

## **Annexure -B**

### **Mandatory Disclosure (as per AICTE Approval Process Handbook 2025-26)**

The following information shall be given in the information Brochure besides being hosted on the Institution's official Website.

**The onus of the authenticity of the information lies with the Institution ONLY and not on AICTE.**

**1 Name of the Institution :**

- Name : Baba Saheb Ambedkar Polytechnic
- VPO MP Majra, Tehsil Beri, District Jhajjar, Haryana-124103
- Ph: 7011291459
- Email info@bsates.com

**2 Name and address of the Society**

- Name : Nai Disha Education Society
- VPO MP Majra, Tehsil Beri, District Jhajjar, Haryana-124103
- Ph: 9810509249
- Email ndesjhajjar@gmail.com

**3 Name and Address of the Principal**

- Name of Principal : Er. Raj Kumar
- VPO MP Majra, Tehsil Beri, District Jhajjar, Haryana-124103
- Ph: 7011291459
- Email: info@bsates.com

**4 Name of the affiliating Board**

- Haryana State Board of Technical Education, Govt. of Haryana

**5 Governance**

**A.) Members of the Board and their brief background**

<b>S.No.</b>	<b>Full Name</b>	<b>Address</b>	<b>Designation</b>
1	Jaideep Dasgupta	B-306, Som apartment, Sec-6, Dwarka, New Delhi-110075	President
2	Soma Dasgupta	B-306, Som apartment, Sec-6, Dwarka, New Delhi-110075	Secretary
3	Prashant Kumar	404, Ambalika Complex, Main Road, AG Colony, Patna Bihar 800023	Treasurer
4	Rabindra Nath Kar	Village+ PO- Barzora, PS- Barzora, Distt.- Bankura, West Bengal-722202	Executive Member
5	Soma Das Gupta	398/1 Dakshin Bidhan Palli, Ansha, Kolkata Municipality Regint Park, South 24 Parganas, West Bengal - 700084	Executive Member
6	Jayant Kumar Gupta	398/1 Dakshin Bidhan Palli, Bansdroni, Kolkata West Bengal - 700084	Executive Member
7	Chitra Priya Ganguli	404, Ambalika Complex, Main Road, AG Colony, Patna Bihar 800023	Executive Member

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

### B.) Members of Academic Advisory Body

S.No.	Full Name	Designation	Contact No.
1	Jaideep Dasgupta	President	9810509249
2	Soma Dasgupta	Secretary	7011331839
3	Prashant Kumar	Treasurer	9810186112
4	Rabindra Nath Kar	Executive Member	8800014888
5	Soma Das Gupta	Executive Member	8800014889
6	Jayant Kumar Gupta	Executive Member	8800014887
7	Chitra Priya Ganguli	Executive Member	8800014850
8	Raj Kumar	Principal	7011291459
9	Ms. Anuradha	HOD	7703917546

### C.) Frequently of the Board Meeting and Academic Advisory Body

Frequency of Meetings:-

- At least 2 times a year
- As per regulatory body

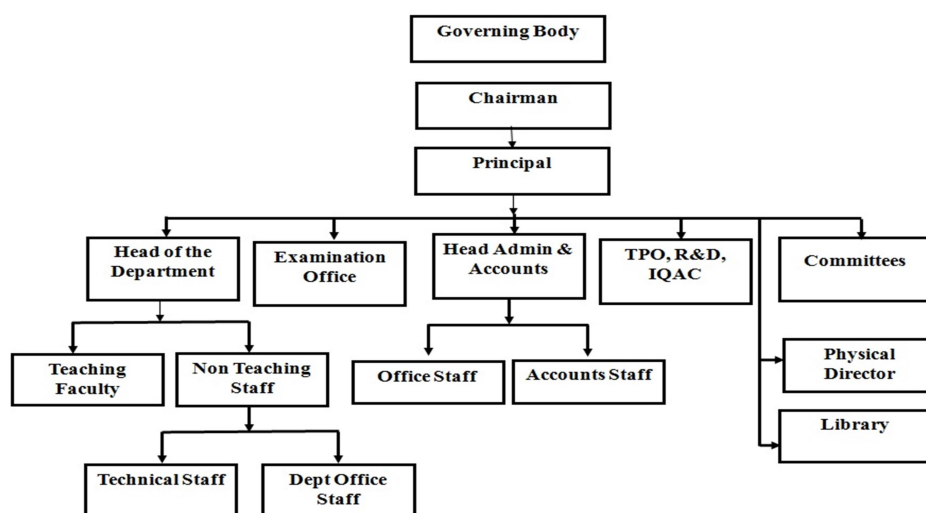
Academic Advisory Body:-

- At least twice in an academic year (once per semester)

The purpose is to:

- Review academic policies
- Recommend curriculum updates
- Advise on quality improvements
- or any other matter by G. C

### D.) Organizational chart and processes



Signature of the Principal/ Head of the Institution

### **E.) Nature and Extent of involvement of Faculty and students in academic affairs/improvements**

#### **Faculty Involvement:**

1. **Curriculum Development:** Faculty members contribute to designing and updating curriculum to ensure relevance and academic excellence.
2. **Teaching and Learning:** Faculty members deliver lectures, conduct discussions, and mentor students to facilitate learning.
3. **Assessment and Evaluation:** Faculty members assess student performance, provide feedback, and evaluate program effectiveness.
4. **Research and Innovation:** Faculty members engage in research, publish papers, and innovate to enhance academic quality.
5. **Academic Governance:** Faculty members participate in departmental and institutional decision-making processes.

#### **Student Involvement:**

1. **Student Feedback:** Students provide feedback on courses, teaching, and facilities to help improve academic quality.
2. **Student Representation:** Students participate in academic committees, providing a student perspective on academic matters.
3. **Academic Projects:** Students work on projects, research papers, and assignments that demonstrate their learning and application of knowledge.
4. **Extracurricular Activities:** Students participate in extracurricular activities, such as academic clubs, competitions, and conferences, to enhance their skills and knowledge.
5. **Student-Led Initiatives:** Students initiate and lead projects, events, and activities that promote academic excellence and community engagement.

### **F.) Mechanism/ Norms and Procedure for democratic/ good Governance**

#### **Mechanisms:**

**Separation of Powers:** Division of power among legislative, executive, and judicial branches.

**Checks and Balances:** Each branch has some control over the others to prevent abuse of power.

**Elections:** Regular elections to ensure accountability and representation.

**Transparency:** Open decision-making processes and access to information.

**Accountability:** Mechanisms for holding officials accountable for their actions.

#### **Norms:**

1. Rule of Law: **Equal application of laws to all citizens.**
2. Respect for Human Rights: **Protection of fundamental rights and freedoms.**
3. Inclusivity: Representation and participation of diverse groups.
4. Integrity: Ethical behavior and honesty in governance.
5. Responsiveness: Government responsiveness to citizens' needs and concerns.

#### **Procedures:**

1. Public Consultation: Involving citizens in decision-making processes.
2. Participatory Budgeting: Citizen involvement in budgeting decisions.
3. Freedom of Information: Access to government information and data.
4. Oversight Mechanisms: Independent bodies to monitor government actions.
5. Complaint Redressal: Mechanisms for citizens to report grievances and seek redress.

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

### **G.) Student Feedback on Institutional Governance/ Faculty performance**

#### **Effective Feedback Mechanisms**

- Anonymous Feedback: Allowing students to provide feedback anonymously encourages honest responses.
- Regular Feedback: Collecting feedback at regular intervals, such as mid-semester or end-of-course, helps identify areas for improvement.
- Multiple Feedback Channels: Providing various channels for feedback, such as online surveys, focus groups, or one-on-one meetings, caters to different student preferences.
- Actionable Feedback: Institutions should act on feedback and communicate changes to students, demonstrating

### **H.) Grievance Redressal mechanism for Faculty, staff and students**

#### **Objectives:**

1. Provide a fair and transparent process: Ensure that grievances are addressed in a timely and impartial manner.
2. Promote a positive work and learning environment: Foster a culture of respect, empathy, and understanding.
3. Encourage open communication: Facilitate dialogue between parties to resolve issues efficiently.

#### **Mechanism:**

1. Grievance Redressal Committee: Establish a committee comprising representatives from faculty, staff, and administration to oversee the grievance redressal process.
2. Designated Grievance Officer: Appoint a specific officer to receive, process, and respond to grievances.
3. Multiple channels for reporting grievances: Provide various channels, such as online portals, email, or in-person meetings, to facilitate reporting.
4. Clear procedures for investigation and resolution: Establish a well-defined process for investigating and resolving grievances.

### **I.) Establishment of Anti Ragging Committee**

<b>Sr No.</b>	<b>Name</b>	<b>Designation</b>	<b>Remarks</b>
1	Ms. Anuradha Sharma	HOD	Chairperson
2	Mr. Raj Kumar	Principal	Member
3	Mr. Anil Kumar Lal	Lecturer	Member
4	Mr. Naveen Kumar Dutta	Lecturer	Member
5	Mr. Gulshan Kumar	Student Member	Student Member

### **J.) Establishment of Online Grievance Redressal Mechanism : Yes (Enclosed screenshot)**

### **K.) Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University**

<b>Sr No.</b>	<b>Name</b>	<b>Designation</b>	<b>Remarks</b>
1	Ms. Anuradha Sharma	HOD	Chairperson
2	Mr. Raj Kumar	Principal	Member
3	Mr. Anil Kumar Lal	Lecturer	Member
4	Mr. Naveen Kumar Dutta	Lecturer	Member

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

5	Mr. Gulshan Kumar	Student Member	Student Member
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#### **L.) Establishment of Internal Complaint Committee (ICC)**

Sr No.	Name	Designation	Remarks
1	Ms. Anuradha	HOD	Member
2	Mr. Raj Kumar	Principal	Member
3	Mr. Manmeet Singh	HOD	Member
4	Mr. Sukhendu Sengupta	Director Placement –Industry Inter Linkage	Member
5	Mr. Navin Kumar Dutta	Sr. Lecturer	Member
6	Mr. Harish Chandra	Squad Member	Member
7	Mr. Prateek	lecturer	Member

#### **M.) Establishment of Committee for SC/ ST**

Sr No.	Name	Designation	Remarks
1	Mr. Raj Kumar	Principal	Member
2	Mr. Sandeep Kumar	Member	Member
3	Mr. Vivek	Member	Member
4	Mr. Jay Shanker	Squad Member	Member
5	Ms. Neerja Srivastava	Librarian	Member
6	Mr. Gulshan Member	Student Member	Student Member

#### **N.) Internal Quality Assurance Cell**

Sr No.	Name	Designation	Remarks
1	Ms. Anuradha	Principal	Member
2	Mr. Raj Kumar	HOD	Member
3	Mr. Manmeet Singh	HOD	Member
4	Mr. Sukhendu Sengupta	Director Placement –Industry Inter Linkage	Member
5	Mr. Navin Kumar Dutta	Squad Member	Member
6	Mr. Harish Chandra	Squad Member	Member
7	Mr. Prateek	Squad Member	Member

### **6. Programmes**

#### **a. Name of Programmes approved by AICTE**

1. Diploma in Mechanical Engineering
2. Diploma in Civil Engineering
3. Diploma in Electrical Engineering

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4. Diploma in Electronics Engineering
5. Diploma in Computer Science Engineering

b. Name of Programmes Accredited by AICTE : **NOT AVAILABLE**

c. Status of Accreditation of the Courses: **NOT APPLICABLE**

- For each Programme the following details are to be given:

Programme	Number of Seats	Duration	Cut off marks/rank of admission during the last three years	FEE	Placement Facilities	Placement Salary Average
Diploma in Mechanical Engineering	60	3 Years	40%	Rs.25,000/- Per Year	Yes	15000-29500
Diploma in Civil Engineering	60	3 Years	40%	Rs.25,000/- Per Year	Yes	15000-29500
Diploma in Electrical Engineering	60	3 Years	40%	Rs.25,000/- Per Year	Yes	15000-29500
Diploma in Electronics Engineering	60	3 Years	40%	Rs.25,000/- Per Year	Yes	15000-29500
Diploma in Computer Science Engineering	60	3 Years	40%	Rs.25,000/- Per Year	Yes	15000-29500

- Name and duration of programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details: **NOT APPLICABLE**

Details of the Foreign University

- Name of the University
- Address
- Website
- Accreditation status of the University in its Home Country
- Ranking of the University in the Home Country
- Whether the degree offered is equivalent to an Indian Degree? If yes, the name of the agency which has approved equivalence. If no, implications for students in terms of pursuit of higher studies in India and abroad and job both within and outside the country
- Nature of Collaboration
- Conditions of Collaboration

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- Complete details of payment a student has to make to get the full benefit of Collaboration
- For each Programme Collaborated provide the following:
  - Programme Focus
  - Number of seats
  - Admission Procedure
  - Fee
  - Placement Facility
  - Placement Records for last three years with minimum salary, maximum salary and average salary
- Whether the Collaboration Programme is approved by AICTE? If not whether the Domestic/Foreign University has applied to AICTE for approval **NOT APPLICABLE**

## 7. Faculty

- Branch wise list Faculty members:

### DIPLOMA IN MECHANICAL ENGINEERING

NAME	Permanent/ Adjunct Faculty
MR. SAJID ALI	Adjunct
MR. TAJINDER SINGH DAYAL	Adjunct
MR. SANJAY	Permanent
MR. BHANU TYAGI	Permanent
MR. NEETU RUHELA	Permanent
MR. ARUN KUMAR	Permanent
MS. POOJA GAHLOT	Permanent

### DIPLOMA IN COMPUTER SCIENCE ENGINEERING

NAME	Permanent/ Adjunct Faculty
MR. MANMEET SINGH KAPOOR	Permanent
MS. MADHULIKA	Permanent
MR. FAROOQUE	Permanent
MR. SAKIB KAMAL	Permanent
MR. VIVEK PUNDIR	Permanent
MR. SAHIL ARORA	Permanent
MR. SANDEEP	Permanent
MR. VIKAS JHA	Permanent

### DIPLOMA IN ELECTRICAL ENGINEERING

NAME	Permanent/ Adjunct Faculty
DR. HARENDRA SINGH	Permanent
MR. NAVEEN KUMAR DUTTA	Permanent
MS. ANURADHA	Permanent
MR. SUNIL KUMAR RANJAN	Permanent
MR. PARAG SHARMA	Permanent
MR. UMESH CHANDRA TRIPATHI	Permanent

Signature of the Principal/ Head of the Institution

**DIPLOMA IN ELECTRONICS ENGINEERING**

NAME	Permanent/ Adjunct Faculty
MR. RAJ KUMAR	Permanent
MR. ANIL KUMAR LAL	Permanent
MS. PRIYA SHARMA	Permanent
MR. JAY SHANKAR LAL	Permanent

**DIPLOMA IN CIVIL ENGINEERING**

NAME	Permanent/ Adjunct Faculty
MR. LAKSHYA SHARMA	Permanent
MR. SUHOTRA GUPTA	
MR. SANJEET	Permanent
MR. AMIT LAMBA	Adjunct
MR. ARJUN SINGH	Permanent

**FACULTY OF APPLIED SCIENCE**

NAME	Permanent/ Adjunct Faculty
MS. HARPREET SHARMA	Permanent
MS. APOORVA	Permanent
MS. SHYANTIKA	Permanent
MS. PRIYA	Permanent
MR. ASHISH KUMAR	Permanent
MS. GARIMA PANDEY	Permanent
MR. PRATEEK	Permanent
MR. VARUN	Permanent

**Permanent Faculty: Student Ratio – 1:25**

- **Number of Faculty employed and left during the last three years :**  
Number of faculty employed : 20  
Number of faculty Left : 15

**8. Profile of Director/ Principal/ Faculty**

For each Faculty give a page covering with Passport size photograph

- Name : **ER. RAJ KUMAR**
- Date of Birth : **15/02/1987**
- Unique id : **1-3638927528**
- Education Qualifications : **M.TECH**
- Work Experience
  - Teaching : **10 YEARS**
  - Research : **1 YEAR**
  - Industry : **2 YEARS**
  - others
- Area of Specialization : **MICROWAVE AND RADAR FREQUENCY**
- Courses taught at **Diploma/ Under Graduate**

**9. Fee**

- Details of fee, as approved by State Fee Committee, for the Institution : **Rs.25,000/- Per year**

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



- Time schedule for payment of fee for the entire programme : **Two Times( From starting of Every Semester)**
- No. of Fee waivers granted with amount and name of students : **NO CANDIDATE YET**
- Number of scholarship offered by the Institution, duration and amount : **students given scholarship based on their academic records, SC/ST scholarship through Govt. norms.**
- Criteria for fee waivers/scholarship : **As per HSBTE/AICTE Norms**
- Estimated cost of Boarding and Lodging in Hostels : **Around 4.5K – 7K per Month**

#### 10. Admission

- Number of seats sanctioned with the year of approval : **300**
- Number of Students admitted under various categories each year in the last three years

Category	2022-23	2023-22024	2024-25
Gen	97	115	150
SC			
ST			
OBC			
Others			

- Number of applications received during last two years for admission under Management Quota and number admitted

#### 11. Admission Procedure

- Calendar for admission against Management/vacant seats:
  - Last date of request for applications **As per Board Academic Calendar**
  - Last date of submission of applications **As per Board Academic Calendar**
  - Dates for announcing final results **As per Board Academic Calendar**
  - Release of admission list (main list and waiting list shall be announced on the same day) **As per Board Academic Calendar**
  - Date for acceptance by the candidate (time given shall in no case be less than 15 days)
  - Last date for closing of admission **As per Board Academic Calendar**
  - Starting of the Academic session **As per Board Academic Calendar**
  - The waiting list shall be activated only on the expiry of date of main list **As per Board Academic Calendar**
  - The policy of refund of the fee, in case of withdrawal, shall be clearly notified **As per Board HSBTE/AICTE NORMS**

#### 12. List of Applicants

- List of candidate whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats.

#### 13. Information of Infrastructure and Other Resources Available

- Number of Class Rooms and size of each : 15 (66 sq. meter)
- Number of Tutorial rooms and size of each : 5 (33sq. meter)
- Number of Laboratories and size of each : 24 (66 sq. meter)
- Number of Drawing Halls with capacity of each : 01 ( 240 sq. meter)
- Number of Computer Centres with capacity of each : 2 (30 computer each centre)
- Central Examination Facility, Number of rooms and capacity of each : **15 Room with 24 students per room**
- Barrier Free Built Environment for disabled and elderly persons **Available**
- Occupancy Certificate **Available**
- Fire and Safety Certificate **Enclosed**
- Hostel Facilities **Available**

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

- **Library :**
  - Number of Library books/ Titles/ Journals available (program-wise)  
Library Books: 8254  
Titles : 250  
Journals : 60
  - List of online National/ International Journals subscribed
  - E- Library facilities

**DELNET  
YES**

- **Laboratory and Workshop : List Enclosed**

- List of Major Equipment/Facilities in each Laboratory/ Workshop
- List of Experimental Setup in each Laboratory/ Workshop

- **Computing Facilities**

- Internet Bandwidth : **100 MBPS**
- Number and configuration of System : **60 with Windows 10 Pro  
RAM8GB, 64 BIT operating System SSDS6 512GB**
- Total number of system connected by LAN : **60**
- Total number of system connected by WAN : **60**
- Major software packages available : **Installed**
- Special purpose facilities available

- Innovation Cell **AVAILABLE**
- Social Media Cell **AVAILABLE**

- **List of facilities available**

- Games and Sports Facilities **Yes**
- Extra-Curricular Activities **Yes**
- Soft Skill Development Facilities **Yes**

- **Teaching Learning Process**

- Curricula and syllabus for each of the programmes as approved by the Board : **As per HSBTE Board**
- Academic Calendar of the Board : **As per Board Academic Calendar**
- Academic Time Table with the name of the Faculty members handling the Course
- Teaching Load of each Faculty: **According to Board Norms**
- Internal Continuous Evaluation System and place **According to Board Norms**
- Student's assessment of Faculty, System in place **According to Board Norms**

- **Special Purpose**

- Software, all design tools in case
- Academic Calendar and frame work

**14. Enrollment of students in the last 3 years : 362**

**15. List of Research Projects/ Consultancy Works**

- Number of Projects carried out, funding agency, Grant received
- Publications (if any) out of research in last three years out of masters projects
- Industry Linkage
- MoUs with Industries (minimum 3)

**1 PMKVY  
NO  
YES  
AVAILABLE**

**16. LoA and subsequent EoA till the current Academic Year : Enclosed**

**17. Accounted audited statement for the last three years : Enclosed**

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

**18. Best Practices adopted, if any**

Note: Suppression and/or misrepresentation of information shall invite appropriate penal action.

The Website shall be dynamically updated with regard to Mandatory Disclosures.

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