**The Punjab State Board of Technical Education and Industrial Training**

**Plot No. 1A, Sector 36 A, Chandigarh email :** [**aff2025.diploma@gmail.com**](mailto:aff2025.diploma@gmail.com)

**APPLICATION FORM FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2025-26**

**(For New Polytechnic Institute, New Courses in Existing Polytechnics, Increase / Decrease in Intake And**

**Extension of Approval To continue the conduct of Course(s) In Engineering / Technology)**

**CATEGORY OF AFFILIATION APPLIED FOR : - NEW AFFILIATION / EXTENSION OF APPROVAL**

1. (a) Name of Institute : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Address of the Institute : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) Year of establishment : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Status (Govt., Govt. aided or Self financing) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. (a) Name of the Society/Trust : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Address of the Society/Trust : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) Whether registered under Society Act : **YES/ NO**

4. Name of the Principal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(a) Qualification : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Pay scale & Experience : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) Date of appointment : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(d) Telephone No.(With STD Code) : Office : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Email Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. AISHE Code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whether DCF III uploaded for 2023-24: **Yes/No**

**6**. **(a) Course(s) being conducted (2023-24) (Attach relevant documents as Flag 6-(a))**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Course Title | **AICTE / CoA approval** | | | **Seats allowed by the Board** | | Actual Number of students admitted |
| Period | Letter No. | Date | Seat Intake | Approved by Board |
| 1.  2.  3.  4.  5. |  |  |  |  |  |  |  |

**6**. **(b) Course(s) being conducted (2024-25) (Attach relevant documents as Flag 6-(b))**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Course Title | **AICTE / CoA approval** | | | **Seats allowed by the Board** | | Actual Number of students admitted |
| Period | Letter No. | Date | Seat Intake | Approved by Board |
| 1.  2.  3.  4.  5. |  |  |  |  |  |  |  |

**Note**: Approval from **Council of Architecture (COA)** is **mandatory** if applying for 3 Year **Diploma course in Architectural Assistantship .** Attach copy of COA approval.

**6**. **(c) Course(s) applied for (2025-26)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Course Title** | **Seats Applied** | **Applied to AICTE / CoA** | **Remarks** |
| 1.  2.  3.  4.  5. |  |  |  |  |

**Note**: Approval from **Council of Architecture (COA)** is **mandatory** if applying for 3 Year **Diploma course in Architectural Assistantship**

**6**. **(d) Additional Course(s)/ Increase in seats applied for (2025-26) (Attach relevant documents as Flag 6-(d))**

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

**6**. **(e) Closure of course/Decrease in seats applied for (2025-26) (Attach relevant documents as Flag 6- (e))**

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

**Note: - Kindly attach approval from Govt. of Punjab in case increase or decrease of seats in Govt. Polytechnic Colleges and resolution of Society/Trust in case of Aided/Private Institutes.**

**7. Existing Facilities (Attach relevant documents as Flag - 7)**

**(Ownership whether the land is registered in society name or leased / Jamabandi/ CLU/ Land deed/ Relevant document regarding land ownership)**

|  |  |  |
| --- | --- | --- |
| **Land (area in acres)** | **Required as per AICTE** | **Whether Rural / Urban** |
|  |  |  |

1. **Infrastructure Details (**with dimensions and approved plan of existing building)

| **S.**  **No.** | **Category** | **No.**  **Required** | **No. Available** | **Shortage** | **Built up Area Required** | **Built up Area Available** | **Shortage** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Instructional Area** | | | | | | | | |
| 1. | Class Room |  |  |  |  |  |  |  |
| 2. | Tutorial Room |  |  |  |  |  |  |  |
| 3. | Laboratory |  |  |  |  |  |  |  |
| 4. | Workshop |  |  |  |  |  |  |  |
| 5. | Language Laboratory |  |  |  |  |  |  |  |
| 5. | Computer Centre |  |  |  |  |  |  |  |
| 6. | Drawing Hall |  |  |  |  |  |  |  |
| 7. | Library & Reading Room |  |  |  |  |  |  |  |
| 8. | Seminar Hall |  |  |  |  |  |  |  |

| 1. **Administrative Area** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.**  **No.** | **Category** | **No.**  **Required** | **No. Available** | **Shortage** | **Built up Area Required** | **Built up Area Available** | **Shortage** | **Remarks** |
| 9. | Principal Office |  |  |  |  |  |  |  |
| 10. | Board Room |  |  |  |  |  |  |  |
| 11. | Office |  |  |  |  |  |  |  |
| 12. | Deptt. Office |  |  |  |  |  |  |  |
| 13. | HOD Cabin |  |  |  |  |  |  |  |
| 14. | Faculty Room |  |  |  |  |  |  |  |
| 15. | Central stores |  |  |  |  |  |  |  |
| 16. | Maintenance |  |  |  |  |  |  |  |
| 17. | Housekeeping |  |  |  |  |  |  |  |
| 18. | Pantry for staff |  |  |  |  |  |  |  |
| 19. | Exam Office |  |  |  |  |  |  |  |
| 20. | TPO Office |  |  |  |  |  |  |  |
| 1. **Amenities Area** | | | | | | | | |
| **S.**  **No.** | **Category** | **No.**  **Required** | **No. Available** | **Shortage** | **Built up Area Required** | **Built up Area Available** | **Shortage** | **Remarks** |
| 21. | Toilets (Ladies & Gents) |  |  |  |  |  |  |  |
| 22. | Boys Common Room |  |  |  |  |  |  |  |
| 23. | Girls Common Room |  |  |  |  |  |  |  |
| 24. | Canteen |  |  |  |  |  |  |  |
| 25. | Stationery Store & Reprography |  |  |  |  |  |  |  |
| 26. | First Aid cum Sick Room |  |  |  |  |  |  |  |
| 27. | Principal’s Quarters |  |  |  |  |  |  |  |
| 28. | Guest House |  |  |  |  |  |  |  |
| 29. | Sports Club/Gym |  |  |  |  |  |  |  |
| 30. | Auditorium |  |  |  |  |  |  |  |
| 31. | Boys Hostel |  |  |  |  |  |  |  |
| 32. | Girls Hostel |  |  |  |  |  |  |  |

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

## 8. Staff / Establishment (Insert rows as per requirement)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name & Designation** | **Qualification** | **Date of joining** | **Department** | **Scale of Pay** | **Total Salary** | **PAN No** | **Bank Account along with Bank name for Salary** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**A. Staff Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Total Required** | **Total Available** | **Shortfall** | **Remarks** |
| **1) Technical staff** |  |  |  |  |
| a) HOD |  |  |  |  |
| b) Sr. Lecturer |  |  |  |  |
| c) Lecturers |  |  |  |  |
| **2)** **Workshop staff-** |  |  |  |  |
| a) Workshop Supdt. |  |  |  |  |
| b) Foreman: |  |  |  |  |
| c) Instructors: |  |  |  |  |
| d) Workshop Attendant |  |  |  |  |
| **3)** **Technical supporting staff** |  |  |  |  |
| a) Lab Assistant |  |  |  |  |
| b) Lab Attendant |  |  |  |  |
| c) Draftsman |  |  |  |  |
| **4) Library, Learning Resource Centre and Computer Centre staff** | | | | |
| **Library staff** |  |  |  |  |
| a) Librarian |  |  |  |  |
| b) Asstt. Librarian |  |  |  |  |
| c) Library attendant |  |  |  |  |
| **Computer Centre staff** |  |  |  |  |
| a) Programmer |  |  |  |  |
| b) Computer Operator |  |  |  |  |
| **5) Administrative staff** |  |  |  |  |
| a) Officer Superintendent |  |  |  |  |
| b) Accountant/ Cashier |  |  |  |  |
| c) Assistant/Steno-typist |  |  |  |  |
| d) Store Keeper |  |  |  |  |
| e) Record clerk/keeper |  |  |  |  |
| f) Driver |  |  |  |  |
| **6) Miscellaneous staff** |  |  |  |  |
| a) Physical Training Instructor |  |  |  |  |
| b) Electrician |  |  |  |  |
| c) Gardeners/ Mali |  |  |  |  |
| d) Department & Class room attendants |  |  |  |  |
| e) Watchman/Chowkidar |  |  |  |  |
| f) Peons |  |  |  |  |
| g) Sweepers |  |  |  |  |
| **7) Total strength of staff** |  |  |  |  |
| a) Total teaching faculty |  |  |  |  |
| b)Total technical support staff |  |  |  |  |
| c) Including workshop staff |  |  |  |  |
| d)Total library & Administrative staff |  |  |  |  |
| e) Total Misc. Staff |  |  |  |  |
| f) Total staff on rolls of the institute  **(Attach latest Salary sheet and attendance record)** |  |  |  |  |

|  |  |
| --- | --- |
| B. Staff Training & Development Programmes: Teachers will be provided with the opportunity to improve their qualifications through quality improvement programmes.  These programmes should be industry oriented and practice based.  A variety of short term courses should be offered for professional development of the teachers working at different levels.  Efforts should be made to identify faculty training need for their professional development.  Please indicate:  a. Number of teachers sent for long term courses/higher studies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  b. Number of teachers sent on short term courses : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  c. Number of teachers sent on Industrial Training : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please add requisite proof for the above if the report is not NIL | |
| **C. Payment of honorarium /TA/DA to staff members for examination related duties / Table marking (latest payment received from Board)**  Number of Beneficiary Teachers - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total Amount Received - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total Amount Distributed - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Whether payment of honorarium for performing all type of examination/ evaluation related duties, received from PSBTE, paid to the Concerned Staff members within one week from the date of receipt | **Yes/No** |
| Whether due amount of income tax of each individual who have received Payment on account of honorarium for performing all type of examination / evaluation related duties, received from PSBTE, have been deducted and deposited with Income Tax authority by clubbing the amount of honorarium in the salary | **Yes/No** |

**9. LIBRARY DETAILS Existing Courses (Attach relevant documents as Flag-9)**

A library is a centre of learning. The library should have books related to the area of programmes offering books related to basic and engineering sciences, books on communication skills and management, good books for general reading and periodicals related with science and technology. The library should also have multimedia learning packages, audio visual aids like films, charts, slides etc. The library should also have facility for photocopying.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course(s)** | **Reading room Seating Capacity** | | **No. of Titles** | | **No. of Volumes** | | **No. of Journals** | | **Remarks** |
| **Required** | **Available** | **Required** | **Available** | **Required** | **Available** | **Required** | **Available** |  |
| **Engineering and Technology** |  |  |  |  |  |  |  |  |  |

Number of books and periodicals etc.

1) Engineering & Technology Books/ other disciplines offered by the respective polytechnic :

2) Basic Sciences & Engineering Science of disciplines :

3) Books on Communication skills management and Standard general reading :

4) Periodicals :

Note: For 1 to 3 above, 10% books may be added annually to the library.

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

1.

2.

3.

4.

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

1.

2.

3.

4.

5.

**iii) New additions discipline wise during a) Year 2023-24 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**b) Year 2024-25 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed addition in Year 2025-26 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10. LABORATORY/WORKSHOP Equipment Detail (Attach relevant documents as Flag-10)**

**(**The Laboratories shall have equipments as appropriate as stated/suitable for the requirements of the Board’s curriculum and quantity of equipments also appropriate according to intake applied )

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **No of Laboratories** | **Quality of Equipment** | **Remarks** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Important: Give department wise details of equipment, Nos available, manufacturer name, year of purchase, whether in working condition or not in separate sheet.** | | | |

**11. COMPUTERS and other Facilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Particulars** | **Required** | **Available** | **Shortfall** | **Remarks** |
| Computers for Students(Minimum required 1:6 of approved intake) |  |  |  |  |
| Multimedia PC’s in Library/Reading Room |  |  |  |  |
| Printers |  |  |  |  |
| Internet Bandwidth |  |  |  |  |
| Legal System Software |  |  |  |  |
| Legal Application Software |  |  |  |  |
| Multimedia Projector |  |  |  |  |
| Reprographic Facilities (Photo Copier, Fax, Plotter, Scanner) |  |  |  |  |
| Number of terminals on LAN/WAN |  |  |  |  |
| No. of Labs and offices on Network |  |  |  |  |
| Institute Website with mandatory disclosures |  |  |  |  |

**12. CCTV Camera Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Examination Room Size** | **No. of CCTV installed in the room** | **Working / Not Working** | **NVR / DVR storage Capacity** | **Whether External hard disk is available to store complete Examination Process** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**13. ESSENTIALS AND DESIRED REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESSENTIAL AND DESIRABLE REQUIREMENTS AS PER AICTE APH 2024-25** | | | |
| **Sr. No** | **Description** | **Availability**  **[YES / NO]** | **Details to be provided.**  **[Number,**  **if so required]** |
| **Essential Requirements** | | | |
|  | 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. |  |  |
|  | Establishment of Online Grievance Redressal Mechanism |  |  |
|  | Establishment of Anti Ragging Committee |  |  |
|  | Establishment of Grievance Redressal Committee in the Institution |  |  |
|  | Establishment of Internal Complaint Committee (ICC) |  |  |
|  | Establishment of Committee for SC/ ST |  |  |
|  | Internal Quality Assurance Cell |  |  |
|  | Barrier Free Built Environment for disabled and elderly persons including Ramp & Toilets for PWD (as per Chapter VI of Approval Process Handbook) |  |  |
|  | Electrical Power Supply Connection **(Attach relevant document as flag 13(9))** |  |  |
|  | Implementation of mandatory Internship policy for students |  |  |
|  | Implementation of teacher training policy |  |  |
|  | Implementation of examination reforms |  |  |
|  | Implementation of student Induction Programme |  |  |
|  | Atleast 5 MoUs with Industries |  |  |
|  | Safety and Security measures in the Campus |  |  |
|  | Implementation of Food Safety and Standards Act, 2006 at the Institution |  |  |
|  | Digital payment for all financial transactions as per MHRD directives |  |  |
|  | Standalone Language Laboratory |  |  |
|  | Potable Water supply and outlets for drinking water at strategic locations |  |  |
|  | Sewage Disposal System |  |  |
|  | Backup Electric Supply |  |  |
|  | Sports facilities |  |  |
|  | Fire Safety Certificate **(Attach relevant documents as Flag -13(23))** |  |  |
|  | Display board within the premises as well as on the Web site of the of Institution indicating the feedback facility of students and Faculty available in AICTE Web-Portal |  |  |
|  | First aid, Medical and Counseling Facilities |  |  |
|  | Students Safety Insurance |  |  |
|  | Group Accident Policy to be provided for the employees |  |  |
|  | General Insurance provided for assets against fire, burglary and other calamities |  |  |
|  | Provision to watch MOOCS Course(s) through SWAYAM |  |  |
|  | Road suitable for use by Motor vehicle- Motorized Road |  |  |
|  | Institution-Industry Cell |  |  |
|  | Applied for membership of National Digital Library |  |  |
|  | Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution |  |  |
|  | Appointment of Student Counsellor |  |  |
|  | Telephone |  |  |
|  | Vehicle Parking |  |  |
|  | General Notice Board and Departmental Notice Boards |  |  |
|  | Occupancy & Structural Stability Certificate (As applicable) **(Attach relevant document as flag 13(38))** |  |  |
|  | Rain Water Harvesting |  |  |
| **Desirable Requirements** | | | |
|  | Implementation of the schemes announced by Government of India |  |  |
|  | Offering of Skill development Courses approved by the Council |  |  |
|  | Availability of at least ONE Smart Class Room per Department |  |  |
|  | Waste Management and environment improvement measures to ensure a sustainable Green Campus |  |  |
|  | Public announcement system at strategic locations for general announcements/ paging and announcements in emergency. |  |  |
|  | Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction |  |  |
|  | Transport |  |  |
|  | Post Office, Banking Facility/ ATM |  |  |
|  | LCD (or similar) projectors in Class Rooms |  |  |
|  | Auditorium |  |  |
|  | Staff Quarters |  |  |
|  | Display of Course(s) and “Approved Intake” in the Institution at the entrance of the Institution. |  |  |
|  | Intellectual Property Right Cell |  |  |
|  | Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY) |  |  |
|  | Implementation of Startup Policy |  |  |
|  | Innovation Cell/Club |  |  |
|  | Social Media Cell |  |  |
|  | Participation in the National Institutional Ranking Framework (NIRF) |  |  |
|  | Participation in the National Innovation Ranking |  |  |
|  | Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator |  |  |

**14. FURNITURE and allied facilities**

Sufficient furniture including lecture room benches, drawing tables, lecture stands as per sanctioned intake (Yes/No)

**15. NEW INFRASTRUCTURE added in year 2024-25 (Attach relevant documents as Flag-15)**

**16. FINANCIAL REPORT (Attach relevant documents as Flag-16)**

1. **INCOME AND EXPENDITURE DURING LAST YEAR**

| Income | Expenditure |
| --- | --- |
| Income from Central/State Govt.:\_\_\_\_\_\_\_\_\_\_\_\_\_ | Salary Teaching/Non-teaching Staff:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Income from Student fees : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Building Maintenance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Income from Other Sources:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Equipment/Library:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Income from Donations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other Expenditure:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

b)  **Utilization of development FUND:** (See instructions issued by Board)

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

i) Attach statement for funds spent during year 2023-24 up to with details

ii) Attach proposed budget for year 2024-25 with funds spent till date

**17. Compliance Report**

Action taken on deficiencies pointed in the previous inspection reports. **(Attach relevant documents as Flag-17)**

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

**18. Placement of students:**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | No. of Industries Registered for Placement | No. of Students Placed 2022-23 (%) | No. of Students Placed 2023-24 (%) |
|  |  |  |  |

**19. Results**

|  |  |  |
| --- | --- | --- |
| S.No. | Academic Session (2023-24) | Pass Percentage (%) |
| 1 | 2nd Semester |  |
| 2 | 4th Semester |  |
| 3 | 6th Semester |  |
| 4 | 8th Semester (For PTD courses) |  |

**20. TIME TABLE: (Attach relevant documents as Flag-20)**

**(Time table for the current session strictly according to Board’s study scheme with 40 Hrs/Week )**

**\*\* All requirements must be according to AICTE approval process**

**CHECK LIST FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2025-26 (DIPLOMA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Attachments** | **Title** | **Attached (Yes/No)** |
|  | Flag 6-A & 6-B | Approval of AICTE / CoA for session 2023-24 & 2024-25 |  |
|  | Flag 6-D | Addition Of Courses (Attach Resolution of the Society OR approval of the Govt.) |  |
|  | Flag 6-E | Closure Of Courses (Attach Resolution of the Society OR approval of the Govt.) |  |
|  | Flag 7 | Land Ownership Details (Registration/Leased And CLU as applicable)  (For New Institutes Only) |  |
|  | Flag 8-A | Attach Latest Salary Sheet And Attendance Record of Staff |  |
|  | Flag 8-B | Proof of Staff Training & Development Programmes |  |
|  | Flag 9 | Library Details |  |
|  | Flag 10 | Laboratory/Workshop Equipment Detail |  |
|  | Flag 13(9) | Latest Electricity Bill |  |
|  | Flag 13(23) | Fire Safety Certificate From Competent Authority |  |
|  | Flag 13(38) | Occupancy And Structural Stability Certificate From Competent Authority |  |
|  | Flag 15 | New Infrastructure |  |
|  | Flag 16 | Financial Reports |  |
|  | Flag 17 | Compliance Report Of Previous Inspection |  |
|  | Flag 20 | TIME TABLE Of The Current Session |  |
| Apart From This, If Any, Other Attachments Need To Be Attached May Be Numbered As X1,X2,X3 And So On | | | |

For any further queries regarding Affiliation, email at: **aff2025.diploma@gmail.com**