

Performa for Affiliation to State Board Of Technical Education Haryana, Chandigarh

(To be filled by the polytechnic)

1. Name and Address of the Applicant Society/Trust/Government/University

Name _____

Address _____

_____ Pin Code _____

Phone No. _____ Mobile No. _____

Fax No. _____ Email _____

2. Name and Address of the Polytechnic with Website.

Name of the Institution	Address of the Permanent
	Tehsil Distt. Pin Code Fax No. STD Code Phone No. Email Nearest City Nearest Police Station

3. Name and Designation of the Head of the Institution

Name		
Designation	Qualification	
STD Code	(Office) Phone No.	Fax No.
STD Code	(Res.) Phone No.	Mobile No.
E Mail		

4. Type of Technical Institution (Tick whichever is applicable)

- 1. Faculty/Dept./Constituent College of a University/Deemed to be University
- 2. Central/State Government. College
- 3. Government Aided
- 4. Self Financing
- 5. Any Other (specify)

5. Information on Establishment/Affiliation of the Institution

- (i) Year of establishment of Institution _____
- (ii) Date on which first approval was accorded by the AICTE _____
- (iii) Date on which first affiliation was accorded by the SBTE (Hry.) _____
- (iv) Details of Affiliation fees DD No. _____ Dated _____

(iii) Technical Supporting Staff

S.No.	Particulars	Requirement as per norms	Availability	Shortfall, if any	
				Number	Percentage
1.					
2.					
3.					
4.					
	Total				

(iv) Details of Teaching Staff Position

S.No.	Name of Faculty	Designation	Qualification	Experience	Date of Joining	Past Teaching/ Professional Experience	Signature

9. Constitution of BOG with detailed qualification, experience of all the member
(At least two meeting shall be held in a year)

S.No.	Name of the Member	Qualification	Experience	Total Year	Remarks

Note : Pl. attach annexure if required.

10. BUILDING**(i) Total Built Up Area**

Particulars	Building with RCC roof (sqm.)	Building with Sheet roof (if suitable for educational Institution) (sqm.)	Total area available (sqm.)	Shortfalls, if any	
				Area in sqm.	Percentage
Institutional Area (Carpet Area)					
Administrative Area (Carpet Area)					
Amenities Area (Carpet Area)					
Circulation & others Area(*)					
Total					

* Circulation and other area includes, corridors, Toilets, Stair cases, Common area etc.

(ii) Instructional Area

Particulars	Number of rooms			Carpet Area of each room		
	Available in the Institution	Shortfalls, if any		Available in the Institution sqm.	Shortfalls, if any	
		Number	Percentage		Area in (sqm.)	Percentage
Class Room						
Tutorial Hall						
Computer Centre						
Library						
Total number & area for all laboratories & workshops						

11. Details of each Laboratory (Attach Annexure)

S.No.	Name of the Laboratory	Requirement as per norms (Carpet area in sqm.)	Carpet Area available (sqm.)	Shortfall, if any	
				Area in Sqm.	Percentage

Note : List of Equipment in the Laboratories should be attached.

12. COMPUTER CENTRE

S.No.	Particulars	Requirement as per norms	Availability	Shortfall, if any	
				Number	Percentage
1.	No. of Computer Terminals				
2.	Hardware Specification				
3.	No. of terminals on LAN/WAN				
4.	Relevant Legal Software				
5.	Peripheral(s)				

13. LIBRARY

S.No.	Particulars	Requirement as per norms	Availability	Shortfall, if any	
				Number	Percentage
1.	No. of Titles of the books (*)				
2.	No. of Volumes of the books (*)				
3.	No. of Journals (National/International) (*)				
4.	Whether library is fully				

	furnished or not				
5.	Stacking & Seating Area				
6.	Reprographic Facility				

(*). Include only those books/Journals, which are relevant.

14. Academic Performance of Last three Years (Attach Annexure if required)

S.No.	Discipline	Year	Number of student Appeared	Passed	Passed with 1 st Division	Percentage
			A	Number (B)		(B/A)*100
1.		1 st Year				
		2 nd Year				
		3 rd Year				
2.						

15(a) Details of

- (i) Merit position/toppers branch wise in the SBTE Exams if any.
- (ii) Awards awarded by the Polytechnic to the academic toppers of your Polytechnic.
- (iii) Any other scheme implemented by the Polytechnic for merit holder/weaker sections/SC/BC/girls students.
- (iv) Steps taken for improving the academic results.
- (v) Steps taken for improving the working of Examination branch.
- (vi) Student Feed back implemented or not?
- (vii) Extra curricular activities started if any like NCC/NSS/Sports/Cultural/Hobby Club/students help desk etc
- (viii) Details of industrial tours/visits/ seminar etc. organized proposed in this academic session.
- (ix) Total no. of working days observed in Semester (Please attach copy of time table also.
- (x) Tutorial batch size of 20/30 is maintained or not
- (xi) Number of placements & efforts made for improving Industrial Institution Interaction
- (xii) Whether Alumni association is formed or not.
- (xiii) Efforts made for quality teaching/ improving pedagogy./ personality development & improvement in Communication Skill of students.
- (xiv) Steps taken for improving academic ambiance of the Polytechnic like land scaling, horticulture, tree plantation etc.
- (xv) Any new innovations /practices/modern techniques in teaching started in the institutions.

(xvi) Utilization of student fund for student welfare activities.

15(b) Availability of Other Requirements

S.No.	Description	Availability	Shortfall, if any	
			Quality	Percentage
(i)	Permanent Electrical Connection			
(ii)	All Weather Approach Road			
(iii)	Potable Water Supply System			
(iv)	Electrical Generator			
(v)	Students' Canteen			
(vi)	Students' Common Room			
(vii)	Hostel: (optional) Boys Girls			
(viii)	Principal's Quarters/ Staff Quarters			

16. Financial Status:

S.No.	Description	Availability	Shortfall, if any	
			Quality	Percentage
(i)	Fixed Net Assets			
(ii)	Land :			
(iii)	Building			
(iv)	Equipment			
(v)	Library books etc			
(vi)	Furniture			
(vii)	Other misc. items			
(viii)	Principal's Quarters/ Staff Quarters			

B Latest Receipt/Expenditure statement (Certificate from CA):

Latest balance sheet of society:

AFFILIATION NORMS FOR POLYTECHNICS

1. LAND AREA IN ACRES:

Mega Cities	Metro Cities including State capitals	Others including rural areas
1.5	2.5	5

NOTE: For the technical institutions exclusively set up for **women**, the land norms prescribed for establishment of institutions have been relaxed up to 50% in rural category, 20% in Metro & State Capital category and 10% in Mega Cities category.

2. Built-up Area Required

- (i) Instructional Area @ 5 Sqm per student
- (ii) Administrative and circulation area @ 4 to 5 Sqm per student
- (iii) Total BUA required @ 9 to 10 Sqm per student

3. Faculty: Eligibility as per departmental qualification & experience, available on website:

www.techeduhry.nic.in

4. Teacher-Student Ratio

Minimum Teacher: Student Ratio required is 1:20

HOD: Sr. Lect.: Lect. in the ratio of 1:1:3

5. Library

- (i) Minimum reference books required @ 2 books per student
- (ii) Minimum text books required @ 6 books per student
- (iii) Minimum journal required @ 2 per branch
- (iv) Internet facility in library.

6. Laboratory/Workshop Equipments Required

The experimental setups should be arranged as per the requirements of the SBTE curriculum, and normally not more than three students should work in a team for an experiment.

7. DETAILS OF INSTRUCTIONAL AREA REQUIRED

Classrooms		Tutorial Room		Drawing Hall		Computer Centre		Library		Laboratories/ Workshops *	
No. of Rooms	Area of Each Room (sqm)	No. of Rooms	Area of Each Room (sqm)	No. of Halls	Area of each Hall (sqm)	No. of Rooms	Area of Each Room (sqm)	No. of Rooms	Area (sqm)	Total Area of Labs (Sqm)	Total Area of Workshops (sqm)
(Y)	60	(YY)	30	1	120	1	120	1	120	360 for 3 labs	450 (4 shops)

$$(Y) \text{ Number of Classrooms} = \frac{\text{Total Students' Strength in the Institution}}{40 \text{ (for Arch.) or } 60 \text{ (for other discipline)}} * 0.75$$

$$(YY) \text{ Number of Tutorial Rooms} = \frac{\text{Total Students' Strength in the Institution}}{20 \text{ (for Arch.) or } 30 \text{ (for other discipline)}} * 0.33$$

* Total lab / Workshop area /Conference room/studio/exhibition room should not be less than 800 sqm in 1st year & as per need of the curriculum there after.

NOTE: 0.5 or more to rounded off to 1

Workshop include various shops : Machine shop , Carpentry shop, Fitting & Plumbing shop, Welding shop, Paint shop, Forging & sheet metal shop, Foundry shop, Electrical &

Electronics shop.(Half of the shops are to be established in odd semester & other half to be in even semester.)

8. COMPUTER CENTRE (Central Computing Facilities)

As per the requirements of the curriculum and not more than 2 students to work on one computer and not more than three students to work in an experiment.

S. No.	Particulars	Requirements as per Norms
1.	No of Computer terminals	Terminal- Student Ratio = 1:4
2.	Hardware Specification	P4 Processor
3.	No. of terminals on LAN/WAN	50% of no. of terminals
4.	Relevant legal software	At least 2 (two) System Software Packages At least 8 (Eight) Application Software Packages
5.	Peripheral(s)	Printer: Computer Terminal ration = 1:10

9. **Communication Lab:** 30(sqm) with language & communication skill tools.

10. OTHER FACILITIES(DESIRABLE):

S.No.	Description	Minimum Requirements as per Norms
1.	All Weather Approach Road	Minimum 4 M Wide
2.	Potable Water Supply System	400 Lt/day
3.	Electrical Generator	25 KVA
4.	Students' Canteen	60 Sqm
5.	Students' Common Room	60 Sqm
6.	Hostel: Boys (if required) Preference Girls	25% of students (boys) 50% of students (girls)
7.	Others: Appropriate sports facilities, Medical facilities, store facilities, Faculty cabins, Principal residence.	

11. Affiliation Fees to be deposited annually

Institutional Affiliation Fees : Rs. 25,000/-
Per course Affiliation Fees : Rs. 15,000/-

12. RULES FOR RECRUITMENT OF FACULTY AS PER HARYANA GOVERNMENT TECHNICAL EDUCATION DEPARTMENT (Notification No. GSR. 66/Const./Art.309/86 Dated 26.09.86) or as per AICTE

S.No.	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1.	Principals of Polytechnics/ Institutions offering diplomas in Engg. trade	<ol style="list-style-type: none"> 1. First Class bachelor's degree in Engg. of Technology offering recognized University/Institutes 2. 12 Year teaching experience in an University or college affiliated to a recognized University or 12 year professional experience in a rank equivalent to head of department of Polytechnic 3. Knowledge of Hindi/ Sanskrit upto Matric standard 	5-year experience as Head of Department in Engg.
2.	Principals of Polytechnics/ Institutions offering Non-Engg. Diplomas	<ol style="list-style-type: none"> 1. First class master's degree in Pharmacy or Library Science or in commerce or Business Administration/ Management from a recognized University/ Institute 2. 5 Years teaching experience in an University or college affiliated to a recognized University with 5 years experience in a rank equivalent to head of department of Polytechnic. 3. Knowledge of Hindi/ Sanskrit upto Matric standard 	5-year experience as Head of Department in Pharmacy/ Library Science/ Commercial Practice and Stenography/ Management.
3.	Head of Department in Engg.	<ol style="list-style-type: none"> 1. First Class bachelor's degree in relevant branch of Engg. or Technology from a recognized University/Institutes. 2. 8 Years experience as Lecturer in University/ College affiliated to Engg. or 8 years professional experience on a gazette Engg. Post 3. Knowledge of Hindi/ Sanskrit upto Matric standard 	12 Years experience as Lecturer in relevant field out of which 2 years as senior lecturer in relevant field
4.	Head of Department in Applied Science	<ol style="list-style-type: none"> 1. First Class master's degree in Physics/Chemistry/ Mathematics/ English from a recognized University/ Institutes. 2. 8 Years experience as Lecturer in University/ College affiliated to 	12 Years experience as Lecturer in Applied Sciences out of which 2 years as senior lecturer in Applied Sciences.

		<p>recognized University.</p> <p>3. Knowledge of Hindi/Sanskrit upto Matric standard</p>	
5.	Senior Lecturer in Engg. Deptt.	<p>1. First Class bachelor's degree in relevant field from a recognized University/ Institutes.</p> <p>2. Years teaching experience as Lecturer in relevant field in an University/ College affiliated to a recognized University or 5 years professional experience on a gazetted relevant field Post</p> <p>3. Knowledge of Hindi/Sanskrit upto Matric standard</p>	<p>1. Bachelor degree in relevant field or associate members of Institutes of Engg.(India) (A.I.M.E) (by examination) from a recognized University/ Institutes.</p> <p>2. 8 Years experience as Lecturer in relevant field.</p>
5.	Sr. Lecturer in Applied Sciences	<p>1. First Class master's degree in Physics/Chemistry/ Mathematics/ English from a recognized University/ Institutes.</p> <p>2. 5 Years experience as Lecturer in University/ College affiliated to recognize University.</p> <p>3. Knowledge of Hindi/Sanskrit upto Matric standard</p>	8 Years experience as Lecturer in Applied Sciences out of which 2 years as senior lecturer in Applied Sciences.
6.	Superintendent Workshop	<p>1. First Class bachelor's degree in Mechanical/Production Engg. or Technology from a recognized University/Institutes with a 5 years experience in the line.</p> <p>2. Knowledge of Hindi/Sanskrit upto Matric standard</p>	<p>1. Bachelor's degree in Mechanical/Production Engg. or Technology from a recognized University/Institutes.</p> <p>2. 10 Years experience as Lect. in Mechanical/Production Engg. or Foreman Instructor.</p>
7.	Head of Department in Pharmacy	<p>1. First Class master's degree in Pharmacy from a recognized University/ Institutes.</p> <p>2. 8 Years experience as Lecturer in Pharmacy in University/ College affiliated to recognized University or 8 years professional experience.</p> <p>3. Knowledge of Hindi/Sanskrit upto Matric standard</p>	12 Years experience as Lecturer in Pharmacy out of which 2 years as senior lecturer in Pharmacy
8.	Sr. Lect. in Pharmacy	<p>1. First Class master's degree in Pharmacy from a recognized University/ Institutes.</p> <p>2. 5 Years experience as</p>	8 Years experience as Lecturer in Pharmacy.

		<p>Lecturer in Pharmacy in University/ College affiliated to recognized University or 8 years professional experience.</p> <p>3. Knowledge of Hindi/ Sanskrit upto Matric standard</p>	
9.	Lect. in Engg./ Applied Science/ Pharmacy	<p>1. First Class bachelor's degree or with 60% in relevant branch of Engg./ Applied Science/ Pharmacy from a recognized University/ Institutes.</p> <p>2. Knowledge of Hindi/ Sanskrit upto Matric standard</p>	
10	Instructor	<p>1. First Class diploma or with 60% in relevant branch of Engg. /Pharmacy from a recognized University/ Institutes.</p> <p>2. Knowledge of Hindi/ Sanskrit upto Matric standard</p>	1. First class ITI /CTI with 2 year experience.

