

**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 pharmacy course 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: 049**

**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>Tirupati Educational Society ® Ratia (Fatehabad) Haryana</b> <i>ANNEXURE - 01</i>
Complete Postal address:	<b>160, New Grain Market, Ratia (Fatehabad) Haryana</b>
Society / Trust / Company Registration Number	<b>2109</b>
Date of Registration /	<b>22/10/2002</b>
Place of Registration	<b>Chandigarh</b>
Name of the Chairman / President of the Society / Trust / Company	<b>Parveen Goyal</b>
STD code & Telephone No. (LL) Mobile No.	<b>01697-290878, 092155-44124, 099966-69019</b>
Fax No.	<b>01697-250125</b>
E-mail	<a href="mailto:tirupatiratia@gmail.com">tirupatiratia@gmail.com</a> <a href="mailto:tirupatedu@rediffmail.com">tirupatedu@rediffmail.com</a>
<b>Institution</b>	
Name of the Institution run by the Trust / Society / Company:	<b>Tirupati College of Polytechnic and Pharmacy, Ratia (Fatehabad) HARYANA</b>
Complete Postal address:	<b>Ratia-Sardulgarh Road, Near Govt. K T College, Ratia -125051, District – Fatehabad, HARYANA</b>
STD code & Telephone No. (LL) Mobile No.	<b>01697-290878, 092155-44124, 09966-69019</b>
Fax No.	<b>01697-250125</b>
E-mail	<a href="mailto:tirupatiratia@gmail.com">tirupatiratia@gmail.com</a> <a href="mailto:tirupatedu@rediffmail.com">tirupatedu@rediffmail.com</a>

**Signature of the Principal/ Head of the Institution**

Type of the Institute (Write the appropriate one)	Central Government / State Government / University / Deemed University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust) / Any other (Specify) <b>Private/Self Financed</b>
Year of starting of the Institute	<b>2006 – 2007</b>
Name of the Principal of the Institute	<b>Parveen Goyal</b> <i>ANNEXURE - 02</i>
Qualifications	<b>M. Pharm., DCA.,</b>
Date of Joining of the Institute	<b>24/07/2006</b>
Contact Nos. (LL with STD Code / Mobile No.)	<b>01697-290878, 092155-44124, 082955-00772</b>
E-mail	<a href="mailto:parveenscp@yahoo.com">parveenscp@yahoo.com</a>

**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		
	<b>State Revenue Authority</b> ✓		
Land (Area in acres)	4.186 Acres	<i>ANNEXURE - 03</i>	
Ownership of Land (Please tick the applicable one)	Government	Trust	<b>Society</b> ✓
	Govt. Leased	Owned	Company (U/S 25)
Resolution of Society for use of earmarked Land for establishment of Polytechnic	Enclosed		<i>ANNEXURE - 04</i>
No encumbrances certificate (contiguous-in single patch)	Enclosed,		<i>ANNEXURE - 05</i>
Change of Land Use Certificate (CLU) (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept.		
	Development Authority		<i>ANNEXURE - 06</i>
	Municipal Authority		
	<b>Revenue Authority</b> ✓		
Khasra Plan / Master Plan (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept.		
	Development Authority		
	<b>Revenue Authority</b> ✓		<i>ANNEXURE - 07</i>
Site Plan (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept.		
	Development Authority		
	<b>Revenue Authority</b> ✓		
	Municipal Authority		<i>ANNEXURE - 08</i>

**Signature of the Principal/ Head of the Institution**

Building Plan (Please tick the competent issuing authority & attach documents)	Total built-up area Development Authority <b>Revenue Authority</b> ✓ Municipal Authority <b>ANNEXURE - 09</b>
Occupancy certificate (Please tick the competent issuing authority & attach documents)	Rural area: Tehsildar/Revenue Authority Urban area: Municipal Corporation / Municipal Committee / HUDA <b>ANNEXURE - 10</b>
Structural stability certificate issued by Registered Structural Engineer (applicable in case where occupancy certificate is more than 30 years old)	Yes / No <b>Yes</b> <b>ANNEXURE - 11</b>
Access to the site (National Highway/ State Highway/ Village Road/ Kacha Road and Permission from competent authority to use)	<b>Yes</b>
NOC from Local Fire Service Authorities (to ensure fire and life safety measures)	Yes / No <b>Yes</b> <b>ANNEXURE - 12</b>
Whether Earth leakage circuit breaker (ELCB) provided?	Yes / No <b>Yes, Provided</b>
Whether Ramp provided for <i>Divyang</i> for easy access to and evacuation from the building?	Yes / No <b>Yes, Provided</b>
Whether any High tension electric line pass across the premises?	Yes / No <b>No</b>

### **PART- C: APPROVAL STATUS OF THE INSTITUTE**

(for the previous session; attach copy of all the approval/affiliation letters)

<b>Approving authority</b>	<b>Letter Number</b>	<b>Date</b>	<b>Annexure</b>
Copy of AICTE approval letter	<b>North-West/1-3513184064/2018/EOA</b>	<b>04<sup>th</sup> April 2018</b>	<b>ANNEXURE - 13</b>
Copy of PCI approval letter (if applicable)	<b>17-1/2014-PCI/19558-727</b>	<b>09<sup>th</sup> July 2014</b>	<b>ANNEXURE - 14</b>
Copy of last affiliation letter of HSBTE	<b>204</b>	<b>22<sup>th</sup> May 2017</b>	<b>ANNEXURE - 15</b>
Copy of NOC of State Government	<b>6029</b>	<b>05<sup>th</sup> Sep 2006</b>	<b>ANNEXURE - 16</b>

**Signature of the Principal/ Head of the Institution**

**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 ANNEXURE - 17**

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

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

Yes/No ----**Yes**----

<b>(a) NAME AND ADDRESS OF THE MEMBERS OF THE GOVERNING BODY 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 Number</b>	<b>E-mail</b>	<b>Address</b>	
01.	Mr. Parveen Goyal	Chairman	M. Pharm., D.C.A.	Educationist	92155-44124	parveenscp@yahoo.com	House No. 267, Ward No. 12, Ratia	
02.	Mr. Saurabh Goyal	Member Secretary	B. Com., M. Phil. B.Ed. M.A. (Edu.)	Educationist	099966-69019	Sou_vib_goel@yahoo.com	House No. 324, Ward No. 10, Ratia	
03.	Ms. Kumud Bansal	Members	M. Pharm.,	Educationist	04161-44124	goyalkumud@rediffmail.com	House No. 408, Ward No. 09, Ratia	
04.	Ms. Sarita		M. Sc., B.Ed. M.C.A., M. Phil.	Educationist	094163-69019	Sou_vib_goel@yahoo.com	House No. 510, Ward No. 09, Ratia	
05.	Ms. Darshana Devi		Matric	Social Worker	082955-00772	tirupatiratia@gmail.com	House No. 160, New Grain Market, Ratia	
06.	Member		Nominee of AICTE – Regional Officer as per Appendix 18.0 of AICTE Approval Process Handbook 2018-2019					
07.	Member		An Industrial/Technologist/Educationist from the region to be nominated by the regional committee as per Appendix 18.0 of AICTE Approval Process Handbook 2018-2019					
08.	Member		Nominee of HSBTE, Panchkula as per Appendix 18.0 of AICTE Approval Process Handbook 2018-2019					
09.	Member		Nominee of Govt. of Haryana - Director of Technical Education, Panchkula as per Appendix 18.0 of AICTE Approval Process Handbook 2018-2019					
10.	Member		An Industrial/Technologist/Educationist from the region to be nominated by Govt. of Haryana as per Appendix 18.0 of AICTE Approval Process Handbook 2018-2019					
11.	Mr. Parveen Goyal			M. Pharm., DCA.,	Educationist	82955-00772	parveenscp@yahoo.com	House No. 267, Ward No. 12, Ratia

**Signature of the Principal/ Head of the Institution**

12.	Ms. Bharti		M. Pharm.,	Educationist	082955- 00771	<a href="mailto:bhartiaroratcp@gmail.com">bhartiaronatcp@gmail.com</a>	House No. 716/B-III, Quilla Mohalla, Rohtak
13.	Mr. Harsh Bansal		M. Pharm.,	Educationist	082955- 00773	<a href="mailto:Harsh_bansal20@yahoo.com">Harsh_bansal20@yahoo.com</a>	Sri Saraswati Trading Company, Siwan, Kaithal

**Note: Please attach Agenda & Minutes of Previous two meetings.**

- 1) 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 / No) **Yes, Constituted as per norms**

- 2) 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/Legal/12012, dated 25.05.2012) constituted, displayed in the campus of the institute and hoisted on the website of institute?

(Yes / No) **Yes, Constituted as per norms**

- 3) 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 / No) **Yes, Constituted as per norms**

- 4) 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 / No) **Yes, Constituted as per norms**

**Signature of the Principal/ Head of the Institution**

**PART- E: STAFF STATUS**

NAME OF THE PRINCIPAL : Parveen Goyal <i>ANNEXURE – 18</i>									
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	Aadhar Number	Signature
	15/12/1975 43 Years	M. Pharm.	Pharmaceutics	24/07/2006	37400-67000/-	41400/-	55000/-	2310308 69841	
		B. Pharm	Pharmacy						
<b>II.</b>	<b>PRINCIPAL - EXPERIENCE:</b>								
<b>Teaching</b>				<b>Industry</b>					
Institution	Position	Years	Institution	Position	Months/ Years				
Lord Shiva College of Pharmacy, Sirsa	Lecturer	10 Months 14 Days	Bewell Formax (India), Hisar	Assistant Manufacturing Chemist	03 Months 14 Days				
Guru Jambeshwar University, Hisar	Lecturer	10 Months 09 Days	Bewell Formax (India), Hisar	Analytical Chemist	08 Months 21 Days				
Lord Shiva College of Pharmacy, Sirsa	Lecturer	03 Years 01 Months 23 Days	Bewell Formax (India), Hisar	Analytical Chemist/ Assistant Manufacturing Chemist	01 Year 03 Days				
Tirupati College of Polytechnic & Pharmacy, Ratia	Principal	11 Years 09 Months 06 Days							
Total		16 Years 07 Months 22 Days		Total		02 Years 07 Days			

**Student Staff Ratio: 20:1**

(Required ratio --- Theory → 60:1 and Practical's → 20:1)

If more than 20 students in a batch 2 staff members to be present

**Signature of the Principal/ Head of the Institution**

Item	Qualification Required	Qualification of the staff appointed	Total Required	Total Available	Shortfall	Remarks
<b>Teaching staff (for 60 students)</b>						
HOD(s)	M. Pharm.	M. Pharm.	01	01	-----	
Sr. Lecturer(s)	M. Pharm.	M. Pharm.	01	01	-----	
Lecturer(s)	M. Pharm.	M. Pharm.	04	04	-----	
TPO	B. Tech. / B. Pharm	M. Pharm.	01	01	-----	
<b>Technical supporting staff</b>						
Laboratory Technician	D. Pharm	D. Pharm.	02	02	-----	
Laboratory Assistant/ Attendant	SSLC/10+2	SSLC/10+2	04	04	-----	
<b>Library staff</b>						
Librarian/ Asstt. Librarian	B. Lib/D. Lib	B. Lib.	01	01	-----	
Library attendant	10+ 2 /SSLC	10+2/SSLC	01	01	-----	
<b>Office staff</b>						
Office Superintendent	Graduation	Graduation	01	01	-----	
Accountant/Assistant	Graduation	Graduation	01	01	-----	
Sr. Stenographer/ PA to Principal	Graduation	Graduation	01	01	-----	
Clerk-cum-Computer Operator	10+2 with computer training	10+2 with computer training	01	01	-----	
<b>Other supporting staff</b>						
Store Keeper	D. Pharm	D. Pharm	01	01	-----	
Driver	Valid driving License	Valid driving License	01	01	-----	
Electrician	Diploma/ITI	ITI	01	01	-----	
Gardener	---	---	01	01	-----	
Watchman/ Chowkidar	---	---	02	02	-----	
Peons	SSLC	SSLC	02	02	-----	
Cleaning personnel	---	---	04	04	-----	

**Signature of the Principal/ Head of the Institution**

**TEACHING FACULTY – QUALIFICATION:**

Name of the Faculty Member with Stamp Size Photo	Designation	Department	Qualification with Class obtained starting from highest Degree	Corresponding Specialization	Date of Birth & age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Aadhar Number	Signature
Bharti	HOD	Pharmacy	M. Pharm.	Pharmacology	01/12/1984 About 33 Years	01/07/2007	15600 -39100 with 8000/- AGP	18600/-	27960/-	2809 5282 0943	
			B. Pharm.	Pharmacy							
Harsh Bansal	Sr. Lecturer/ HOD	Mechanical	M. Pharm.	Pharmaceutics	20/10/1984 About 33 Years	09/04/2012	15600 -39100 with 6000/- AGP	18600/-	25645/-	4375 2227 0949	
			B. Pharm.	Pharmacy							
Simar Preet Kaur	Lecturer	Pharmacy	M. Pharm.	Pharmaceutics	10/09/1987 About 30 Years	01/08/2014	15600 -39100 with 6000/- AGP	17100/-	24145/-	5134 1128 7703	
			B. Pharm.	Pharmacy							
Gaurav Khurana	Lecturer	Pharmacy	M. Pharm.	Pharmaceutics	12/10/1986 About 31 Years	16/08/2016	15600 -39100 with 6000/- AGP	16100/-	23145/-	6835 6085 7998	
			B. Pharm.	Pharmacy							
Kiran Bala	Lecturer	Pharmacy	B. Pharm.	Pharmacy	21/08/1995 About 23 Years	01/12/2015	15600 -39100 with 6000/- AGP	16100/-	23145/-	2483 6966 8360	
Dimple Rani	Lecturer	Pharmacy	M. Pharm.	Pharmacology	06/02/1993 About 25 Years	19/09/2016	15600 -39100 with 6000/- AGP	16100/-	23145/-	9190 6552 1820	
			B. Pharm.	Pharmacy							
Chiranjeev Rana	Lecturer	Pharmacy	M. Pharm	Pharmaceutics	07/1990 About 28	27/01 /2018 /3910	0 with 6000/-	1560 0/-	2264 5/-	9060 3828	

Signature of the Principal/ Head of the Institution



			B. Pharm.	Pharmacy							1095	
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<b>TECHNICAL SUPPORTING STAFF</b>													
S. No	Name of the Staff	Department	Laboratory	Designation	Qualification	Previous Experience	Date of Birth & Age	Date of	Scale of Pay	Present Basic Pay	Total emoluments	Aadhar Number	Signature
01.	Sushil Kumar	Pharmacy	Pharmacy	Laboratory Technician	D. Pharmacy	-----	15/08/1975	01/04/2008	5200-20200 with 1900/- AGP	6904/-	20133/-	4373 5855 6656	
02.	Patwinder Singh	Pharmacy	Pharmacy	Store Keeper	Graduation	-----	14/12/1982	01/04/2010	5200-20200 with 1900/- AGP	6904/-	20133/-	9747 8092 0799	

<b>MINISTERIAL STAFF</b>												
S. No.	Name of the Staff	Place of Work	Designation	Qualification	Previous Experience	Date of Birth	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Aadhar Number	Signature
01.	Raj Rani	TCPP, Ratia	Librarian	B.Lib.	-----	02/02/1987	12/04/2017	6500-10500 with 6000/- AGP	6500/-	18050/-	5186 4276 3303	
02.	Vikas Garg	TCPP, Ratia	Library Attendant	10+2/SSLC	-----	18/06/1985	01/04/2018	4440-7440 with 1650/- AGP	4988/-	15303/-	5334 0661 0339	
03.	Kapil Kumar	TCPP, Ratia	Clerk cum Computer Operator	10+2 with computer Training	-----	17/09/1984	01/12/2015	5200-20200 with 1900/- AGP	5626/-	17283/-	9063 7073 7675	

**Signature of the Principal/ Head of the Institution**

04.	Robin Kumar	TCP, Ratia	Office Superintendent	Graduate, Diploma in Comp. Science	-----	01/02/1991	01/10/2017	5200-20200 with 1900/- AGP	5626/-	17283/-	5413 9504 4485
05.	Manpreet Singh	TCP, Ratia	Accountant	B.B.A	-----	12/03/1992	01/12/2015	5200-20200 with 1900/- AGP	5626/-	17283/-	2375 8221 8770
06.	Gurpreet Singh	TCP, Ratia	Laboratory Attendant	SSLC	-----	25/01/1990	01/08/2013	5200-20200 with 1900/- AGP	6904/-	20133/-	8964 3995 4989
07.	Gurmeet Singh	TCP, Ratia	Laboratory Attendant	SSLC	-----	25/10/1990	01/07/2017	4440-7440 with 1650/- AGP	5626/-	17283/-	6783 9000 2694
08.	Amar Singh	TCP, Ratia	Laboratory Attendant	SSLC	-----	02/10/1953	01/08/2016	4440-7440 with 1650/- AGP	4988/-	15303/-	8950 5457 8804
09.	Paramjit Kaur	TCP, Ratia	Laboratory Attendant	SSLC	-----	18/07/1975	01/08/2016	4440-7440 with 1650/- AGP	4988/-	15303/-	7476 9310 0839
10.	Pankaj Garg	TCP, Ratia	Stenographer/ P.A to Principal	Graduation	-----	06/07/1993	04/03/2017	5200-20200 with 1900/- AGP	5200/-	16333/-	3332 5791 4893
11.	Satbir	TCP, Ratia	Driver	Valid Driving licenser	-----	09/08/1979	01/08/2016	4440-7440 with 1650/- AGP	4988/-	15303/-	4835 2725 0935

Signature of the Principal/ Head of the Institution

12.	Gurpreet Singh	T CPP, Ratia	Electrician	I.T.I	----	25/01/1990	01/08/2013	5200-20200 with 1900/- AGP	6904/-	20133/-	8964 3995 4989	
13.	Sangita Rani	T CPP, Ratia	Peon	SSLC	----	01/01/1978	01/08/2016	4440-7440 with 1650/- AGP	4988/-	15303/-	9704 7815 9916	
14.	Pinki	T CPP, Ratia	Peon	SSLC	----	01/01/1979	01/08/2016	4440-7440 with 1650/- AGP	4988/-	15303/-	3439 8974 2811	
15.	Prem Kumar	T CPP, Ratia	Cleaning Personnel/ Sweeper	----	----	08/04/1990	03/03/2017	4440-7440 with 1650/- AGP	4988/-	15303/-	5846 5279 1097	
16.	Buta Singh	T CPP, Ratia	Cleaning Personnel/ Sweeper	----	----	03/04/1975	02/03/2017	4440-7440 with 1650/- AGP	4988/-	15303/-	4719 0432 3658	
17.	Jograj	T CPP, Ratia	Cleaning Personnel/ Sweeper	----	----	01/01/1970	01/08/2016	4440-7440 with 1650/- AGP	4988/-	15303/-	5378 0525 4057	
18.	Manga Singh	T CPP, Ratia	Cleaning Personnel/ Sweeper	----	----	02/02/1980	01/08/2016	4440-7440 with 1650/- AGP	4988/-	15303/-	4368 6826 8160	
19.	Pyara Singh	T CPP, Ratia	Gardener	----	----	01/01/1956	01/04/2018	4440-7440 with 1650/- AGP	4988/-	15303/-	4309 6247 9542	

**Signature of the Principal/ Head of the Institution**

20.	Sukhwinder Singh	TCP, Ratia	Watchman/ Chokidar	----	----	29/08/1941	02/03/2017	4440- 7440 with 1650/- AGP	4988/-	15303/-	4627 1783 0364	
21.	Succha Singh	TCP, Ratia	Watchman/ Chokidar	----	----	14/04/1956	15/03/2017	4440- 7440 with 1650/- AGP	4988/-	15303/-	2494 8643 4763	

**Signature of the Principal/ Head of the Institution**

**PART F – INFRASTRUCTURAL FACILITIES**

<b>Particulars</b>	<b>Number of rooms required</b>	<b>Minimum Carpet Area required</b>	<b>Carpet Area available</b>	<b>Shortfall</b>
<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
Lecture Room - 1	01	90 sqm	90 sqm	
Lecture Room - 2	01	90 sqm	90 sqm	
<b>Total no. of Labs for Diploma Pharmacy Course</b> Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	05	60 sqm x n (n=05) (each including a preparation room of minimum 10 sqm)	340 sqm	
i. Pharmaceutics Laboratory	01	60 sqm	100 sqm	
ii. Pharmaceutical Chemistry Laboratory	01	60 sqm	60 sqm	
iii. Physiology and Pharmacology Laboratory	01	60 sqm	60 sqm	
iv. Pharmacy Practice Laboratory	01	60 sqm	60 sqm	
v. Pharmacognosy Laboratory	01	60 sqm	60 sqm	
Animal House Whether computer simulated software are available in lieu of animal house (Yes/No)	01	75 sq.mts/ Computer Simulated Software	Computer Simulated Software available	
Machine Room	01	100 sqm	100 sqm	
Museum	01	30 sqm	37 sqm	
Aseptic Room	01	25 sqm	25 sqm	
Store Room – I	01	20 sqm	20 sqm	
Store Room – II (For Inflammable chemicals)	01	20 sqm	20 sqm	
Herbal Garden (Desirable)		Adequate number of Medicinal plants	Adequate number of Medicinal plants available in herbal garden	
Library	01	150 sqm	300 sqm	
Seminar Hall/ Multipurpose Hall (02 Multimedia projector be made available)	01	132 sqm	132 sqm	
Language Laboratory	01	132 sqm	132 sqm	

**Signature of the Principal/ Head of the Institution**

**COMPUTERS, SOFTWARE, INTERNET AND PRINTERS**

<b>Program</b>	<b>Number of PCs/ Laptops to students ratio (Min 20 PCs)</b>	<b>Legal System Software</b>	<b>Legal Application Software</b>	<b>LAN and Internet</b>	<b>Mail Server and Client</b>	<b>Printers including Color Printer (% of total number of PCs/ Laptops)</b>
Pharmacy (Computer Centre of minimum 75 sqm be made available)	1:8	01	10	All	Desired	5%
	20	01	10	Available	Available	01

**NOTE:**

1. At least 4 Mbps 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.
4. Central Xeroxing facility for students shall be made available.

**ADMINISTRATIVE AREA**

Principal room	01	30 sqm	45 sqm	
Board room	01	20 sqm	22 sqm	
Main office	01			
	Campus having one program	150 sqm	-----	
	Campus having more than one program	300 sqm	300 sqm	
Cabins for HOD	01	10 sqm	24 sqm	
Faculty Rooms	-	30 sqm (subject to minimum 5 sqm for each faculty member)	37 sqm	
Central stores	01	30 sqm	30 sqm	
Maintenance Room	01	10 sqm	12 sqm	
Security Room	01	10 sqm	10 sqm	
Housekeeping Room	01	10 sqm	12 sqm	
Pantry for staff (Desirable)	01	10 sqm	12 sqm	
Examination control office (Confidential Room)	01	40 sqm	49 sqm	
Placement office	01	30 sqm	49 sqm	

**Signature of the Principal/ Head of the Institution**

<b>AMENITIES</b>				
Toilets (Ladies & Gents)	01	150 sqm	150 sqm	
Toilets for physically challenged	01	---	10 sqm	
Girls Common Room	01	75 sqm	100 sqm	
Boys Common Room	01	75 sqm	100 sqm	
Canteen/cafeteria (Desirable)	01	150 sqm	150 sqm	
First aid-cum-sick room	01	10 sqm	11 sqm	
Drinking water facility (water cooler) essential	01	--	Available	
Playground	-	Available/Not Available	Available	

**Signature of the Principal/ Head of the Institution**

## PART G – EQUIPMENT AND APPARATUS

### Laboratory wise List of Minimum equipments required for D. Pharm

#### PHARMACEUTICS

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Continuous Hot Extraction Equipment	05	09	Yes	
2.	Conical Percolator	05	05	Yes	
3.	Tincture Press	01	01	Yes	
4.	Hand Grinding Mill	01	01	Yes	
5.	Disintegrator	01	01	Yes	
6.	Ball mill	01	01	Yes	
7.	Hand operated Tablet machine	01	01	Yes	
8.	Tablet Coating Pan unit with hot air blower laboratory size	01	01	Yes	
9.	Polishing pan laboratory size	01	01	Yes	
10.	Monsanto's hardness tester	01	01	Yes	
11.	Pfizer type hardness tester	01	01	Yes	
12.	Tablet disintegration test apparatus IP	01	01	Yes	
13.	Tablet dissolution test apparatus IP	01	01	Yes	
14.	Granulating sieve set	10	10	Yes	
15.	Tablet counter – small size	05	05	Yes	
16.	Friability tester	01	01	Yes	
17.	Collapsible tube – Filling and sealing equipment	01	01	Yes	
18.	Capsule filling machine – Lab size	01	01	Yes	
19.	Digital balance	01	01	Yes	
20.	Distillation unit for distilled water	02	02	Yes	
21.	Deionisation unit	01	01	Yes	
22.	Glass distillation unit for water for injection	01	01	Yes	
23.	Ampoule washing machine	01	01	Yes	
24.	Ampoule filling and sealing machine	01	01	Yes	

Signature of the Principal/ Head of the Institution



25.	Sintered glass filters for bacterial proof filtration(four different grades)	Adequate	Adequate	Yes	
26.	Millipore filter (3 grades)	Adequate	Adequate	Yes	
27.	Autoclave	01	01	Yes	
28.	Hot air sterilizer	01	01	Yes	
29.	Incubator	01	01	Yes	
30.	Aseptic cabinet	01	01	Yes	
31.	Ampoule clarity test equipment	01	01	Yes	
32.	Blender	01	01	Yes	
33.	Sieves set (Pharmacopoeial standard)	02	02	Yes	
34.	Lab Centrifuge	01	01	Yes	
35.	Ointment slab	Adequate	Adequate	Yes	
36.	Ointment spatula	Adequate	Adequate	Yes	
37.	Pestle and mortar porcelain	Adequate	Adequate	Yes	
38.	Pestle and mortar glass	Adequate	Adequate	Yes	
39.	Suppository moulds of three sizes	Adequate	Adequate	Yes	
40.	Refrigerator	01	01	Yes	

**NOTE: Adequate numbers of glassware commonly used in the laboratory should be provided in each laboratory and the department.**

#### **PHARMACEUTICAL CHEMISTRY**

<b>Sr. No.</b>	<b>Name</b>	<b>Minimum required Nos.</b>	<b>Available Nos.</b>	<b>Working Yes/No</b>	<b>Remarks</b>
1.	Refractometer	01	01	Yes	
2.	Polarimeter	01	01	Yes	
3.	Photoelectric colorimeter	01	01	Yes	
4.	pH meter	01	01	Yes	
5.	Atomic model set	02	02	Yes	
6.	Electronic balance	01	01	Yes	
7.	Periodic table chart	Adequate	Adequate	Yes	

**NOTE: Adequate numbers of glassware commonly used in the laboratory should be provided in each laboratory and the department.**

#### **PHYSIOLOGY & PHARMACOLOGY LABORATORY**

**Signature of the Principal/ Head of the Institution**

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Haemoglobinometer	20	20	Yes	
2.	Haemocytometer	10	10	Yes	
3.	Student's organ bath	1	1	Yes	
4.	Sherington's rotating drum	1	1	Yes	
5.	Frog board	Adequate	Adequate	Yes	
6.	Tray (dissecting)	Adequate	Adequate	Yes	
7.	Frontal writing lever	Adequate	Adequate	Yes	
8.	Aeration tube	Adequate	Adequate	Yes	
9.	Telethermometer	1	01	Yes	
10.	Pole climbing apparatus	1	01	Yes	
11.	Histamine chamber	1	01	Yes	
12.	Simple lever	Adequate	Adequate	Yes	
13.	Staring heart lever	Adequate	Adequate	Yes	
14.	Aerator	Adequate	Adequate	Yes	
15.	Histological Slides	Adequate	Adequate	Yes	
16.	Sphygmomanometer (B.P. apparatus)	5	05	Yes	
17.	Stethoscope	5	05	Yes	
18.	First aid equipment	Adequate	Adequate	Yes	
19.	Contraceptive device	Adequate	Adequate	Yes	
20.	Dissecting (surgical) instruments	Adequate	Adequate	Yes	
21.	Balance for weighing small Animals	1	01	Yes	
22.	Kymograph paper	Adequate	Adequate	Yes	
23.	Actophotometer	1	01	Yes	
24.	Analgesiometer	1	01	Yes	
25.	Thermometer	Adequate	Adequate	Yes	
26.	Plastic animal cage	Adequate	Adequate	Yes	
27.	Double unit organ bath with thermostat	1	01	Yes	
28.	Refrigerator	1	01	Yes	
29.	Single pan balance	1	01	Yes	
30.	Charts	Adequate	Adequate	Yes	
31.	Human skeleton	1	02	Yes	
32.	Anatomical specimen (Heart, brain, eye, ear, reproductive system etc..)	1 set	1 set	Yes	
33.	Electro-convulsiometer	1	01	Yes	
34.	Stop watch	Adequate	Adequate	Yes	
35.	Clamp, boss heads, screw clips	Adequate	Adequate	Yes	
36.	Syme's Cannula	Adequate	Adequate	Yes	

**NOTE: Adequate numbers of glassware commonly used in the laboratory should be provided in each laboratory and the department.**

**Signature of the Principal/ Head of the Institution**

## PHARMCOGNOSY LABORATORY

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Projection Microscope	01	01	Yes	
2.	Charts (different types)	Adequate	Adequate	Yes	
3.	Models (different types)	Adequate	Adequate	Yes	
4.	Permanent Slides	Adequate	Adequate	Yes	
5.	Slides and Cover Slips	Adequate	Adequate	Yes	

**NOTE: Adequate numbers of glassware commonly used in the laboratory should be provided in each laboratory and the department.**

## PHARMACY PRACTICE LABORATORY

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Colorimeter	2	02	Yes	
2.	Microscope	Adequate	Adequate	Yes	
3.	Permanent slides (skin, kidney, pancreas, smooth muscle, liver)	Adequate	Adequate	Yes	
4.	Watch glass	Adequate	Adequate	Yes	
5.	Centrifuge	1	01	Yes	
6.	Biochemical reagents for analysis of normal and pathological constituents in urine and blood facilities	Adequate	Adequate	Yes	
7.	Filtration equipment	2	01	Yes	
8.	Filling Machine	1	01	Yes	
9.	Sealing Machine	1	01	Yes	
10.	Autoclave sterilizer	1	01	Yes	
11.	Membrane filter	1 Unit	1 Unit	Yes	
12.	Sintered glass funnel with complete filtering assemble	Adequate	Adequate	Yes	
13.	Small disposable membrane filter for IV admixture filtration	Adequate	Adequate	Yes	
14.	Laminar air flow bench	1	01	Yes	
15.	Vacuum pump	1	01	Yes	
16.	Oven	1	01	Yes	
17.	Surgical dressing	Adequate	Adequate	Yes	
18.	Incubator	1	01	Yes	
19.	PH meter	1	01	Yes	
20.	Disintegration test apparatus	1	01	Yes	
21.	Hardness tester	1	02	Yes	
22.	Centrifuge	1	01	Yes	
23.	Magnetic stirrer	1	01	Yes	
24.	Thermostatic bath	1	01	Yes	

**NOTE: Adequate numbers of glassware commonly used in the laboratory should be provided in each laboratory and the department.**

Signature of the Principal/ Head of the Institution

## MUSEUM

Every Institution shall maintain a museum of crude drugs, herbarium sheets, botanical specimens of the drugs, and plants, mentioned in the course in addition the following are recommended.

Sr. No.	Requirement Prescribed by PCI	Available/Not Available	Remarks
1.	Colored slides of medicine plants.	Available	-----
2.	Display of popular patent medicines, and	Available	-----
3.	Containers of common usage in medicines.	Available	-----

### Basic amenities to be provided in all the laboratories

Sr. No.	Amenities required	Available/Not Available	Remarks
1.	All the Laboratories should be well lit & ventilated	Available	-----
2.	All Laboratories should be provided with basic amenities and services like exhaust fans and fume chamber to reduce the pollution wherever necessary.	Available	-----
3.	The workbenches should be smooth and easily cleanable preferably made of non -absorbent material.	Available	-----
4.	The water taps should be non-leaking and directly installed on sinks. Drainage should be efficient.	Available	-----
5.	Balance room should be attached to the concerned laboratories.	Available	-----
6.	Fire extinguishers shall be provided inside and outside the laboratory.	Available	-----
7.	Flooring of the lab shall be non-skid and non-static.	Available	-----
8.	Standard Operating Procedure (S.O.P.) for all the equipment and system must be prepared and properly displayed near the respective machine.	Available	-----
9.	All the electrically operated machinery should be properly earthed and bonded.	Available	-----

Signature of the Principal/ Head of the Institution

**PART H – LIBRARY BOOKS AND PERIODICALS****ANNEXURE - 19**

The minimum norms for the initial stock of books, yearly addition of the books and the number of journals to be subscribed are as given below:

Sr. No.	Item	Titles (No)	Minimum Volumes (No)	Available		Remarks
				Titles	Numbers	
1.	Number of books	75	750 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	316	2100	
2.	Annual addition of books		75 books per year	75		
3.	Periodicals Hard copies / online		06 National Journals Indian Journal of Pharmaceutical Sciences Indian Journal of Pharmaceutical Education and Research Journal of Hospital Pharmacy Indian Journal of Pharmacology CIMS/ MIMS Indian Journal of Experimental Biology	07		
4.	Library Timings	9:00 A.M to 4:00 P.M				

**Subject wise Classification of Books:**

Sr. No.	Subject	Available		Remarks
		Titles	Numbers	
1.	Pharmaceutics – I	09	156	-----
2.	Pharmaceutical Chemistry – I	18	159	-----
3.	Pharmacognosy	18	169	-----
4.	Biochemistry and Clinical Pathology	18	172	-----
5.	Human Anatomy and Physiology	11	150	-----
6.	Health Education and Community Pharmacy	09	199	-----
7.	Pharmaceutics – II	11	174	-----
8.	Pharmaceutical Chemistry – II	18	145	-----
9.	Pharmacology and Toxicology	16	143	-----
10.	Pharmaceutical Jurisprudence	11	138	-----
11.	Drug Store and Business Management	09	127	-----
12.	Hospital and Clinical Pharmacy	10	134	-----

Signature of the Principal/ Head of the Institution

<b>ESSENTIAL AND DESIRABLE REQUIREMENTS AS PER AICTE APH 2018-19</b>			
<b>S. No</b>	<b>Description</b>	<b>Availability [YES / NO]</b>	<b>Details to be provided. [Number, if so required]</b>
<b>Essential Requirements</b>			
1.	Standalone Language Laboratory	<b>Available</b>	-----
2.	Potable Water supply and outlets for drinking water at strategic locations	<b>Available</b>	-----
3.	Electric supply	<b>Available</b>	-----
4.	Sewage Disposal	<b>Available</b>	-----
5.	Telephone	<b>Available</b>	-----
6.	Vehicle Parking	<b>Available</b>	-----
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	<b>Available</b>	-----
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	<b>Available</b>	-----
9.	Digital payment for all financial transactions as per MHRD directives	<b>Available</b>	-----
10.	Provision to watch MOOCS courses through Swayam	<b>Available</b>	-----
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	<b>Available</b>	-----
12.	Implementation of Unnat Bharat Abhiyan	<b>Available</b>	-----
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).	<b>Available</b>	-----
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)	<b>Available</b>	-----
15.	Safety provisions including fire and other calamities (Refer Annexures 8 and 9 of Approval Process Handbook 2018-19)	<b>Available</b>	-----
16.	Implementing Food Safety and Standards Act, 2006 in the Institution	<b>Available</b>	-----
17.	General Insurance provided for assets against fire, burglary and other calamities	<b>Available</b>	-----

**Signature of the Principal/ Head of the Institution**

18.	All weather approach road suitable for use by Motor vehicle- Motorized Road	<b>Available</b>	-----
19.	General Notice Board and Departmental Notice Boards	<b>Available</b>	-----
20.	First aid, Medical and Counseling Facilities	<b>Available</b>	-----
21.	Appointment of Student Counselor	<b>Available</b>	-----
22.	Group Insurance to be provided for the employees	<b>Available</b>	-----
23.	Insurance for students	<b>Available</b>	-----
24.	Institution-Industry Cell	<b>Available</b>	-----
25.	Placement Cell	<b>Available</b>	-----
26.	Applied for membership of National Digital Library	<b>Available</b>	-----
27.	Strong Room [Storing QPs & ASs]	<b>Available</b>	-----
28.	Security Arrangement [Day / Night]	<b>Available</b>	-----
29.	Sufficient Halls for Examination	<b>Available</b>	-----
<b>Desirable Requirements</b>			
30.	Implementation of the schemes announced by MHRD	<b>Yes</b>	-----
31.	Offering of Skill development Courses approved by the Council	<b>No</b>	-----
32.	Participation in the National Institutional Ranking Framework (NIRF)	<b>No</b>	-----
33.	Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ Innovation/Laboratory	<b>No</b>	-----
34.	Backup Electric Supply	<b>Available</b>	-----
35.	Availability of at least one Smart Classroom per Department	<b>No</b>	-----
36.	Rain Water Harvesting and installation of grid connected solar rooftops/ Power/ Systems	<b>Available</b>	-----
37.	Waste management and environment improvement measures to ensure a sustainable Green Campus	<b>Available</b>	-----
38.	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	<b>Available</b>	-----
39.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent Interaction	<b>No</b>	-----
40.	Transport	<b>Available</b>	-----
41.	Post, Banking Facility/ ATM	<b>No</b>	-----
42.	CCTV Security System	<b>Available</b>	-----
43.	LCD (or similar) projectors in classrooms	<b>Available</b>	-----
44.	Staff Quarters	<b>Available</b>	-----
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.	<b>Available</b>	-----

**Signature of the Principal/ Head of the Institution**

46.	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	<b>Available</b>	-----
47.	Implementation of Startup Policy	<b>No</b>	-----
48.	Intellectual Property Right Cell	<b>Available</b>	-----
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	<b>No</b>	-----

**Signature of the Principal/ Head of the Institution**



**PART I – FINANCIAL & PHYSICAL RESOURCES**

Budgeted Expenditure for the year 2016-17

**ANNEXURE - 20**

<b>Expenditure Heads</b>	<b>Budget (In lakhs)</b>	<b>Actual Expenditure</b>	<b>Shortfall if any</b>
<b>I. Academic Buildings:</b>	-----		-----
- Construction		<b>258330.00</b>	
- Maintenance Expenses		<b>1986.00</b>	
<b>II. Laboratories/Computing Centre</b>			-----
- New Equipment	-----	<b>137277.00</b>	
- Furniture	-----	<b>289469.00</b>	
- Operation & Maintenance	-----	<b>15870.00</b>	
<b>III. Salary</b>			-----
- Salary of Teaching Staff	-----	<b>6949674.00</b>	
- Salary of Non-Teaching Staff	-----	<b>1379278.00</b>	
<b>IV. Faculty/Staff Development</b> (Seminars/Workshops/Incentive Schemes/Training/Higher Studies)	-----	<b>Nil</b>	-----
<b>V. Library</b>			-----
- Books	-----	<b>5000.00</b>	
- Journals ,e-journals	-----	<b>15441.00</b>	
- E-library	-----	-----	
<b>VI. Services</b>			-----
- Administration/Transport/Hostels/Canteen/ Security/Water/Electricity/P&T:	-----	<b>904144.00</b>	
- Hostel Maintenance		-----	
- Landscaping		-----	
- Internet facility		<b>19331.00</b>	
<b>VII. Students Activities</b>			-----
- Extracurricular/Co-curricular/ Sports/Cultural /extra classes	-----	<b>14480.00</b>	
<b>VIII. Medical Expenses</b> <b>-Full time or otherwise</b>	-----	-----	-----
<b>IX. Any Other, please specify</b>	-----	<b>350000.00</b>	-----

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

**Signature of the Principal/ Head of the Institution**

## PART J – STUDENT RELATED INFORMATION

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

S. No.	Course	Year	Sanctioned intake	No. of students admitted/promoted to second year	Number of students Appeared in Board Exams	Students Passed	Passed with 1 <sup>st</sup> Division	Pass Percentage
					A	Number (B)		(B/A)*100
1.	Diploma in Pharmacy (2015-16)	1 <sup>st</sup> year	60	60	60	44	25	73.33
		2 <sup>nd</sup> year		53	53	28	25	52.80
2.	Diploma in Pharmacy (2016-17)	1 <sup>st</sup> year	60	60	60	54	32	90.00
		2 <sup>nd</sup> year		44	44	38	33	86.36
3.	Diploma in Pharmacy (2017-18)	1 <sup>st</sup> year	60	60	-----	-----	-----	-----
		2 <sup>nd</sup> year		66	-----	-----	-----	-----

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.	Diploma in Pharmacy (First Year)	849	60	60	-----	-----	-----	-----
2.	Diploma in Pharmacy (Second Year)	800	66	66	-----	-----	-----	-----

Signature of the Principal/ Head of the Institution

## Details of classes conducted for D. Pharmacy 1<sup>st</sup> Year & 2<sup>nd</sup> Year

Class / Subject	Theory		Practicals				Remarks
	Prescribed No of Hours	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	Prescribed No of classes	No of classes Conducted	
<b>D. Pharm 1<sup>st</sup> Year</b>							
Pharmaceutics – I	75	82	100	108	25	27	
Pharmaceutical Chemistry – I	75	83	75	84	25	28	
Pharmacognosy	75	82	75	84	25	28	
Biochemistry and Clinical Pathology	50	58	75	81	25	27	
Human Anatomy and Physiology	75	79	50	52	25	26	
Health Education and Community Pharmacy	50	56	---	---	---	---	
<b>D. Pharm 2<sup>nd</sup> Year</b>							
Pharmaceutics – II	75	85	100	116	25	29	
Pharmaceutical Chemistry – II	100	111	75	81	25	27	
Pharmacology and Toxicology	75	85	50	54	25	27	
Pharmaceutical Jurisprudence	50	53	---	---	---	---	
Drug Store and Business Management	75	81	---	---	---	---	
Hospital and Clinical Pharmacy	75	82	50	52	25	26	

Signature of the Principal/ Head of the Institution

**Details:**

- i. Merit position/toppers branch wise in the HSBTE Exams, if any.
- ii. Awards awarded by the Polytechnic to the academic toppers of the Polytechnic.
- iii. Steps taken for improving the academic results.  
**Teachers are spending five minutes at the end of each lecture for asking the question and taking feedback from the students regarding the topic taught in the class. Further periodic class test are taken for the regular check of studies of students. Parents are informed telephonically regarding performance of their ward, attendance, overall behavior, complete development of the student. Parent teachers meeting is also arranged to sort out the problems raised by parents and to take the feedback from the parents regarding the attitude of the students after the college hours. Further modern teaching aids such as OHP Projector, LCD/Multimedia Projector, Well furnished computerized Communication Skill lab is also provided to the student's for effective learning.**
- iv. Conduct of extra classes for weak/ needy students (Please attach copy of time table also). **Yes** *ANNEXURE – 21*
- v. Total no. of working days observed in Year (Please attach copy of time table also).  
196 days ---- **Time Table Enclosed----** *ANNEXURE - 22*
- 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.  
**Teachers are spending five minutes at the end of each lecture for asking the question and taking feedback from the students regarding the topic taught in the class. Further periodic class test are taken for the regular check of studies of students. Parents are informed telephonically regarding performance of their ward, attendance, overall behavior, complete development of the student. Parent teachers meeting is also arranged to sort out the problems raised by parents and to take the feedback from the parents regarding the attitude of the students after the college hours. Further modern teaching aids such as OHP Projector, LCD/Multimedia Projector, Well furnished computerized Communication Skill lab is also provided to the student's for effective learning.**
- viii. Steps taken for improving academic ambiance of the Polytechnic like land scaping, horticulture, tree plantation etc.  
**Well developed lush green lawn spreading more than 44000 Sq. Ft is already developed in the institute, remarkable efforts are made by the institute for plantation of tree in the entire campus. Further college is planning its overall campus land escaping from professional to further improve beauty of the campus.**
- ix. Utilization of student fund for student welfare activities.  
**The student fund is utilized for overall student welfare activities of student like sports activity, cultural activity, NSS, providing scholarship to poor students etc**

**Signature of the Principal/ Head of the Institution**

x. Teaching-Learning process:

- a. Whether Academic Calendar implemented? (Yes / No) **Yes**  
b. Whether Teaching Aids used? (Yes / No) **Yes**  
c. Whether Student Feedback implemented? (Yes / No) **Yes**  
**ANNEXURE - 23**  
d. Any new innovation/ practice / technique adopted in teaching? (Yes / No) **Yes**  
e. Whether Teacher's Diary maintained? (Yes / No) **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

**The students were taken to the different industries and working sites for their exposure to the real environment and few technical experts were also invited for the seminar in the campus.**

**ANNEXURE - 24**

- ii. Consultancy **Available**

iii. Industrial Project Work: **The students have completed successfully their project work in different industries as per the curriculum of HSBTE, Panchkula**

- iv. Seminars/Conferences/Lectures with industry partnership **Available**

**ANNEXURE - 25**

(b) Student's Placement:

- i. Whether training and placement cell has been established? Yes/No **Yes**  
ii. Name of the Training and Placement Officer **Mr. Gaurav Khurana**  
iii. Qualification and Experience of Training & Placement Officer: **M. Pharm, 06 Years**  
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.  
v. Number of extension lectures delivered by outside experts during last three years **02**  
vi. Number of students placed during the last 3 years: **ANNEXURE - 26**

No. of Eligible Students	No. of Students Placed	Percentage
2014-2015; 51	16	31.37
2015-2016; 28	12	42.85
2016-2017; 38	15	39.47

### 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

**Signature of the Principal/ Head of the Institution**

Extracurricular activities started like NCC/NSS/Sports/Cultural/Debates/Paper presentation/ Quiz Competitions/Student help desk etc:- Different activities are regularly organized in the campus for the overall development of the students such as:- Athletic meet; regular games & sports events; fresher party; annual day celebration, NSS camp, Akhand Path/Havans etc. further student help desk/ counseling facility is also provided to the students to come out from their personal problems etc.

### **ANNEXURE - 27**

#### **PART K – 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. **One**
- 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.: **Two**
- iii. Number of faculty sponsored for industrial training.
- iv. Does the institute possess any faculty development plan, if so give the details.

#### **PART L – 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.

**No (However the applicant society is also running Tirupati College of Education, Ratia in the separate building and premises with Master in Education, Bachelor of Education and Diploma in Education courses duly approved by the Haryana Govt./Chaudhary Ranbir Singh University, Jind/ Chaudhary Devi Lal University, Sirsa, SCERT Gurgaon and NCTE, New Delhi)**

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. **NA**
6. Please submit status of compliance in respect of Grievance Redressal Committee for students as notified by AICTE. **NA**

**Signature of the Principal/ Head of the Institution**

7. Please submit status of compliance in respect of various conditions / guidelines as per latest DTE / State Govt. NOC. **NA**
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.

**As per the need of area Tirupati Educational Society ® Ratia (Fatehabad) is also planning to start the Degree Programme in Pharmacy and Engineering Stream in the near future**

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**