



APPROVAL PROCESS 2019-20

REPORT OF THE EXPERT VISITING COMMITTEE
ALL NEW INSTITUTION

IMPORTANT POINTS FOR ATTENTION OF THE EXPERT COMMITTEE

Approval for establishment of new institutions is granted by AICTE on the basis of the quality of academic and physical infrastructure created by an institution. This is to reiterate that the Council is committed to make the entire process absolutely transparent and objective through e-governance process. Your role in this regard is most critical. You are requested to holistically appraise the institution and fill in the necessary information in the format. AICTE solicits your cooperation in this regard and requests you to:

Do's :

- Study and understand the proforma in which the report of the visit is to be made and fill it objectively with full facts, figures and observations.
- Refer application submitted by institute for more information.
- Please tick (✓) mark at appropriate cell to denote your findings.
- Verify the figure printed in various columns with respect to norms as per Approval process Handbook 2019-20.
- Examine all the documents submitted by the institution. Scrutinize various records pertaining to purchase made by the Institution for computers, equipment's, books and journals by verifying the original vouchers/bills, stock registers/ledgers and stamping on books and journals. (Mere presentation of Purchase Orders / Payment records for subscription etc. without actual availability shall not be considered.)
- Countersign the last page of the ledgers/stock registers.
- Take special care in verifying the facilities for the proposed institution in case other than technical institutions courses are also being run in the same premises. AICTE norms do not permit sharing of facilities. (In case of existing institution in the same location simultaneous verification of the document and inspection for both existing and New Institution shall be done)
- Ensure that the location of the institution is the same as mentioned in the EVC Report.
- The Committee shall endorse the authenticity of the approved building plan by duly affixing his/her signature on the building plan authenticated by Scrutiny Committee. The same shall be attached along with the original EVC Report and sent to Regional Office.
- The Committee shall verify the actual building/infrastructure as per the original and the copy of the building plan authenticated by the Scrutiny Committee.
- Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. (One Expert shall brief and remain in the video frame throughout the video recording).
- To recommend, experts shall tick (✓) one or more appropriate boxes given in the EVC report for approval.
- The EVC shall certify that all the Columns in the Expert Committee Visit Report have been duly filled in and that the Report is complete in all respect.
- The EVC shall write full name and other details asked for in the format below the signature.
- **Ensure that under no circumstances any column left unfilled as the entire information solicited is extremely important for taking a final decision. Do not write any other comments in the EVC Report.**

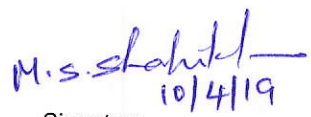
Don'ts

- Do not leave any cell blank.
- Do not use white fluid for correction. Strike off and sign in case of any correction.
- In case of, no-submission of required documents/unsatisfactory documents/non fulfillment of required norms, experts shall tick mark "deficiencies noted".

The Expert Visit Committee shall submit to the RO:

- Original Visit Report in the prescribed format, along with the attachment as per Appendix 16 of APH with all pages numbered (which includes Video recording of Expert Visit Committee during visit.)
- Attested Copies of all documents (as applicable)
- Scanned copy of the Expert Visit Committee Report shall also be send to the Regional Officer by email on the same day.


Signature
Expert (Academic)


Signature
Expert (Academic)


Signature
Expert (Architect/ Civil Engineer)

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Application Status: Forwarded to EC for LOI
Application Sub-Status:

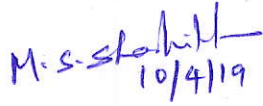
EVC Eval Report Generated on :-05/04/2019

DECLARATION BY THE EXPERTS

I/we hereby declare that the report presented herein is unbiased, purely on factual information as provided by the institution as given below and cross checked by Committee. I/We are neither associated, nor have any interest in the affair of institution/society / Trust /Company established under Section 8.

Name of the Institute	GOVT. POLYTECHNIC CUM MULTI SKILL TRAINING CENTRE DHAMLAWAS
Application ID	1-4878352591
Application Type	New Institute


Signature
Expert (Academic)


Signature
Expert (Academic)


Signature
Expert (Architect/ Civil Engineer)

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Region	North-West	Application Id	1-4878352591
Name of the Institute	GOVT. POLYTECHNIC CUM MULTI SKILL TRAINING CENTRE DHAMLAWAS	Address	VILL DHAMLAWAS POST OFFICE PITHRAWAS TEHSIL MANETHI DISTRICT REWARI PIN CODE 123101
City/Village	REWARI	District	REWARI
State	Haryana	Pin Code	123101
Name of Parent Organization	DEPARTMENT OF TECHNICAL EDUCATION PANCHKULA HARYANA	Date of EVC	10-Apr-2019

Signature
Expert (Academic)

M. S. Shahid
Signature
Expert (Academic)

Signature
Expert (Architect/ Civil Engineer)

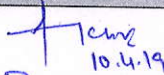
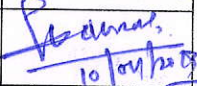
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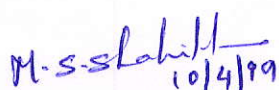
EVC Eval Report Generated on :-05/04/2019

DECLARATION BY THE INSTITUTE REPRESENTATIVES

The Committee has not been extended hospitality beyond working lunch, tea and snacks. No gifts/mementos/souvenirs etc. have been given and/or accepted or asked for

Case Represented By	Name	Position in the Applicant Organization	Mobile Number	Signature
Representative – 1	SUKHVIR YADAV	PRINCIPAL	9466397797	 10.4.19
Representative – 2	PRAVEEN KUMAR	SENIOR LECTURER	9467852365	 10/04/2019


Signature
Expert (Academic)


Signature
Expert (Academic)


Signature
Expert (Architect/ Civil Engineer)

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TABLE - A : APPLICATION SUMMARY

Sr. No.	Programme	Level	Course	Intake applied
1	ENGINEERING AND TECHNOLOGY	DIPLOMA	ELECTRICAL ENGINEERING	60
2	ENGINEERING AND TECHNOLOGY	DIPLOMA	AUTOMOBILE ENGINEERING	60
3	ENGINEERING AND TECHNOLOGY	DIPLOMA	INSTRUMENTATION AND CONTROL ENGINEERING	60
4	ENGINEERING AND TECHNOLOGY	DIPLOMA	MECHANICAL ENGINEERING	60
5	ENGINEERING AND TECHNOLOGY	DIPLOMA	CIVIL ENGINEERING	60

TABLE - B: LAND DETAILS

(Please Verify the Land details with the **Original** document and put a (ü) if matching and (x) if not available or not accepted within each and every column

Sr. No.		Particulars	As Per the Application		Not Applicable	Not Presented	Accepted	Not Accepted (with Reasons)	Remarks
1.		Land Registered in the name of	PRINCIPAL GOVT. POLYTECHNIC, LISANA REWARI				✓		
2.		Land Registration No. & Date	4203 & 06/09/2013				✓		
3.		Land Situated at	DHAMLAWAS				✓		
4.		Total Area of Land (in acres)	10.25				✓		
5.		Number of Pieces	1				✓		
6.		Distance between Farthest Pieces	Data Not Provided by the Institute		✓				
7.		Ownership or Government/Private Lease	Government Lease				✓		
8.		Northern Hilly Area	N		✓				
9.	Latitude and Longitude		LATITUDE (NORTH)	LONGITUDE (EAST)			✓		
Degree		28	76						
Minute		11	32						
Second		5	6						
10.		Land Use Certificate Issued on	Yes				✓		
11.		Land Use Certificate Issuing Authority	HARYANA GOVT. DEVELOPMENT & PANCHAYATS DEPT.				✓		
12.		Is the Land Mortgaged	No				✓		
13.		Details of Land if Mortgaged	Data Not Provided by the Institute		✓				
14.		Land available at the time of Application(in acres)	10.25				✓		

Signature
Expert (Academic)

Signature
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Signature
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LAND PARTICULARS IN DETAIL:									
Sr. No.	Particulars (As Per Application)				Not Applicable	Not Presented	Accepted	Not Accepted (with Reasons)	Remarks
	Registration No.	Registration Date	Khasra/Plot/ Survey No	Area(in acres)					
1	4203	06/09/2013	6,7/ 9/10/11/12/19/20/21/ 22/6/15/16	10.25			✓		
Whether any River/ Canals/Rail Tracks/Highways/ High Tension line or any other such entity hampering continuity of land is passing through the Site of the institute.					Yes/No No				
Whether any other institution (AICTE approved/not under AICTE ambit) are being run/proposed to be run in the same patch of land shown for the present institution.					If yes give details: -				
Whether any other programmes such as BBA/BCA/B.Sc. (S/W Engg.)/ M.Sc. (S/W Engg.) etc. are being run/sharing in the premises (Land and building) of the present Institution.					Yes/No No				
					If yes give details: -				

TABLE - C : AVAILABILITY OF INFRASTRUCTURE /EQUIPMENTS AND VERIFICATION OF DOCUMENTS						
Sr. No.	Original Document Verification	Not Applicable	Not Presented	Accepted	Not Accepted (with Reason)	Remarks
1	Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director and faculty members			✓		
2	Stock register of laboratory equipments (First Year laboratories)*			✓		
3	Stock register of Computers, System software, Application software, Printers*			✓		
4	Stock register of office equipment*			✓		
5	Digital Payment for all financial transactions as per MHRD directives			✓		
6	Availability of Language Laboratory (Mandatory as per AICTE Norms)			✓		
7	Availability of Potable water supply			✓		
8	Sanction of electrical load by electric supply provider company			✓		
9	Provision of backup power supply			✓		
10	A certificate by an architect giving details of sewage disposal system (Physical verification of the same is to be done)			✓		
11	Details and proof of telephone connections available at the proposed			✓		

Signature
Expert (Academic)

M. S. Shahid
Signature
Expert (Academic)

Signature
Expert (Architect/ Civil Engineer)

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	Technical Institution					
12	Details and proof of telephone connections available at the proposed Technical Institution			✓		
13	Availability of Vehicle Parking			✓		
14	Availability of Institute website			✓		
15	Barrier free built environment and toilets created for physically challenged. (Ramp or Working Lift etc.)			✓		
16	Safety and Security provisions including fire and other calamities			✓		
17	Fire and safety Certificate from the Competent Authority			✓		
18	General insurance provided for assets against fire, burglary and other calamities			✓		
19	All weather approach road.			✓		
20	General and Departmental notice boards			✓		
21	Details and proof about medical facility and counseling arrangements			✓		
22	Proof of provision of Sports Facilities			✓		
23	Details of all other educational Institutions run by the same Society/ Trust/Company or management or by any other management to which the Chairman of the applicant Society/Trust/ Company is a member. (In case of existing institution in the same location simultaneous verification of the document and inspection for both existing and New Institution shall be done)	✓				
24	Occupancy/Completion Certificate from the Competent Authority clearly stating that the building(s) is/are fully developed and ready in all aspects for the intended use considering the total built up area as required to run the programme and the divisions/ departments for the first year of the course			✓		

TABLE D: VERIFICATION OF COMPUTATIONAL FACILITIES

Particulars	No. Required	No. Available (As mentioned in Institute Application)	No. Actual [after physical verification]	Ready & Accepted	Not ready / Not Accepted	Remarks
Internet Bandwidth	32	18 40	40	✓		
Printers	3	2 3	3	✓		
A1 size Color Printers	0	0	0	✓		
Number of PCs in Language lab	20	0 60	60	✓		Proposal sent to the Govt
Legal Application S/W	20	2	20	✓		
Legal System S/W	3	60	60	✓		
PCs to Student ratio	50	60	60	✓		
Stock register entry for above items to be verified				✓		

*In case of multiple Programme, higher number shall be considered as requirement
Language Laboratory-Not Mandatory for PG Programmes

Signature
Expert (Academic)

Signature
Expert (Academic)

Signature
Expert (Architect/ Civil Engineer)

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TABLE E: VERIFICATION OF LIBRARY FACILITIES						
Particulars	No. Required	No. Available (As mentioned in Institute Application)	No. Actual [after physical verification]	Ready & Accepted	Not Ready / Not Accepted	Remarks
Volumes	1250	0	1260			order placed by library
Titles	50	0	50			
Journals	15	0	16			
Library Management Software	1	0	1			
Reading Room Seating Capacity	45	0	200			
MultiMediaPC	10	0	10			
Stock register entry for above items to be verified			✓			

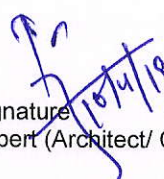
Verification of building plan for availability / provision of Administrative area, Amenities area and Common facilities

IMPORTANT NOTE:

1. The Committee shall verify availability and correctness of the number of rooms and the corresponding administrative area, amenities area and instructional facilities from the approved plans submitted by the institute in the tables given below.
2. **The Committee shall endorse the authenticity of the approved building plan by duly affixing his/her signature on the building plan authenticated by Scrutiny Committee. The same shall be attached along with the original EVC Report and sent to Regional Office.**
3. The Committee shall verify the actual building/infrastructure as per the original and the copy of the building plan authenticated by the Scrutiny Committee.


Signature 10/4/19
Expert (Academic)


Signature 10/4/19
Expert (Academic)


Signature 10/4/19
Expert (Architect/ Civil Engineer)

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Table F: Administrative Area					
Particulars	No. required for entire duration of the courses	Area required for a room as per Norms (Sqm)	Total Area required(Sqm)	As per approved building plan Area available (Sqm)	Shortage in Area, if any (Sqm)
	A	B	C=AxB		
Principal / Director Office	1	30.00	30	40	
Board Room	1	20.00	20	69	
Office All Inclusive	1	150.00	150	164	
Central Store	1	30.00	30	45	
Maintenance	1	10.00	10	19	
Security	1	10.00	10	19	
Housekeeping	1	10.00	10	16	
Pantry for Staff/Faculty	1	10.00	10	13	
Exam Control Office	1	30.00	30	46	
Total		300.00	300.00	439	

Table G: Amenities Area					
Particulars	No. required for entire duration of the courses	Area required for a room as per Norms (Sqm)	Total Area required(Sqm)	As per approved building plan Area available (Sqm)	Shortage in Area, if any (Sqm)

Signature
Expert (Academic)

M. S. Sathish
Signature
Expert (Academic)

Signature
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	A	B	C=AxB		
Boys Common Room	1	75.00	75	93	
Girls Common Room	1	75.00	75	96	
Cafeteria	1	150.00	150	183	
Stationery Store	1	10.00	10	16	
First aid cum Sick Room	1	10.00	10	19	
Total		320.00	320.00	407	NIL

*Boy's Common Room-Not applicable in case of conversion of CO – ED to women's Institution

Table H: Instructional Area-Common Facilities

Particulars	No. required for entire duration of the courses	Area required for a room as per Norms (Sqm)	Total Area required(Sqm)	As per approved building plan Area available (Sqm)	Shortage in Area, if any (Sqm)
	A	B	C=AxB		
Computer Center	1	150	150	237	
Library & Reading Room	1	300	300	307	
Language Laboratory	1	66	66	92	
Total		516.00	516.00	636	NIL

Table I: Verification of Instructional Area -ENGINEERING AND TECHNOLOGY-Diploma

Particulars	No. required for entire duration of the courses	Area required for a room as per Norms (Sqm)	Total Area required(Sqm)	As per approved building plan Area available (Sqm)	Shortage in Area, if any (Sqm)
	A	B	C=AxB		
ClassRooms	4	66.00	264	276	
Tutorial Room	1	33.00	33	46	NIL

Signature
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Laboratories	4	66.00	264	272	
Additional Workshop/Labs	1	150.00	150	150	
Workshops - Basic	1	200.00	200	200	
Drawing Halls	1	132.00	132	232	
Seminar Hall	1	132.00	132	169	
Total		779.00	1175.00	1,345	

List of documents to be verified by the Expert Committee and also to be attached with the Report

Sr. No.	Documents to be submitted at the time of Expert Visit (Applicant shall present following supporting documents in original along with one copy, duly attested by a Gazetted Officer/Head of the Institution and any other necessary information to the Committee).	Yes/No	Page number(s) of Documents (From - To)
1	Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other items.	YES	1 - 27
2	Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director and faculty members	YES	28 - 30
3	Digital Payment for all financial transactions as per MHRD directives	YES	31
4	Proof of provision for Sports Facilities	YES	32
5	Fire Safety Certificate issued by Competent Authority	YES	33 & 34
6	Proof of provision of Internet bandwidth in Mbps and contention ratio	YES	35 - 37
7	List giving titles of books and volumes of each purchased for Library	YES	38 - 42
8	Copy of Invoice / Cash Memo for equipments and Library Books	YES	- do -
9	List and details of hard Copy of National Journals subscribed	YES	43
10	Sanction of electrical load by electric supply provider company	YES	44 - 53
11	A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.	YES	54
12	Details and proof of telephone connections available at the proposed Institution	YES	55
13	General insurance provided for assets against fire, burglary and other calamities	YES	56
14	Details and proof about medical facility and counseling arrangements	YES	57
15	Details of reprographic facility available for students	YES	58
16	Occupancy Certificate from the Competent Authority clearly stating that the building(s) is /are fully developed and ready in all aspects for the intended use considering the total built up area as required to run the programme and the divisions/departments for the first year of the course	YES	59 - 60
17	Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer Centre, library, reading room, seminar hall and all other rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.	YES	Enclosed

Signature
Expert (Academic)

Signature
Expert (Academic)

Signature
Expert (Architect/ Civil Engineer)

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SUMMARY OF EVALUATION: (Please tick relevant box)

Deficiency Noted

Select this when one or more required documents are not accepted / not presented

Nil Deficiencies
✓

Select this only when all required documents are accepted / not applicable.

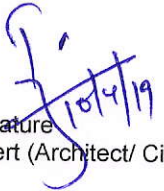
RECOMMENDATION OF THE COMMITTEE: (Please tick relevant Box)

Forwarded to RC with Deficiencies

Forward to RC with NIL Deficiencies
✓


Signature
Expert (Academic)


Signature
Expert (Academic)


Signature
Expert (Architect/ Civil Engineer)

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CERTIFICATE

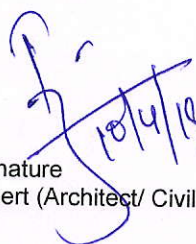
It is certified that all the Columns in the Expert Committee Visit Report have been duly filled and all the parameters have been physically verified and that the Report is complete in all respect. The committee has collected the CD/Pendrive containing the Video Recording of the EVC.

Signature:

Expert 1 -	 K. PERUMANAYAGAM
Expert 2 -	M.S. Shahidul — Dr. M.S. SATHIKALA
Expert 3 -	 MOHD FIROZ ANWAR


Signature
Expert (Academic)
10/4/19

M.S. Shahidul —
Signature
Expert (Academic)
10/4/19


Signature
Expert (Architect/ Civil Engineer)
10/4/19