 sqm	
Seminar Hall	01	132 sqm	132 sqm	
Smart class room	01	66 sqm	66 sqm	
Language laboratory	01	132 sqm	132 sqm	

<b>INFRASTRUCTURE REQUIREMENT FOR DIPLOMA COURSES IN ENGG.</b>					
<b>Particulars</b>	<b>Number of rooms required</b>	<b>Number of rooms available</b>	<b>Minimum Carpet Area required</b>	<b>Carpet Area available</b>	<b>Shortfall w.r.t. Number of Rooms &amp; Carpet Area</b>
<b>I</b>	<b>II</b>		<b>III</b>	<b>IV</b>	<b>V</b>
Lecture Rooms	Number of divisions of engg. course X duration of course		66 sqm each room	66 sqm each room	
Tutorial Rooms	Lecture rooms / 04		33 sqm each room	33 sqm each room	
Total no. of <b>Labs</b> for (Diploma Engg. Courses Laboratories for the 1st year includes Physics and Chemistry Laboratory each of 66 sqm are required)	05 / course		66 sqm each lab	66 sqm each lab	
<b>Workshop</b> for all courses	01	01	200 sqm	200 sqm	
<b>Additional Workshop</b> (for category "X" courses) Category X of Courses: Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied Courses of each.	02 / course (Maximum 04)	02 / course (Maximum 04)	200 sqm	200 sqm	
Drawing Hall	01		132 sqm	132 sqm	

<b>BASIC AMENITIES FOR DIPLOMA COURSES</b>
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Toilets (Ladies & Gents)	01	150 sqm (Campus having one program)	150 sqm (Campus having one program)	
		350 sqm (Campus having more than one program)	350 sqm (Campus having more than one program)	
Toilets for <i>Divyang</i>	01	---	---	
Girls Common Room	01	75 sqm	75 sqm	
Boys Common Room	01	75 sqm	75 sqm	
Canteen/cafeteria (Desirable)	01	150 sqm	150 sqm	
First aid-cum-sick room	01	10 sqm	10 sqm	
Drinking water facility (water cooler) essential	Adequate nos. (with attached water purifiers)	--	--	
Principal's Quarters	Desired	150 sqm	150 sqm	
Guest House	Desired	30 sqm	30 sqm	
Sports Club / Gymnasium / Playground	Desired	200 sqm	200 sqm	
Auditorium / Amphi Theater	Desired	400 sqm	400 sqm	
Boys Hostel	Desired	Adequate	Adequate	
Girls Hostel	Desired	Adequate	Adequate	

### COMPUTERS, SOFTWARE, INTERNET AND PRINTERS

Program	Number of PCs/ Laptops to students ratio (Min 20 PCs)	Legal System Software	Legal Application Software	LAN and Internet	Mail Server and Client	Printers including Color Printer (% of total number of PCs/ Laptops)
Engineering/ Technology	1:6	03	20	All	Desired	5%
HMCT	1:6	01	10	All	Desired	5%

**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.

### 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	B	50#	250xB#	3xB#	15 % (Max 150)	1 % (Max 10)
		25 per* Course	125 per*Course			
HMCT	B	50#	250xB#	3xB#		
		25 per* Course	125 per*Course			

**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 2018-19.
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.

<b>ESSENTIAL AND DESIRABLE REQUIREMENTS AS PER AICTE APH 2018-19</b>			
Sr. No	Description	Availability [YES / NO]	Details to be provided. [Number, if so required]
<b>Essential Requirements</b>			
1.	Standalone Language Laboratory	YES	
2.	Potable Water supply and outlets for drinking water at strategic locations	YES	
3.	Electric supply	YES	
4.	Sewage Disposal system	YES	
5.	Telephone	YES	

6.	Vehicle parking	YES	
7.	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.	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.	Provision to watch MOOCS courses through Swayam		
11.	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	
12.	Implementation of Unnat Bharat Abhiyan	YES	
13.	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately (as per Chapter V of Approval Process Handbook 2018-19).	YES	
14.	Safety and Security measures in the Campus (as per Chapter V of Approval Process Handbook 2018-19 and Safety Guidelines issued by Department of Technical Education, Haryana)	YES	
15.	Safety provisions including fire and other calamities (Refer Annexures 8 and 9 of Approval Process Handbook 2018-19)	YES	
16.	Implementing Food Safety and Standards Act, 2006 in the Institution	YES	
17.	General Insurance provided for assets against fire, burglary and other calamities		
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	YES	
22.	Group Insurance to be provided for the employees	YES	
23.	Insurance for students	YES	
24.	Institution-Industry Cell	YES	
25.	Placement Cell	YES	

26.	Applied for membership of National Digital Library	YES	
27.	Strong Room [Storing QPs & ASs]	YES	
28.	Security arrangement [Day / Night]	YES	
29.	Sufficient halls for Examination	YES	
<b>Desirable Requirements</b>			
30.	Implementation of the schemes announced by MHRD	YES	
31.	Offering of Skill development Courses approved by the Council	NO	
32.	Participation in the National Institutional Ranking Framework (NIRF)		
33.	Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ Innovation Laboratory	YES	
34.	Backup Electric Supply	YES	
35.	Availability of at least ONE Smart Classroom per Department	YES	
36.	Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems	YES	
37.	Waste management and environment improvement measures to ensure a sustainable Green Campus	YES	
38.	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	YES	
39.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	NO	
40.	Transport	NO	
41.	Post, Banking Facility/ ATM	YES	
42.	CCTV Security System	NO	
43.	LCD (or similar) projectors in classrooms	YES	
44.	Staff Quarters	YES	
45.	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.	NO	
46.	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	NO	
47.	Implementation of Startup Policy		
48.	CCTV SECURITY SYSTEM	YES	

49.	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environment friendly disposal of used sanitary napkin through sanitary napkin incinerator		
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### PART G – DETAILS OF MACHINERY/ EQUIPMENT

<b>MACH INERY/EQUIPMENTS</b>		
1.	Whether Machinery/Equipments for all the Laboratories / Workshops as per the syllabus prescribed by HSBTE available?	<b>YES</b>
2.	Whether all the existing Machinery/Equipments are entered in Stock Register?	<b>YES</b>
3.	Whether all the existing Machinery/Equipments are in working condition or not ?	<b>YES</b>
4.	If not, list out the Machinery/Equipments that are not in working condition	<i>(list to be enclosed)</i>
5.	Whether any Machinery/Equipments are likely to be purchased in respect of the Courses for which extension of approval is applied	<b>NO</b>
6.	If YES, list out the Machinery/Equipments	<i>(list to be enclosed)</i>
<p><b>NOTE:</b> 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</p>		



1.	Diploma Civil Engg	1 <sup>st</sup> year	<b>120</b>	<b>22</b>	<b>06</b>	<b>01</b>	01	<b>05</b>
		2 <sup>nd</sup> year	<b>120</b>	<b>50</b>	<b>29</b>	<b>04</b>	04	<b>13</b>
		3 <sup>rd</sup> year	<b>120</b>	<b>53</b>	<b>48</b>	<b>08</b>	08	<b>16</b>
2.	Diploma Elect. Engg.	1 <sup>st</sup> year	<b>60</b>	<b>25</b>	<b>09</b>	<b>00</b>	00	<b>00</b>
		2 <sup>nd</sup> year	<b>60</b>	<b>18</b>	<b>11</b>	<b>00</b>	00	<b>00</b>
		3 <sup>rd</sup> year	<b>60</b>	<b>31</b>	<b>17</b>	<b>01</b>	01	<b>5</b>
3.	Diploma Mech. Engg	1 <sup>st</sup> year	<b>120</b>	<b>35</b>	<b>12</b>	<b>00</b>	00	<b>00</b>
		2 <sup>nd</sup> year	<b>120</b>	<b>46</b>	<b>23</b>	<b>00</b>	00	<b>00</b>
		3 <sup>rd</sup> year	<b>120</b>	<b>35</b>	<b>30</b>	<b>00</b>	00	<b>00</b>
4.	Diploma MLT	1 <sup>st</sup> year	<b>63</b>	<b>63</b>	<b>63</b>	<b>15</b>	15	<b>15</b>
		2 <sup>nd</sup> year	<b>72</b>	<b>68</b>	<b>62</b>	<b>25</b>	25	<b>40</b>
		3 <sup>rd</sup> year	<b>72</b>	<b>58</b>	<b>56</b>	<b>56</b>	56	<b>100</b>
5.	Diploma ECE	1 <sup>st</sup> year	<b>60</b>	<b>06</b>	<b>01</b>	<b>00</b>	00	<b>00</b>
		2 <sup>nd</sup> year	<b>60</b>	<b>03</b>	<b>01</b>	<b>00</b>	00	<b>00</b>
		3 <sup>rd</sup> year	<b>60</b>	<b>00</b>	<b>00</b>	<b>00</b>	00	<b>00</b>

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 Engineering	560	75	70	04	01	00	
2.	Electrical Engineering	560	25	21	04	00	00	
3.	Electronics & Comm. Engineering	560	01	01	00	00	00	
4.	Mechanical Enginenerig	560	31	25	05	01	00	
5.	DMLT	560	140	130	08	02	00	

**Details:**

- i. Merit position/toppers branch wise in the HSBTE Exams, if any. **YES ON SITE**
- ii. Awards awarded by the Polytechnic to the academic toppers of the Polytechnic. **YES**
- iii. Steps taken for improving the academic results. **YES**
- 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). **YES**
- vi. Whether Alumni association is formed or not. **YES**
- vii. Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students. **YES**

- viii. Steps taken for improving academic ambiance of the Polytechnic like land scaping, horticulture, tree plantation etc. **YES**
- ix. Utilization of student fund for student welfare activities. **YES**
- 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 **YES**
- ii. Consultancy
- iii. Industrial Project Work
- iv. Seminars/Conferences/Lectures with industry partnership **YES**

#### (b) Student's Placement:

- i. Whether training and placement cell has been established? **Yes**
- ii. Name of the Training and Placement Officer **RAJ KUMAR**
- iii. Qualification and Experience of Training and Placement Officer MBA-(5 YEAR)
- 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. **15 companies**
- v. Number of extension lectures delivered by outside experts during the last three years **3 time.**
- vi. Course wise number of students placed during the last 3 years: **65 Stdenuts**

Course	No. of Eligible Students	No. of Students Placed	Percentage
Civil Engineering	60	50	73%
Mechanical Engineering	65	54	75%

### Extra Curricular Activities

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

- i. Games and sports **YES**
- ii. Debates/ Paper presentation / Quiz Competitions etc. **YES**
- iii. Cultural activities **YES**
- iv. NCC/NSS **NO**
- v. Students help desk **YES**
- vi. Any other **N/A**

### PART J – FACULTY DEVELOPMENT INITIATIVES

- i. Number of faculty sponsored by the institute since its inception to till date for improvement of academic qualification teaching skills etc. **YES**
- 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. **YES**



- iii. Number of faculty sponsored for industrial training. **YES**
- iv. Does the institute possess any faculty development plan, if so give the details.

#### **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.
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**
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.
6. Please submit status of compliance in respect of Grievance Redressal Committee for students as notified by AICTE.
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. **NO**
9. Whether any deficiencies were reported by the DTE / HSBTE during last two years? If Yes, Please submit the compliance of these deficiencies. **NO**
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)

**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
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**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)**