

MSME TECHNOLOGY CENTRE, ROHTAK



Prepared by

Checked by

Approved by

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1. NAME OF THE INSTITUTION

INSTITUTION DETAILS	
NAME OF THE INSTITUTION	MSME TECHNOLOGY CENTRE , ROHTAK
Address	PLOT NO 10 & 11, SECTOR 30 B, IMT , ROHTAK, HARYANA-124021
Telephone	91-9911779960
E-Mail	msmetcrohtak@gmail.com
Type of the Institute	Central Government
Year of starting of the Institute	2019

2. NAME OF THE TRUST/ SOCIETY/ COMPANY

TRUST/SOCIETY/COMPANY DETAILS	
NAME OF THE TRUST/ SOCIETY/ COMPANY	MSME TECHNOLOGY CENTRE, ROHTAK
Address of the Trust/ Society/ Company and the Trustees	MSME Development Institute , 11 A Industrial Development Colony, Kunjpura Road, Karnal , Haryana
Mobile	91-9911779960
E-Mail	msmetcrohtak@gmail.com

Department of Industries & Commerce, Haryana

Form-III

"Certificate of Registration to be issued under Section 9(1) of the Haryana Registration and Regulation of Societies Act, 2012"

(See rule 5 and rule 6)

Certificate of Registration of Society

I hereby certify that a Society bearing the Registration Number and name as undermentioned has been registered this [11] day [Sep] month [2018] year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code		District Code			Year Of Registration				Registration Number				
H	R	0	0	6	2	0	1	8	0	7	6	9	1
Name Of the Society					Registered Office Address								
MSME Technology Centre, Rohtak					MSME Development Institute, 11A Industrial Development Colony, Kunjipura Road								

Issued under my hand at [Karnal] this [11] day of (month)[Sep] (Year)[2018] having Unique Identification Number - 2000131173



SOME IMPORTANT PROVISIONS OF THE HRRS ACT 2012 TO BE FOLLOWED :

- One Flat one vote.
- Collegium Scheme to be approved from District Registrar if members strength is more than 1000.
- Administrator if appointed will not enroll new members, incur capital expenditure and give employment in the society.
- Terms of Governing Body not to be more than 3 years.
- Member to be not less than 21 year age.
- Office bearers of society (Three to twenty one).
- General Body and other meeting should be conducted with quorum i.e 1st meeting - 40%, 2nd meeting - 25% and 3rd meeting - 15% (see entire Provisions)
- Submission of mandatory Annual Returns i.e. list of members, list of members of collegium, list of office bearers, Annual Report on working, Balance Sheet & Auditors Report, Copy of special resolution otherwise shall attract penalties & fines as per provisions of Act.
- In case of Joint Apartment owners, 1st owner will be eligible to contest the elections.
- Proxy voting not allowed.
- Condominium/ Association covered under Apartment Ownership Act 1983 is to be formed by owners only.
- Election observer may be appointed by District Registrar or on request of Society

Verification Link: <https://haryanaindustries.gov.in/msme/verify/societyregistration/id/131173/reg/06-006-2018-07691>

3. NAME AND ADDRESS OF THE PRINCIPAL/ DIRECTOR

PRINCIPAL DETAILS	
NAME AND ADDRESS OF THE PRINCIPAL/DGM	Sh. ASHWANI KANT PLOT NO 10 & 11, SECTOR 30 B, IMT , ROHTAK, HARYANA-124021
Mobile	91-9911779960
E-Mail	dgm-tcrohtak@dcmsme.gov.in
Qualifications	BTECH (MECHANICAL) , MBA (MARKETING)-IIM LUCKNOW

4. NAME OF THE AFFILIATING BOARD

AFFILIATED BY	
NAME OF AFFILIATING BOARD	Haryana State Board of Technical Education
Address of the Board	Bays No. 7-12, Sector 4, Panchkula, Haryana
Website	http://hsbte.org.in
E-Mail	dsaffiliation@hsbte.org.in

APPROVING BODY	
NAME OF APPROVING BODY	All India Council For Technical Education (AICTE)
Address of the Body	Nelson Mandela Marg, Vasant Kunj, New Delhi, Delhi 110070
Website	https://www.aicte-india.org
E-Mail	chairman@aicte-india.org

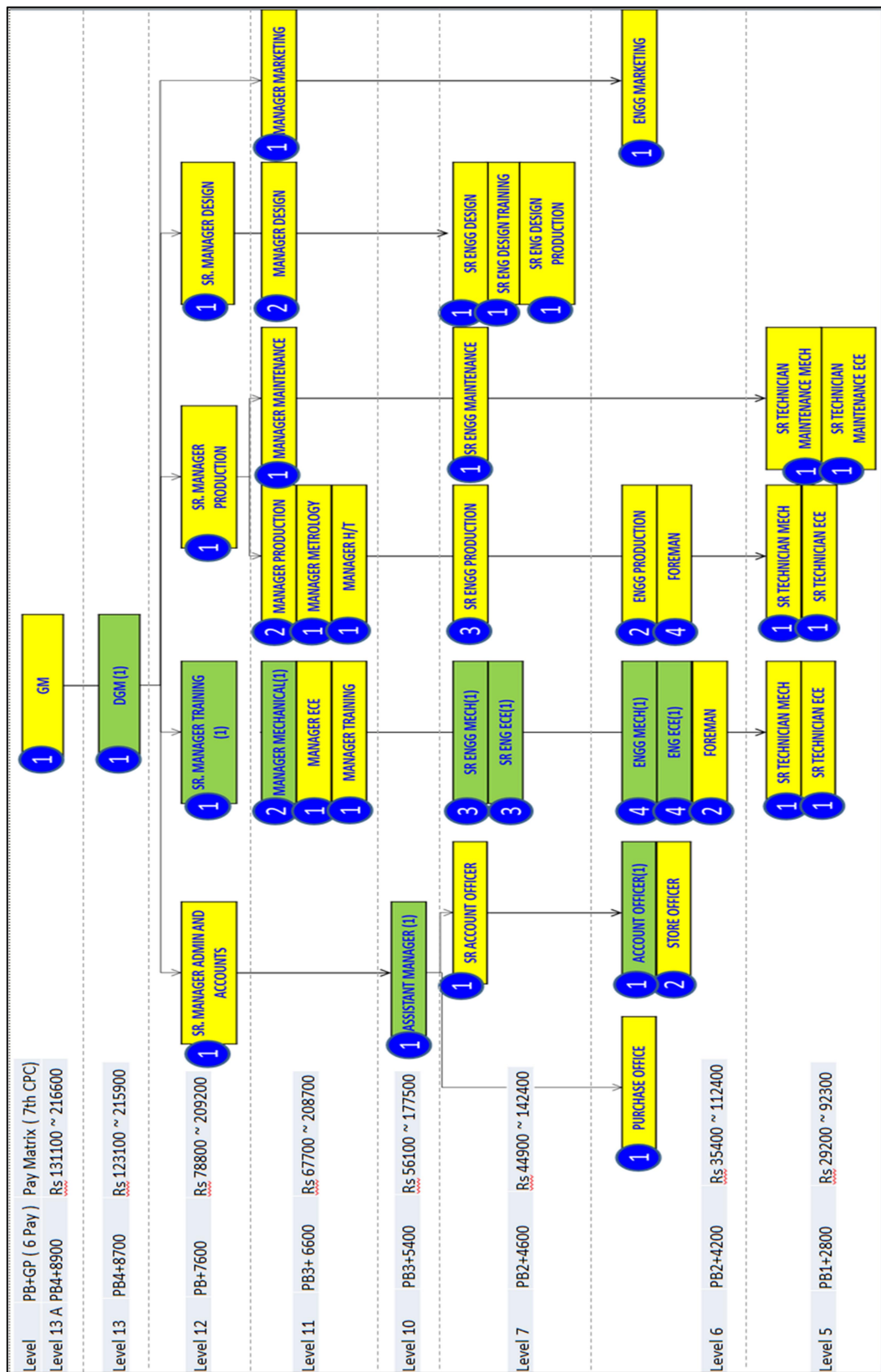
5. GOVERNANCE

Members of the Board and their brief background/

Members of Academic Advisory Body

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1. Shri. Devendra Kumar Singh, IAS
Additional Secretary & Development Commissioner (MSME),
O/o DC (MSME),
Ministry of MSME,
Nirman Bhawan New Delhi. | Chairman |
| 2. Shri. Piyush Srivastava
Joint Secretary & Additional Development Commissioner,
O/o DC (MSME),
Ministry of MSME,
Nirman Bhawan New Delhi. | Deputy Chairman |
| 3. Shri. Virinder Sharma
O/o DC (MSME) & Programme,
Coordinator, TCSP, Nirman Bhawan, New Delhi. | Member |
| 4. Shri. Devaki Nandan
Under Secretary, IFW, Ministry of MSME,
Nirman Bhavan, New Delhi. | Member |
| 5. Sh. Saket Kumar ,Director
Dept. of Industries and Commerce, Govt. of Haryana
Dept. OF Industries and Commerce,
1st Floor, 30 Bays Building, Sector17, Chandigarh | Member |
| 6. Shri. Sanjeev Chawla
Director, MSME – Development Institute, Karnal,
Industrial Development Colony, Near ITI Kunjpura Road,
Karnal -132 001, Haryana | Member |
| 7. Shri A.P Sharma
Secretary
GM, CTR-Ludhiana,
Mentor TC | Member |

ORGANIZATIONAL CHART AND PROCESSES



**STUDENT FEEDBACK ON INSTITUTIONAL GOVERNANCE/
FACULTY PERFORMANCE**

**Subject wise feedback from students at the end of the
session and rating of faculty**

Diploma Student Feedback Form

***Required**

1. Email address *

2. Name *

3. Name of the course *

Mark only one oval.

- ☐ Diploma in Mechatronics- 1st year
- ☐ Advanced Diploma in Tool and Die Making- 1st year
- ☐ AUTOCAD
- ☐ SOLID WORKS
- ☐ Unigraphics CAD/ Unigraphics CAM
- ☐ Electrical CAD
- ☐ PLC
- ☐ CATIA
- ☐ CREO

4. Venue of training? *

Mark only one oval.

- ☐ Inside Technology Centre
- ☐ Outside Technology Centre
- ☐ Online Training

5. Date on which course started *

Example: 7 January 2019

6. The objective of training were clearly defined ? *

Mark only one oval.

- ☐ Strongly disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly agree

7. Participation and interaction were encouraged ? *

Mark only one oval.

- ☐ Strongly disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

8. The contents was organized and easy to follow ? *

Mark only one oval.

- ☐ Strongly disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

9. The topics covered were relevant to me ? *

Mark only one oval.

- ☐ Strongly disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly agree

10. This training experience will be useful in my work ?

Mark only one oval.

- ☐ Strongly disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

11. The trainer was knowledgeable about the training topics ?

Mark only one oval.

- ☐ Strongly disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly agree

12. The training objectives were met ? *

Mark only one oval.

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly Agree

13. The time allotted for training was sufficient ?

Mark only one oval.

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly Agree

14. Any Suggestions

This content is neither created nor endorsed by Google.

Google Forms

**GRIEVANCE REDRESSAL MECHANISM FOR FACULTY, STAFF
AND STUDENTS**

Grievances Redressal committee has been constituted



M.S.M.E TECHNOLOGY CENTRE, ROHTAK
एमएसएमई-प्रौद्योगिकी केंद्र, रोहतक
MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
GOVERNMENT OF INDIA
भारत सरकार

Ref: *MSME/TC/Rohtak/Training/2019-20/22* Date: 22-01-2020

GRIEVANCE COMMITTEE

Grievance Committee of MSME Technology Centre, Rohtak consisting of the following members has been framed with the effect from January 22, 2020

S.No.	Name	Designation	Contact details
1.	Sh. Ranjay Kr. Singh	Chairperson	Mail: mm.msmtcrohtak@gmail.com Ph. 86994-76940
2.	Sh. Naresh Kr. Jain	Secretary	Mail: srm.msmtcrohtak@gmail.com Ph. 99508-51795
3.	Sh. Shivendra Singh	Member	Mail: enggece1.msmtcrohtak@gmail.com Ph. 99635-21933
4.	Sh. Harsewak Singh	Member	Mail: seece1.msmtcrohtak@gmail.com Ph. 97800-11220
5.	Sh. Umesh Redhu	Member	Mail: semech1.msmtcrohtak@gmail.com Ph. 94783-54588

Grievance Committee must ensure the transparency by Technical Institutions imparting Technical Education, in admission and with paramount objectives of preventing unfair practices and to provide a mechanism to students for redressal of their Grievances.

With a request to put a copy to display on the notice board

To

The Chairperson and Secretary

Copy to

1. All Members

Ashkant

प्रधानाचार्य/Principal
एमएसएमई प्रौद्योगिकी केंद्र, रोहतक
MSME Technology Centre, Rohtak
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of M.S.M.E., Government of India
प्लॉट नं. 10 & 11, सेक्टर 30 बी, आईएमटी, रोहतक, हरियाणा 124021
Plot No. 10 & 11, Sector 30 B, IMT, Rohtak, Haryana 124021

PRINCIPAL

ESTABLISHMENT OF ANTI RAGGING COMMITTEE

Anti-Ragging Committee has been constituted



M.S.M.E TECHNOLOGY CENTRE, ROHTAK
एमएसएमई-प्रौद्योगिकी केंद्र, रोहतक
MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
GOVERNMENT OF INDIA
भारत सरकार

Ref: *MSME/TC/Rohtak/Training/2019-20/23* Date: 22-01-2020

ANTI-RAGGING COMMITTEE

This is to inform that Anti Ragging Committee has been formed with the following members in the Technology Centre, Rohtak to whom the complaints have to be lodged.

All activities whosoever directly commits, participate in, abets or propagates "RAGGING" within or outside the technology centre premises is strictly prohibited and banned.

If anybody found guilty in "RAGGING" they will be punished

1. Imprisonment up to three years and fine of Rs. 50,000.
2. Dismissal from technology centre.

S.No.	Name	Designation	Contact details
1.	Sh. Ranjay Kr. Singh	Chairman	Mail: mm.msmtcrohtak@gmail.com Ph. 86994-76940
2.	Sh. Naresh Kr. Jain	Secretary	Mail: srm.msmtcrohtak@gmail.com Ph. 99508-51795
3.	Sh. Harsewak Singh	Member	Mail: seece1.msmtcrohtak@gmail.com Ph. 97800-11220
4.	Sh. Umesh Redhu	Member	Mail: semech1.msmtcrohtak@gmail.com Ph. 94783-54588
5.	Smt. Mala Rohara	Member	Mail: amaa.msmtcrohtak@gmail.com Ph. 98260-41443

The Committee shall consider the recommendations of Anti Ragging Squad and take the appropriate decisions, including spelling out suitable punishment.

With a request to read in all classes and a copy to display on the notice board

To

The Chairperson and Secretary

Copy to

1. All Members

Ashkant

प्रधानाचार्य/Principal
एमएसएमई प्रौद्योगिकी केंद्र, रोहतक
MSME Technology Centre, Rohtak
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of M.S.M.E., Government of India
प्लॉट नं. 10 & 11, सेक्टर 30 बी, आईएमटी, रोहतक, हरियाणा 124021
Plot No. 10 & 11, Sector 30 B, IMT, Rohtak, Haryana 124021

PRINCIPAL

**ESTABLISHMENT OF ONLINE GRIEVANCE REDRESSAL
MECHANISM**

Grievances Redressal committee has been constituted

Visit <https://www.msmetrohtak.org/contact/>

MSME Technology Center | Cont: x
msmetcrohtak.org/contact/

Home About Us Training Production Consultancy and Marketing Admission/Registration Online Payment Quick Link

Diploma 2020-21

Inquire

Student online grievance

Your Full Name...

Email...

Phone...

Write something...

Submit

Address

MSME TECHNOLOGY CENTER, ROHTAK
PLOT NO 10 & 11, SECTOR 30 B, IMT ROHTAK, HARYANA - 124021

Contact

Phone : 9478354588, 991179960, 9780011220
Email : info@msmetcrohtak.org
Timing : 10:00AM - 5:00PM (Mon - Sat)

ESTABLISHMENT OF INTERNAL COMPLAINT COMMITTEE
(ICC)

**Internal Complaint Committee (ICC) has been
constituted**



M.S.M.E TECHNOLOGY CENTRE, ROHTAK
एमएसएमई-प्रौद्योगिकी केंद्र, रोहतक
MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
GOVERNMENT OF INDIA
भारत सरकार

Ref: *MSME/TC/Rohtak/Traffic/2019-20/26* Date: 22-01-2020

INTERNAL COMPLAINT COMMITTEE

Internal Complaint Committee of MSME Technology Centre, Rohtak consisting of the following members has been framed with the effect from January 20, 2020

S.No.	Name	Designation	Contact details
1.	Sh. Naresh Kr. Jain	Chairperson	Mail: srm.msmtcrohtak@gmail.com Ph. 99508-51795
2.	Sh. Ranjay Kr. Singh	Secretary	Mail: nm.msmtcrohtak@gmail.com Ph. 86994-76940
3.	Smt. Mala Rohara	Member	Mail: amaa.msmtcrohtak@gmail.com Ph. 98260-41443
4.	Sh. Umesh Redhu	Member	Mail: semech1.msmtcrohtak@gmail.com Ph. 94783-54588
5.	Sh. Harsewak Singh	Member	Mail: seece1.msmtcrohtak@gmail.com Ph. 97800-11220

This Committee is meant to sensitize the employees about their fundamental right to have safe and healthy environment at their workplace and what conduct constitutes sexual harassment, the ways and means which we are adopting to prevent occurrence of any such event, and in the chance of an occurrence, to enable a fair mechanism for dealing with such conduct MSME Technology Centre has constituted an Internal Complaint Committee ("ICC"). Sexual Harassment at the work place will be deemed to be a violation/breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the constitution.

With a request to put a copy to display on the notice board

To

The Chairperson and Secretary

Copy to

1. All Members

Ashkant

प्रधानाचार्य/Principal
एमएसएमई प्रौद्योगिकी केंद्र, रोहतक
MSME Technology Centre, Rohtak
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of M.S.M.E., Government of India
प्लॉट नं. 10 & 11, सेक्टर 30 बी, आईएमटी, रोहतक, हरियाणा 124021
Plot No. 10 & 11, Sector 30 B, IMT, Rohtak, Haryana 124021

PRINCIPAL

ESTABLISHMENT OF COMMITTEE FOR SC/ ST

SC/ ST has been constituted



M.S.M.E TECHNOLOGY CENTRE, ROHTAK
एमएसएमई-प्रौद्योगिकी केंद्र, रोहतक
MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
GOVERNMENT OF INDIA
भारत सरकार

Ref: **MSME/TC/Rohtak/Training 2019-20/18** Date: 22-01-2020

SC/ST COMMITTEE

SC/ST Committee of MSME Technology Centre, Rohtak consisting of the following members has been framed with the effect from January 22, 2020

S.No.	Name	Designation	Contact details
1.	Sh. Ranjay Kr. Singh	Chairperson	Mail: mm.msmtcrohtak@gmail.com Ph. 86994-76940
2.	Sh. Naresh Kr. Jain	Secretary	Mail: srm.msmtcrohtak@gmail.com Ph. 99508-51795
3.	Sh. D.S. Gojra	Member	Mail: seece1.msmtcrohtak@gmail.com Ph. 98880-30526
4.	Sh. Harsewak Singh	Member	Mail: seece1.msmtcrohtak@gmail.com Ph. 97800-11220
5.	Sh. Umesh Redhu	Member	Mail: semech1.msmtcrohtak@gmail.com Ph. 94783-54588

The SC/ST students can lodge complaints for redressal of any of their complaints regarding academics, administrative or social problem.

With a request to put a copy to display on the notice board

To

The Chairperson and Secretary

Copy to

1. All Members

Ashtant

प्रधानाचार्य/Principal
एमएसएमई प्रौद्योगिकी केंद्र, रोहतक
MSME Technology Centre, Rohtak
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of M.S.M.E., Government of India
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Plot No. 10 & 11, Sector 30 B, IMT, Rohtak, Haryana 124021

PRINCIPAL

INTERNAL QUALITY ASSURANCE CELL

Internal Quality Assurance Cell been constituted



M.S.M.E TECHNOLOGY CENTRE, ROHTAK
एमएसएमई-प्रौद्योगिकी केंद्र , रोहतक
MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
GOVERNMENT OF INDIA
भारत सरकार

Ref: **MSME/TC/Rohtak/Training/2019-20/19** Date: 22-01-2020

QUALITY ASSURANCE COMMITTEE

Quality Assurance Committee of MSME Technology Centre, Rohtak consisting of the following members has been framed with the effect from January 20, 2020

S.No.	Name	Designation	Contact details
1.	Sh. Naresh Kr. Jain	Chairperson	Mail: srm.msmtcrohtak@gmail.com Ph. 99508-51795
2.	Sh. Ranjay Kr. Singh	Secretary	Mail: mm.msmtcrohtak@gmail.com Ph. 86994-76940
3.	Sh.Harsewak Singh	Member	Mail: seece1.msmtcrohtak@gmail.com Ph. 97800-11220
4.	Sh.Umesh Redhu	Member	Mail: semech1.msmtcrohtak@gmail.com Ph. 94783-54588
5.	Sh. Shivendra Singh	Member	Mail: engece1.msmtcrohtak@gmail.com Ph. 99635-21933

This Committee is meant to monitor the implementation of the institution's policies, systems, procedures, strategies and resources for the management of the quality of the core functions of teaching and learning, research and social responsiveness. Promote a culture of continuous improvement within the centre.

With a request to put a copy to display on the notice board

To
The Chairperson and Secretary
Copy to
1. All Members

Ashtant
प्रधानाचार्य/Principal
एमएसएमई प्रौद्योगिकी केंद्र, रोहतक
MSME Technology Centre, Rohtak
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of M.S.M.E., Government of India
प्लॉट नं. 10 & 11, सेक्टर 30 बी, आईएमटी, रोहतक, हरियाणा 124021
Plot No. 10 & 11, Sector 30 B, IMT, Rohtak, Haryana 124021

PRINCIPAL

MECHANISM/NORMS & PROCEDURE FOR DEMOCRATIC/GOOD GOVERNANCE

- Regular feedback from students.
- Proper counseling of students by the Tutor and Head of the Deptt from time to time.
- Guidance to students for further improvement.
- Encouragement by Faculty to participate in competitions/ event management.
- Teachers evaluation by students

6. Programmes

NAME OF PROGRAMMES APPROVED BY AICTE

Name of the course: Diploma in Mechatronics.

Duration: Three years

Entry Qualification: 10th Pass

Intake: 60 Students

Fee: Reffer point No. 9

Number of years: Three

Placement Cell:

- Placement cell established at MSME Technology Centre, Rohtak
- MSME Sampark Portal-
<http://sampark.msme.gov.in/>

Name of the course: Advanced Diploma in Tool & Die Making

Duration: Four years

Entry Qualification: 10th Pass

Intake: 60 Students

Fee: As per HSBTE/ AICTE

Number of years: Four

Placement Cell:


- Placement cell established at MSME Technology Centre, Rohtak
- MSME Sampark Portal-
<http://sampark.msme.gov.in/>

7. Faculty

S.NO.	FACULTY MEMBERS	BRANCH
Permanent Faculty		
1	Sh. Naresh Kumar Jain (Sr. Manager)	Mechanical
2	Sh. Ranjay Kumar Singh (Manager)	Mechanical
3	Sh. Harsewak Singh (Sr. Engineer)	Electrical & Electronics
4	Sh. Umesh Redhu (Sr. Engineer)	Mechanical
5	Sh. Shivendra Singh (Engineer)	Electrical & Electronics
6	Sh. Bharat Kumar (Engineer)	Mechanical
Adjunct Faculty		
7	Sh. Ram Kumar(TA)	Mechanical
8	Sh. Aakash(TA)	Mechanical
9	Sh. Sparsh Badal(TA)	Electrical & Electronics
10	Sh. Yash Yadav(TA)	Mechanical
11	Sh. Harish Bharadwaj(TA)	Mechanical
12	Sh. Bharat Dhiman(TA)	Mechanical





- Permanent Faculty: Student Ratio= 1:20
-

8. PROFILE OF DIRECTOR/ PRINCIPAL/ FACULTY

ASHWANI KANT									
Stamp Size Photo	Date of Birth & Age/ Gender	Qualification with Class obtained starting from the highest Degree	University awarding Degree	Corresponding Specialization	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Aadhaar Number
	09.03.1984	MBA-6.26 CGPA	IIM LUCKNOW	MARKETING	22.04.2019	LEVEL 13	126800	162712	618307837569
		IPR - CERTIFICATION	INDIAN LAW INSTITUTE - DELHI	IPR					
		B.TECH	PTU	MECHANICAL					

PRINCIPAL - EXPERIENCE					
Teaching			Industry		
Institution	Position	Years	Institution	Position	Years
--	--	--	MSME TC ROHTAK	DGM	1.3
--	--	--	HONDA CARS INDIA	DM	8.6
--	--	--	ESCORTS	AM	1.9
--	--	--	MINDA INDUSTRIES	AM	2.9

TEACHING FACULTY – QUALIFICATION



Name of the Faculty Member with Stamp Size Photo	Designation	Department	Qualification with Class obtained starting from the highest Degree	University / Institute awarding Degree	Corresponding Specialization	Date of Birth & Age/Gender	Date of Joining	Scale of Pay	Present Basic Pay	Total Emoluments	Aadhaar Number	Signature
 NARESH KUMAR JAIN	SRM – HOD ELECTRONICS	OVER ALL	MBA	IGNOU	OPERATIONS	15.07.1975 / 45 / MALE	27.08.2019	LEVEL 12	81200	105712	467788997654	
			BE	MECHANICAL	MECHANICAL							
 RANJAY KUMAR SINGH	MANAGER - HOD MECHANICAL	MECHANICAL	M.TECH	NIT – JALANDHAR	MFG TECHNOLOGY	10.12.1985 / 35 / MALE	01.01.2020	LEVEL 11	69700	91337	768912411714	
			BE	BTU , BELGAUM	INDUSTRIAL AND PRODUCTION							
 HARSEWAK SINGH	SE – COURSE CORDINATOR	MECHATRONICS	BTECH-	PTU	ELECTRONICS AND COMMUNICATION	26.08.1990 / 30 / MALE	02.08.2019	LEVEL 7	46200	59856	589420302235	
 	SE-COURSE CORDINATOR	MECHANICAL	BTECH	UTU	MECHANICAL	24.08.1990 / 30 / MALE	16.07.2019	LEVEL 7	46200	59856	912646547030	

 YASH YADAV	TA	MECHANICAL	BTECH	MDU, ROHTAK	MECHANICAL	09.04.1996/24/MALE	15.09.2020	13367	13367	13367	743724937522	
 HARISH BHARADWAJ	TA	MECHANICAL	DIPLOMA	CTR, LUDHIANA	TOOL & DIE	16.09.1998/22/MALE	01.09.2020	15,050	15,050	15,050	489818347562	Backup
 BHARAT DHIMAN	TA	MECHANICAL	DIPLOMA	CTR, LUDHIANA	TOOL & DIE	23.04.2000/20/MALE	01.09.2020	15,050	15,050	15,050	681669696822	Backup

TEACHING FACULTY - EXPERIENCE							
Sr. No	Name of the faculty Member	Teaching			Industry		
		Institution	Position	Years	Institution	Position	Years
1	NARESH KUMAR JAIN	----	----	---	MSME TC ROHTAK	SRM	1
		----	----	---	NEI LTD	JM	11.5
		----	----	---	RICO AUTO LTD	AM	3
		----	----	---	PRINTER HOUSE	ENGG	4.5
2	RANJAY KUMAR SINGH	KIET, GAZIABAD	ASST. PROF	3.3	MSME TC ROHTAK	MANAGER	0.8
		----	----	---	MSME TC JALANDHAR	ASST DIRECTOR	4.3
		----	----	---	CTR, LUDHIANA	GET	2.0
3	HARSEWAK SINGH	CTR, LUDHIANA	TEACHING ASSISTANT	1.5	MONICA ENGG	SE TECHNICAL ENGG	1.6
		----	----	---	SEIMENS	ELECTRICAL ENGG	1.8
		----	----	---	JAWEO INDIA	AUTOMATION PROGRAMMER	1.5
		----	----	---	AMAR JAQUARD	C-PROGRAMMER	0.6
4	UMESH REDHU	----	----	---	MSME TC ROHTAK	SE	1.1
		----	----	---	EURO CAST & FORDGE	SE	4.0
5	SHIVENDRA SINGH	GHRC, NAGPUR	ASST. PROF	1	MSME TC ROHTAK	ENGG	1.1

6	BHARAT KUMAR	CTR LUDHIANA	TEACHNING ASST.	1.5	MSME TC ROHTAK	ENGG	0.9
		----	----	---	GRAWER & WEIL	GRADUATE APPRENTISE	0.10
		----	----	---	UNIMETRY TECHNOLOGY	TRAINEE ENGG	0.8
7	RAM KUMAR	MSME TC ROHTAK	TA	1.9	NA	NA	NA
8	AAKASH	MSME TC ROHTAK	TA	0.7	PHOENIX LAMPS LTD , NOIDA	SUPERVISOR	3.7
		---	----	----	YAMAHA INDIA PVT. LTD.	DET	1.3
9	SPARSH BADAL	MSME TC ROHTAK	TA	0.6	MOTIF ELECTRIC	JE-TRAINEE	0.3
10	YASH YADAV	---	---	---	---	---	---
11	HARISH BHARADWAJ	---	---	---	---	---	---
12	BHARAT DHIMAN	---	---	---	---	---	---

LIBRARIAN AND PHYSICAL EDUCATION DIRECTOR

Name with Stamp Size Photo	Designation	Qualification with Class obtained starting from the highest Degree	University awarding Degree	Previous Experience	Date of Birth & Age/Gender	Date of Joining	Scale of Pay	Present Basic Pay	Total Emoluments	Aadhaar Number	Signature
KAPIL 	PHYSICAL EDUCATION DIRECTOR	B TECH	M D U ROHTAK	2 YEAR	21.02.1994 /26 / MALE	13-10-2020	13800	13800	13800	728694767112	
AARTI KUMARI SINGHMAR 	LIBRARIAN	M.COM	IGNOU	1 YEAR	01.05.1998/22/FEMALE	26-10-2020	15050	15050	15050	478536312320	

WORKSHOP AND TECHNICAL SUPPORTING STAFF													
S. No	Name of the Staff	Department	Laboratory	Designation	Qualification	Previous Experience	Date of Birth Age	Date of Joining	Scale of Pay	Present Basic Pay	Total Emoluments	Aadhaar Number	Signature
1	YUDVIR	MECHANICAL	WORKSHOP- MILLING	TA- INSTRUCTORS	10 TH & 12 TH	13 YEAR IN INDUSTRY	20.05.1981 / 39	26.12.2019	17000	17000	17000	745348509163	
2	PARVEEN	MECHANICAL	WORKSHOP- FITTER	TA- INSTRUCTORS	ITI , TOOL & DIE	6 YEARS IN INDUSTRY	16.08.1993 / 27	01.01.2020	15050	15050	15050	718449385118	
3	VIJAY KUMAR	MECHANICAL	WORKSHOP- TURNING	TA- INSTRUCTORS	10 TH PASS	10 YEARS IN INDUSTRY	01.10.1979 / 41	26.12.2019	15050	15050	15050	424100854266	

9. FEE

S. No	Fees Structure	Fee to be deposited by - Rs			
		Without Hostel Facility		With Hostel Facility	
		General	SC/ST	General	SC/ST
1.	Tuition Fee, Every Year (Paid Half Yearly- 10,000/10,570)	20,570/-	0/-	20,570/-	0/-
2.	Development Fund, Every Year	3085/-	3085/-	3085/-	3085/-
3.	Student Fund, Every Year	1200/-	1200/-	1200/-	1200/-
4.	Caution Money Collage- One time, returnable	1500/-	1500/-	1500/-	1500/-
5.	Caution Money – Hostel/ Mess one time, returnable	0/-	0/-	1500/-	1500/-
6.	Hostel accommodation charges per Semester	0/-	0/-	6000/-	6000/-
7.	Mess charges	0/-	0/-	3000/-	3000/-
8.	Insurance, Yearly	As Per Actual			
Other Charges					
9.	ID Card	As Per Actual or Decided by MSME TC			
10.	University Board Exam, Every Year/Semester				

10. ADMISSIONS

ADMISSION DETAILS	
• Number of seats sanctioned at the year of approval	60(ADTM) + 60(DIM) (2020-21)
• Number of Students admitted under various categories each year in the last three years	N.A.
• Number of applications received during last two years for admission under Management Quota and number admitted	N.A.

11. ADMISSION PROCEDURE

CALENDAR FOR ADMISSION AGAINST MANAGEMENT/VACANT SEATS	CALENDAR WILL BE DISPLAYED (IF REQUIRED FOR VACANT SEATS AFTER COMPLETION ONLINE COUNSELLING OF BOARD)
<ul style="list-style-type: none"> • Last date of request for applications • Last date of submission of applications • Dates for announcing final results • Release of admission list (main list and waiting list should be announced on the same day) • Date for acceptance by the candidate (time given shall in no case be less than 15 days) • Last date for closing of admission • Starting of the Academic session • The waiting list should be activated only on the expiry of date of main list • Starting of the Academic session • The waiting list shall be activated only on the expiry of date of main list • The policy of refund of the fee, in case of withdrawal, shall be clearly notified 	<p>As per the Admission prospectus of HSBTE for the year 2020-21, the same will be available on</p> <p>http://hsbte.org.in/ https://techadmissionshry.gov.in/ http://www.hstes.org.in/</p>
<ul style="list-style-type: none"> • List of Applicants 	<p>Available on</p> <p>http://hsbte.org.in/ https://techadmissionshry.gov.in/ http://www.hstes.org.in/</p>

12. List of Applicants

Topic	Applicable/ Not Applicable
List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied along with percentage and percentile score for Management quota seats.	Not Applicable

13. Information of Infrastructure and Other Resources Available

INFRASTRUCTURE DETAILS	
• Number of Class Rooms And Size Of Each	Lecture Rooms(6)- 66 SQM EACH = 396 SQM
• Number of Tutorial rooms and size of each	Tutorial Rooms (4)- 33 sqm each = 132 sqm
• Number of Laboratories and size of each	Labs (5)- 66 sqm each = 330
• Number of Drawing Halls with capacity of each	Drawing Hall (1)- 190 sqm = 190 sqm (120 students)
• Number of Computer Centre's with capacity of each	Computer Centre (1)- 190 sqm= 190 sqm (120 Students)
• Central Examination Facility, Number of rooms and capacity of each	Examination Hall (1)- 190 sqm = 190 sqm (120 students)
• Barrier Free Built Environment for disabled and elderly persons	Available
• Occupancy Certificate	Available
• Fire and Safety Certificate	Available
• Hostel Facilities	Available

LIBRARY

LIBRARY DETAILS	
• NUMBER OF LIBRARY BOOKS/ TITLES/ JOURNALS AVAILABLE (PROGRAM-WISE)	5000
• List of online National/ International Journals subscribe	6
• E- Library facilities	Available

LABORATORY AND WORKSHOP

List of Machines & Equipment

S. No.	Head		Item Description	Quantity
1	Machinery Equipment	a)	ACE CNC Lathe Model :LT-16M	5
		b)	CNC -3 Axis Machining Centre	2
		c)	CNC Milling Machine Fanuc Controller	4
		d)	CNC - EDM Die Sinking Machine	1
		e)	HMT -Praga Precision Surface Grinding Machine	5
		f)	Conventional Vertical Milling Machine	5
		g)	Conventional Horizontal Milling Machine	2
		h)	Conventional Universal Milling Machine	3
		i)	CNC Horizontal BTC	5
		j)	Cylindrical Grinding Machine	3
		k)	CNC Milling Machine With Siemens CONTROLER	4
		l)	Profile Projector Model RPP-3000DR	1
		m)	Toll Trolley	30
		n)	Work Table Bench	15
		o)	Drilling Tool	10
		p)	Fabricated Stand and Surface Plate	1
		q)	Pump	1
2	Laboratories	a)	Hydraulic Lab	1
		b)	Basic Automation Lab	1
		c)	Science Lab	1
		d)	CAD / CAM Lab	1
		e)	Metrology Lab	1
		f)	CNC Simulator Lab	1
		g)	Language Lab	1

3	IT Software	a)	Autodesk(DELCAM) (Power Shape)	20
		b)	Autodesk(DELCAM) (Feature CAM)	20
		c)	Autodesk(DELCAM) (Power Mill)	20
		d)	Master Cam Educational Pack	20
		e)	Master Cam Multi axis add on	5
		f)	CREO 5.0	50
		g)	NX Total Machining Bundle	20
		h)	NX Academic Bundle	1
		i)	ANSYS - Mechanical & CFD Bundle	25
		j)	ANSYS - Academic Space claim Tool	5
		k)	Catia V5 –Academic	20
		l)	Solidworks	500
		m)	Payroll software	1
		n)	Website	1
		o)	Tally-Accounting Software	1

4	Measuring Instruments	a)	186-105 Radius Gauges	1
		b)	188-121 Pitch Gauges	1
		c)	Analog Outside Micrometer	1
		d)	Analog Outside Micrometer 50-75 mm	1
		e)	Degree Protractor 1501 A Kristeel	5
		f)	Dial Indicator Lever Type	1
		g)	Dial Indicator Plunger Type	1
		h)	Inside Caliper 6"/150	2
		i)	Mitutoyo Digital Outside Micrometer	1
		j)	Outside Caliper 6"150mm	2
		k)	Outside Micro Meter 25-50mm	1
		l)	PE-3 Engineering Square Milhard 4"/100mm	2
		m)	Radius Gauge 7.5-15 mm	1
		n)	Scale 39"/1 Meter Kristeel	1
		o)	Steel Rule	5
		p)	Steel Scale 12"	5
		q)	TRY SQUARE	4
		r)	Try Square 100 MM	2
		s)	Vernier Caliper with Thumb Knob 0-200mm	1
		t)	Vernier Calliper 300 MM Aqmezzure	1

List of Experiments Setup in each Laboratory/ Workshop

S. NO.	LIST OF PRACTICAL'S	
1.	List of Experimental Setup	As Per information Submitted on Affiliation Performa submitted to HSBTE

COMPUTING FACILITIES

COMPUTER LAB AND SOFTWARE PACKAGES	
<ul style="list-style-type: none"> INTERNET BANDWIDTH 	32KBPS
<ul style="list-style-type: none"> Number and configuration of System 	<u>(100 nos.) Intel® Core™ i7 Processors</u>
<ul style="list-style-type: none"> Total number of system connected by LAN 	100
<ul style="list-style-type: none"> Total number of system connected by WAN 	70
<ul style="list-style-type: none"> Major software packages available 	Autodesk(DELCAM) (Power Shape), Autodesk(DELCAM) (Feature CAM), Autodesk(DELCAM) (Power Mill), Master Cam , Master Cam Multi axis,CREO 5.0, NX Total Machining Bundle, NX Academic Bundle, ANSYS - Mechanical & CFD Bundle, ANSYS - Academic Space claim Tool, Catia V5 –Academic, Solidworks, Auto CAD
<ul style="list-style-type: none"> Special purpose facilities available 	Basic Automation Lab, Hydraulic Lab, Offline CNC Simulator, CNC Milling Machine With Siemens CONTROLLER, CNC Horizontal BTC, ACE CNC Lathe Model :LT-16M,CNC - EDM Die Sinking Machine, HMT - Praga Precision Surface Grinding Machine, CNC Milling Machine Fanuc Controller, Conventional Vertical Milling Machine, Conventional Horizontal Milling Machine, Conventional Universal Milling Machine,CNC Turning Machine With Siemens CONTROLLER,
<ul style="list-style-type: none"> Innovation Cell 	Available
<ul style="list-style-type: none"> Social Media Cell 	Available

LIST OF FACILITIES AVAILABLE

INFRASTRUCTURE



1. Three Floor Training Block



Library



Central Air Condition



Class Room



Faculty Office



2. Training Workshop (Conventional Machines)



BFW UF2



BFW HF 2E



HMT Surface Grinder



3. Training Workshop (CNC Machines)



CNC Turning



CNC Milling



EDM Die Sinker

Labs in Training Department

1. Hydraulics Lab



2. Automation Lab



2. Language Lab



3. Metrology Lab



4. CAD/ CAM Lab



5. CNC Simulator Lab





5. Administrative Block



Admin/ Accounts Department



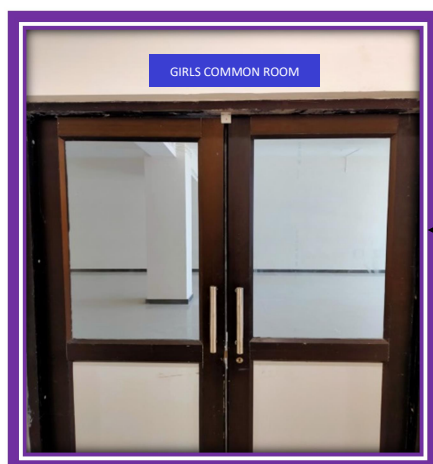
Principles Office



Auditorium



6. Students Mess



Girl's Common Room



Dining Hall



Boy's Common Room



7. Girl's Hostel



8. Boy's Hostel



Hostel Room

Sports and Extracurricular Activities



Badminton Ground



Open Theatre



Volley Ball Ground

Other Facilities



CCTV Camera



Fire Extinguisher



Smoke Detector and
Fire Sensor



Water Sprinkler



Water Coolers

TEACHING LEARNING PROCESS

TEACHING LEARNING PROCESS	
<ul style="list-style-type: none">Academic Calendar of the Board	Annexure 1
<ul style="list-style-type: none">Academic Time Table with the name of the Faculty members handling the Course	Annexure 2
<ul style="list-style-type: none">Teaching Load of each Faculty	Annexure 3
<ul style="list-style-type: none">Curricula And Syllabus For Each of The Programmes as Approved By The Board	Syllabus available on HSBTE website http://hsbte.org.in/syllabus/curriculum-diploma-courses-msme
<ul style="list-style-type: none">Internal Continuous Evaluation System and place	3 internal exams are conducted in a year at MSME TECHNOLOGY CENTRE, ROHTAK
<ul style="list-style-type: none">Student's assessment of Faculty, System in place	Once in a year at MSME TECHNOLOGY CENTRE, ROHTAK

14. Enrollment of students in the last 3 years

New Institute – Not Applicable

15. List of Research Projects/ Consultancy Work

New Institute – Not Applicable

16. LoA AND SUBSEQUENT EoA TILL THE CURRENT ACADEMIC YEAR

All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



APPROVAL PROCESS 2020-21

Letter of Approval (LoA)

F.No. North-West /2020-21/1-7161801322

Date: 15-Jun-2020

To,
The Financial Commissioner & Principal Secretary
(Technical) Govt. of Haryana,
Room No. 503/5,
Sector -17 New Secretariat,
Chandigarh-160017

Sub: Letter of Approval for New Institution 2020-21

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations, 2020 notified by the Council vide notification number F.No.AB/AICTE/REG/2020 dated 4th February, 2020 and other notifications, as applicable and published from time to time, I am directed to convey the approval to

Permanent Id		Application Id	1-7161801322
Name of the Institution	MSME TECHNOLOGY CENTRE ROHTAK	Institution Address	PLOT NOS.- 10 & 11, SECTOR 30B, INSTITUTIONAL BUILDING AT HSIIDC, I.M.T., ROHTAK, ROHTAK, ROHTAK, Haryana, 124021
Institution Type	Government	Region	North-West

To conduct following Courses with the Intake indicated below for the Academic Year 2020-21*

Sr. No.	Program	Level	Course	Affiliating University/ Board	Intake Approved for 2020-21
1	ENGINEERING AND TECHNOLOGY	DIPLOMA	Advance diploma in tool & die making	Directorate of Technical Education, Haryana	60
2	ENGINEERING AND TECHNOLOGY	DIPLOMA	MECHATRONICS	Directorate of Technical Education, Haryana	60

*Note: The approval is valid for two years from the date of issue of this letter only for getting affiliation with respective University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET) (as applicable) and fulfilling State Govt. requirements for admission. If institution is unable to start in the academic session 2020-21 due to reason mentioned above, the institution will have to apply On-line on AICTE web portal in next academic session for continuation of approval.

The Society/Trust/Institution shall obtain necessary affiliation / permission from the concerned affiliating University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET)(as applicable) as per the prescribed schedule of the University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET)(as applicable) Admission authority etc. The Applicant Society/Trust/Institution shall send information about commencement of the above courses to AICTE. In case the Institution is not in a position to commence the above mentioned courses for whatever reason during the two years period from the date of issue of this letter, the approval becomes invalid and the applicant Society/Trust/Institution shall make fresh application to AICTE for grant of approval as per the norms prevailing at that time.

All Institution shall fulfill the following general conditions:

- The management shall provide adequate funds for development of land and for providing related infrastructural, instructional and other facilities as per norms and standards laid down by the Council from time to time and for meeting recurring expenditure.
- The Eligibility Criteria for admissions shall be made in accordance with the regulations notified by the Council from time to time.
- The tuition and other fees shall be charged as prescribed by the Competent Authority within the overall criteria prescribed by the Council from time to time. No capitation fee shall be charged from the students/ guardians of students in any form. If found so, appropriate action as per the notified regulations shall be initiated against the Institution
- The Curriculum of the course, the procedure for evaluation / assessment of students shall be in accordance with the Model Curriculum and Examination Reforms prescribed by the AICTE from time to time.
- The management of the Institution shall not discontinue any course(s) or start any new course(s) or alter intake capacity of seats without the prior approval of the Council.
- No excess admission shall be made by the Institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution.

Application No:1-7161801322

Note: This is a Computer generated Report. No signature is required.

Printed By : aict13689

Page 1 of 3

Letter Printed On:27 August 2020

7. The Institution shall not have any collaborative arrangements with any other Indian and / or Foreign Universities for conduct of technical courses without obtaining prior approval from AICTE. In case any violation is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution.
8. The Institution shall not conduct any course(s) as specified in the Approval Process Handbook without prior permission / approval of AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.
9. The Institution shall operate only from the approved location, and that the institution shall not open any off campus study centers / extension centers directly or in collaboration with any other institution / university / organization for the purpose of imparting technical education without obtaining prior approval from the AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.
10. The accounts of the Institution shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Council or persons authorized by it.
11. Heads of Departments, the teaching and other staff shall be appointed in given time frame and selection shall be done according to procedures, qualifications and experience prescribed by the Council from time to time and pay scales are as per the norms prescribed by the AICTE from time to time. The Institution shall publish an information booklet before commencement of the academic year giving details regarding the Institution and courses / programs being conducted, Fees charged and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet may be made available to the stakeholders of the technical education. The mandatory disclosure information, as per directions in the AICTE website / Approval Process Handbook, shall be put on the Institution Website. The information shall be revised every year with updated information about all aspects of the Institution.
12. It shall be mandatory for the Institution to maintain a Website providing the prescribed information. The Website information must be continuously updated as and when changes take place.
13. If the Institution fails to disclose the information or suppress and / or misrepresent the information, appropriate action as per the notified regulations shall be initiated against the Institution.
14. AICTE may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms & standards, and to verify any mis-representation, violation of norms & standards, mal-practices etc.
15. The Institution by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid from the Central or State Government.
16. In the event of a student / candidate withdrawing before the starting of the course, the wait listed candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (Rupees one thousand only) shall be refunded and returned by the Institution to the student / candidate withdrawing from the program. It would not be permissible for the Institution to retain the School / Institution Leaving Certificates in original to force retention of admitted students and not to charge fees for the remaining period if a student cancels the admission at any point of time.
17. The Institution shall take appropriate measures for prevention of ragging in any form, in the light of AICTE regulation "Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting technical education" Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009). In case of failure to prevent the instances of ragging by the Institutions, the Council shall take appropriate action as per the notified regulations.
18. It is mandatory to comply all the essential requirements as given in APH 2020-21(appendix 6)

The Government/ Management of the Institution shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the approval, in case it observe any violation of the above conditions and/or non- adherence to the norms and standards prescribed by the Council, mis-representation of facts and submitting factually incorrect information to it.

NOTE: If the State Government / UT / DTE / DME has a reservation policy for admission in Technical Education Institutions and the same is applicable to Private & Self-financing Technical Institutions, then the State Government / UT/ DTE / DME shall ensure that 10 % of Reservation for EWS would be operational from the Academic Year 2020-21. However, this would not be applicable in the case of Minority Institutions referred to the clause (1) of Article 30 of Constitution of India.

Prof.Rajive Kumar
Member Secretary, AICTE

Copy to:

1. **The Director Of Technical Education**, Haryana**
2. **The Principal / Director,**
MSME TECHNOLOGY CENTRE ROHTAK
Plot Nos.- 10 & 11, Sector 30B, Institutional Building At Hsiidc, I.M.T., Rohtak,
Rohtak,Rohtak,
Haryana,124021
3. **The Regional Officer,**
All India Council for Technical Education
Plot No. 1A, 5th Floor, DTE(Pb..) Building,
Dakshin Mark, Sector 36-A, Chandigarh-160 036
4. **Guard File(AICTE)**

17. Accounted audited statement for the last three years

New Institute – Under Audit

18. Best Practices Adopted, if any

Annexure 1

Haryana State Board of Technical Education, Panchkula

Notification No.:

121


/Exam/HSBTE


Dated: 30.10.2020

ACADEMIC CALENDER SESSION 2020-21

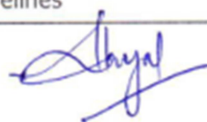
1st Year

In pursuance of AICTE guidelines dated 15.10.2020 regarding revised Academic Calendar for 2020-21, the Academic Calendar for 1st Year of Diploma courses of HSBTE is hereby issued to set in motion the academic activities in online / offline / blended mode (as per guidelines issued from time to time by MoH, MHRD, MHA, AICTE, State Government etc.). **This, however, shall be subject to change as per Covid scenario and guidelines thereof by MoH, MHRD, MHA, AICTE, State Government etc.**

Sr. No.	Name of Activity	Proposed Dates and Months
1.	Online Refresher/ Foundation Course of basics of 1 st year subjects such as Physics, Chemistry, Maths, English etc. for newly admitted students of 1 st year	02-11-2020 to 13-11-2020
2.	Preparation and Uploading of Lesson Plans (Teacher wise) on Institute web site	Upto 13-11-2020
3.	<ul style="list-style-type: none">Incorporation of Students' details & Lesson Plans in Teacher DiariesPreparedness for online Classes and notifying the timetable / schedule for classes in online / offline / blended mode (as per guidelines issued from time to time by MoH, MHRD, MHA, AICTE, State Government etc.)	02.11.2020 to 13-11-2020 
4.	Start of Academic Session for 1 st Year	16-11-2020
5.	Teaching Duration for 1 st Year.	From 16.11.2020 to 30.06.2021
6.	Review of teaching by Principal with HOD's, Faculty members and students	First Monday of every month (From December 2020 to June 2021)
7.	Class Tests/ Quiz	First Wednesday of every month (From December 2020 to June 2021)
8.	Assignments	05 (From December 2020 to June 2021)

9.	Conduct of 1st Internal Assessment Exam (For 20% Syllabus)	From 01.02.2021 to 06.02.2021
10.	Display of 1 st Internal Assessment Exam marks and identification of weak students for extra classes	By 15.02.2021
11.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students as per 1 st Internal Assessment Exam.	By 26.02.2021
12.	1 st Parent Teachers Meeting for 1 st year students in online / offline / blended mode (as per guidelines issued from time to time by MoH, MHRD, MHA, AICTE, State Government etc.)	26.02.2021
13.	Checking of Lesson Plan compliance, coverage of Syllabus, Monitoring of Attendance & Teachers Diaries by HOD's & Principal(s)	On 2 nd and 4 th Friday of every month
14.	Notification by the Polytechnics to the concerned students having less than 80% attendance.	Last working day of every month
15.	Communication to Parents / Guardians of students regarding attendance record and Sessionals	1 st Working day of next month
16.	Extension Lectures	Minimum two lectures per month per branch
17.	Technical seminars / group discussion / debate / declamation / quiz contest etc. in online / offline mode (as per guidelines issued from time to time by MoH, MHRD, MHA, AICTE, State Government etc.)	At least one activity per month on last Friday of every month 
18.	Conduct of 2nd Internal Assessment Exam (For next 20% Syllabus)	From 22.03.2021 to 27.03.2021
19.	Display of 2 nd Internal Assessment Exam marks and identification of weak students for extra classes	By 08.04.2021
20.	Submission of Concrete Plan by Concerned HoDs to the Principal for conduct of remedial classes for weak students as per 2 nd Internal Assessment Exam.	By 12.04.2021

21.	2 nd Parent Teachers Meeting for 1 st year students in online / offline / blended mode (as per guidelines issued from time to time by MoH, MHRD, MHA, AICTE, State Government etc.)	15.04.2021
22.	3 rd Parent Teachers Meeting for 1 st year students in online / offline / blended mode (as per guidelines issued from time to time by MoH, MHRD, MHA, AICTE, State Government etc.)	01.06.2021
23.	Academic evaluation-analysis of Internal Assessments, practical work, labs & teachers diary by the Principal / HOD & further remedial action as per evaluation.	Upto 30.06.2021
24.	Practical exams / Rationalization	01-07-2021 to 06-07-2021
25.	Uploading of Sessional and Practical awards on the HSBTE Exam Portal- ONLINE	Up to 07.07.2021
26.	Final Theory Examinations (For remaining 60% Syllabus)	From 08-07-2021 (Tentative)
27.	Start of next Session	Will be notified in accordance with the AICTE guidelines



Note:-

- Initially the classes shall be conducted in online Mode. The classes may be conducted by the respective teachers by sharing PPT / PDF/ Notes on screen in online platform through Google Classroom/ Google Meet / Microsoft Team/JioMeet or by writing on a board physically and student seeing that through online. Pre-recording own lecture or Experts Lecture and showing it to students live and taking doubts by making pause in between.
- The physical classes will be conducted by the institutes depending upon the situation and instructions issued from State Government/ MHA/AICTE from time to time.
- If the proposed date of certain activity happens to be a holiday, next working date shall be taken as date of activity.
- Throughout the academic year, every Principal / HoD shall ensure that their faculty (Regular as well as Guest faculty) will be fostering a continuous connectivity with their respective students for effective teaching learning and every online lecture delivered may be cross assessed for the understanding developed by the students through a small test / assignment by the respective teacher / HoD concerned.
- Mentor for admitted students:
Each faculty deputed as mentor for 15-20 students at the time of their admission shall be in continuous association with the students for their proper guidance in academics,

training, placement etc.

6. Communicate the attendance status of each month to students & parents i.e. attendance if less than 80% including of online classes.
7. Medical leave as per Medical Performa only.
8. The syllabus must be covered continuously and progressively without waiting for dates of 1st and 2nd Internal Assessment Exams.
9. The institute must ensure that proper record of all activities is maintained so that the same can be verified by the Board.
10. Emphasis to be given on the following activities for overall development of students ;

- Improving communication skills, Soft Skills, presentation skills, motivating lectures, time management etc.
 - Organizing entrepreneurship development program, energy & water conservation programs, disaster & environment management program, alumni meetings, career counseling, improving pedagogy/ teaching learning process etc.
 - Extra classes for SC/ST, weaker students may be conducted on weekends to reduce dropout rate and to improve pass percentage.
 - Women's Grievance Redressal & Counseling Cell
11. Additional activities for Polytechnics;
- Aadhar Card enrolment for all students and faculty
 - To facilitate the students to get their passport issued
 - Learners Driving License of students
 - Entrepreneurship Clubs and Initiatives for creating an ecosystem towards Self Reliant India Campaign preparing Svayambhi Yuva, Aatam Nirbhar Yuva thereby making Aatam Nirbhar Haryana.

Dated: 30.10.2020

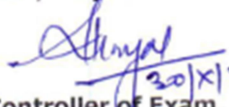
**Dr. Rajesh Goel,
Secretary
Haryana State Board of Technical Education,
Panchkula**

Endst. No. 3398-99/Exam/HSBTE

Dated: 30.10.2020

A copy of the above is forwarded to the following for information and further necessary action please:

1. All the Principals of Govt./Aided/Self Financing Polytechnics in Haryana
2. Joint Director (Acad.), Directorate of Technical Education, Haryana


**Controller of Exam,
for Secretary, HSBTE,
Panchkula**

Annexure 2

MSME Technology Centre Rohtak

TIME TABLE

DIPLOMA – Advance Diploma in Tool & Die making (1st Year)

w.e.f: 16.11.2020

S.No. →	1	2	3	4		5	6	7	8
Hrs. →	9 – 10	10 – 11	11 – 12	12 – 13	13 – 13.30	13.30 – 15	15 – 15.30	15.30 – 16	16 – 17
Mon	W/shop Tech.-1	Comm. Skills	Engineering Drawing-P		L U N C H	Workshop Practice-P			
Tue	Maths	Mat. Sci.	W/shop Tech.-1	Comm. Skills		Workshop Practice-P			
Wed	W/shop Tech.-1.	Compt. App.	Mat. Sci	Workshop Practice-P		Workshop Practice-P			
Thus	Applied Phy.	Workshop Practice-P	Engineering Drawing-T			Workshop Practice-P			
Fri	Compt. App.	W/shop Tech.- 1	Maths	Workshop Practice-P		Workshop Practice-P			
Sat	Applied Phy	Workshop Practice-P	Engineering Drawing-P			Workshop Practice-P			

Note: T- Theory, P- Practical

*Time Table can be change as per requirement

SUBJECT INCHARGE

Material Science: Sh N K Jain
 Engineering Drawing: Sh R K Singh (T) Mr Bharat Dhiman (P)
 Applied Physics: Sh Harsevak Singh
 Computer application: Sh Sparsh Badal
 Workshop Technology: Sh Bharat (Engineer)
 Applied Math's: Sh Shivendra Singh
 Communication Skill: Sh Sparsh Badal .
 Workshop Practice (T): Sh Harish Bhardwaj
 Worok shop Practice (P): Sh Praveen / Yadhvver / Sh Vijay.

MSME Technology Centre Rohtak

TIME TABLE

Diploma in Mechatronics (1st Semester)

w.e.f: 16.11.2020

S.No. →	1	2	3	4		5	6	7
Hrs →	9 – 10	10 – 11	11 – 12	12 - 13	13 – 13.30	13.30-14.30	14.30-15.30	15:30-16:30
Mon	A.Maths -1	Environmental Studies	Engineering Drawing-P		L U N C H	Comm. Skills -1	Comm. Skills (P)	
Tue	A. Physics -1	General Workshop Practice-1				Environmental Studies	A. Maths -1	Comm.Skills -1
Wed	A. Maths -1	General Workshop Practice- 1				A. Physics -1	Physics LAB (P)	
Thus	Environmental Studies	A. Physics -1	Engineering Drawing –P			A. Maths -1	Library	
Fri	A. Physics -1	General Workshop Practice- 1				Basic of IT (P)		
Sat	A. Maths -1	A. Physics -1	Engineering Drawing-P			Central Activities		

Note: T- Theory, P- Practical

* Time Table can be change as per requirement

SUBJECT INCHARGE

Environment Studies: Sh Harsevak
 Engineering Drawing: Sh R. K. Singh (T) / Mr Bharat Dhiman (P)
 Applied Physics: Umesh Reddu.
 Basics of IT: Sh Sparsh Badal /Sh Harsevak Singh
 Applied Math's: Sh Shivendra Singh
 Physics Lab: Sh Shivendra Singh
 Communication Skill: Sh Sparsh Badal
 General Workshop Practice: Sh Harsevak/ Sh Shivendra/ Sh Praveen .

Annexure 3

MSME Technology Centre Rohtak
PLOT NO 10 11 , SECTOR 30 B , IMT ROHTAK , HARYANA – 124021

W.E.F.- 15/12/2020

Faculty Wise Weekly Class Load (1st Year Diploma Mechatronics)					
Name of The Faculty	First Year	Second Year	Third Year	Fourth Year	Total
Sh. NK Jain	3	NA	NA	NA	3
Sh. RK Singh	2	NA	NA	NA	2
Sh. Harsewak Singh	6	NA	NA	NA	6
Sh. Shivendra Singh	8	NA	NA	NA	8
Sh. Parveen Kumar	9	NA	NA	NA	9
Sh. Sparsh Badal	9	NA	NA	NA	9
Sh. Akash Kumar	2	NA	NA	NA	2
Sh. Yash Yadav	3	NA	NA	NA	3
Total Class Load of Faculty					42

MSME Technology Centre Rohtak
PLOT NO 10 11 , SECTOR 30 B , IMT ROHTAK , HARYANA – 124021

W.E.F.- 15/12/2020

Faculty Wise Weekly Class Load (1st Year Diploma T&D)					
Name of The Faculty	First Year	Second Year	Third Year	Fourth Year	Total
Sh. NK Jain	2	NA	NA	NA	2
Sh. RK Singh	2	NA	NA	NA	2
Sh. Harsewak Singh	3	NA	NA	NA	3
Sh. Shivendra Singh	5	NA	NA	NA	5
Sh. Bharat Kumar	5	NA	NA	NA	5
Sh. Parveen Kumar	19	NA	NA	NA	19
Sh. Sparsh Badal	1	NA	NA	NA	1
Sh. Akash Kumar	2	NA	NA	NA	2
Sh. Yash Yadav	3	NA	NA	NA	3
Total Class Load of Faculty					42

Thank You
