

## ANNEXURE 10

### 10.0 Mandatory Disclosures

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

Address including Telephone, Mobile, E-Mail

***PCPS Girls' Polytechnic, Bamunimaidan, Guwahati-781021***

***Mobile No. 9435010067 E-mail-girlspolyghy021@gmail.com***

#### 2. Name and address of the Trust/ Society/ Company and the Trustees

Address including Telephone, Mobile, E-Mail

***N/A***

#### 3. Name and Address of the Vice Chancell or/ Principal/ Director

Address including Telephone, Mobile, E-Mail

***Principal : Dr Madhumita Kalita, PCPS Girls' Polytechnic, Bamunimaidan, Guwahati-781021 Mobile No. 9435010067***

***E-mail-girlspolyghy021@gmail.com***

#### 4. Name of the affiliating University

***: N/A***

#### 5. Governance

Members of the Board and their brief background : ***N/A***

Members of Academic Advisory Body: ***N/A***

Frequently of the Board Meeting and Academic Advisory Body : ***N/A***

Organizational chart and processes : ***N/A***

Nature and Extent of involvement of Faculty and students in academic affairs/improvements. : ***N/A***

Mechanism/ Norms and Procedure for democratic/ good Governance. : ***N/A***

Student Feedback on Institutional Governance / Faculty performance. : ***Student Feedback is regularly taken by all the Departments.***

Grievance Redressal mechanism for Faculty, staff and students : ***Yes we have Grievance Redressal software system.***

Establishment of Anti Ragging Committee : ***Yes we have Anti Ragging Committee***

Establishment of Online Grievance Redressal Mechanism : ***Yes***

Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University

Establishment of Internal Complaint Committee (ICC)

■ Establishment of Committee for SC/ ST

■ Internal Quality Assurance Cell

## 6. Programmes

■ Name of Programmes approved by AICTE

**Architectural Assistantship**

**Civil Engineering**

**Computer Engineering**

**Modern Office Management**

■ Name of Programmes Accredited by AICTE

**Architectural Assistantship**

**Civil Engineering**

**Computer Engineering**

**Modern Office Management**

■ Status of Accreditation of the Courses

■ Total number of Courses : 4

■ No. of Courses for which applied for Accreditation : 4

■ Status of Accreditation – **Preliminary**/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for ..... Courses

**: Preliminary**

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

Name: **Architectural Assistantship, Civil Engineering, Computer Engineering, Modern Office Management.**

■ Number of seats : **40 Each**

■ Duration : **3 Years**

■ Cut off marks/rank of admission during the last three years

**40% in Math & Science in HSLC for General Candidate**

**35% in Math & Science in HSLC for SC Candidate**

**33% in Math & Science in HSLC for ST Candidate**

■ Fee : **Rs.2100**

■ Placement Facilities : **We have a placement cell.**

■ Campus placement in last three years with minimum salary, maximum salary and average salary:

## 7. Faculty : Available in our website <http://www.pcpsgirlspoly.org/department.php>

■ Branch wise list Faculty members:

■ Permanent Faculty

■ Adjunct Faculty

■ Permanent Faculty: Student Ratio

■ Number of Faculty employed and left during the last three years

## 8. Profile of Vice Chancellor/ Director/ Principal/ Faculty

For each Faculty give a page covering with Passport size photograph

i. Name : **Dr. Madhumita Kalita**

ii. Date of Birth : **01 -01- 1964**

iii. Unique id

- iv. Education Qualifications : **BE(Mech.)ME (Mech.) PHD.**
- v. Work Experience
  - 🎬 Teaching : **Yes**
  - 🎬 Research : **Yes**
  - 🎬 Industry
  - 🎬 Others : **Yes**
- vi. Area of Specialization : **Machine Design**
- vii. Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level : **Diploma Level**
- viii. Research guidance
  - 🎬 No. of papers published in National/ International Journals/ Conferences : **10 Nos**
  - 🎬 Master
  - 🎬 Ph.D.
- ix. Projects Carried out
- x. Patents
- xi. Technology Transfer
- xii. Research Publications : **Yes**
- xiii. No. of Books published with details: **Yes**

## 9. Fee

- 🎬 Details of fee, as approved by State Fee Committee, for the Institution : **Rs. 2100/-**
- 🎬 Time schedule for payment of fee for the entire programme : **To be paid per Semester.**
- 🎬 No. of Fee waivers granted with amount and name of students. : **NIL**
- 🎬 Number of scholarship offered by the Institution, duration and amount : **NIL**
- 🎬 Criteria for fee waivers/scholarship : **NIL**
- 🎬 Estimated cost of Boarding and Lodging in Hostels : **Rs. 1500/- per Month**

## 10. Admission

- 🎬 Number of seats sanctioned with the year of approval : **160 Nos**
- 🎬 Number of Students admitted under various categories each year in the last three years.
  - 2016-144**
  - 2017-147**
  - 2018-130**
- 🎬 Number of applications received during last two years for admission under Management Quota and number admitted.

## 11. Admission Procedure

- 🎬 Mention the admission test being followed, name and address of the Test Agency and its URL (website)  
**Sd/- ( Prof. M. Barooah) Director of Technical Education, Assam, Kahilipara, Guwahati-19.**

- Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test) : **NIL**
- Calendar for admission against Management/vacant seats:
  - Last date of request for applications : **On line registration starts on : 01/03/2019**
  - Last date of submission of applications : **Online registration closes on : 05/04/2019**
  - Dates for announcing final results :
  - Release of admission list (main list and waiting list shall 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 : **August 2019**
  - The waiting list shall be activated only on the expiry of date of main list : **September 2019**
  - The policy of refund of the fee, in case of withdrawal, shall be clearly notified. : **NIL**

## 12. Criteria and Weightages for Admission

- Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.
- Mention the minimum level of acceptance, if any
- Mention the cut-off levels of percentage and percentile score of the candidates in the admission test for the last three years
- Display marks scored in Test etc. and in aggregate for all candidates who were admitted

## 13. 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

## 14. Results of Admission Under Management seats/Vacant seats

- Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)
- Score of the individual candidate admitted arranged in order or merit
- List of candidate who have been offered admission
- Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate
- List of the candidate who joined within the date, vacancy position in each category before operation of waiting list

## 15. Information of Infrastructure and Other Resources Available

Number of Class Rooms and size of each

: 60 Sqm x1	: 79 sqm x1	: 432 sqm x1
: 80 Sqm x 10	: 76 sqm x1	: 140 Sqm x 3
: 160 sqm x2	: 35.75 Sqm x1	: 13.29 sqm x1
: 64.36 Sqm x1	: 96 sqm x2	: 61.62 Sqm x1
: 54.69 sqm x1	: 73.7 sqm x1	: 480 sqm x1
: 71.1sqm x1	: 207 sqm x1	: 119.65 sqmx1
: 95 sqm x1	: 59.51 sqm x1	:240 sqm x1
: 76.67 sqm x1	: 120 sqm x 3	: 288 sqm x1
:126 sqm x1		

Number of Tutorial rooms and size of each

Number of Laboratories and size of each

Number of Drawing Halls with capacity of each

Number of Computer Centres with capacity of each

Central Examination Facility, Number of rooms and capacity of each

Barrier Free Built Environment for disabled and elderly persons

Occupancy Certificate

Fire and Safety Certificate : *NIL*

Hostel Facilities : **Yes**

**Library**

Number of Library books/ Titles/ Journals available (program-wise)

**Books 12451**

**Titles 725**

**Journals 11**

List of online National/ International Journals subscribed

E- Library facilities

**Laboratory and Workshop**

List of Major Equipment/Facilities in each Laboratory/ Workshop  
: **Carpentry, Plumbing, Welding, Hydraulic, Physics, Chemistry.**

List of Experimental Setup in each Laboratory/ Workshop

**Computing Facilities**

Internet Bandwidth : **60MBPS**

Number and configuration of System : **80 Nos**

Total number of system connected by LAN : **80 Nos**

Total number of system connected by WAN : **NIL**

Major software packages available : **OS-Windows7/10 Unbutton  
14.012 LTS, MS Office, AutoCAD, Sony Sound force,**

Special purpose facilities available

Innovation Cell : **NIL**

Social Media Cell : **NIL**

Compliance of the National Academic Depository (NAD), applicable to  
PGCM/ PGDM Institutions and University Departments . : **NIL**

**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 University : <https://dte.assam.gov.in/portlets/scte>
  - Academic Calendar of the University
  - Academic Time Table with the name of the Faculty members handling the Course
  - Teaching Load of each Faculty
  - Internal Continuous Evaluation System and place
  - Student's assessment of Faculty, System in place
- **For each Post Graduate Courses give the following:**
  - Title of the Course
  - Curricula and Syllabi
  - Laboratory facilities exclusive to the Post Graduate Course
  - Special Purpose
  - Software, all design tools in case
  - Academic Calendar and frame work

#### **16. Enrolment of students in the last 3 years**

#### **17. 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)

#### **18. LoA and subsequent EoA till the current Academic Year**

#### **19. Accounted audited statement for the last three years : *Yet to be audited***

#### **20. 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