

## MANDATORY DISCLOSURES

### 1.1 ENGINEERING/TECHNOLOGY/PHARMACY PROGRAMMES

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

**"The information has been provided by the concerned institution and the onus of authenticity lies with the institution and not on AICTE."**

<b>I.</b>	<b>NAME OF THE INSTITUTION</b>	<b>CENTRAL INSTITUTE OF HAND TOOLS</b>
	Address including telephone, Fax, e-mail.	<b>G.T.ROAD, BYE PASS, JALANDHAR – 144008 ([PUNJAB)</b>
	Phone No.:	<b>2290196, 2290226, 2290225</b>
	Fax No.	<b>0181 - 2290457</b>
	E-mail	<b>institute –jld @ data one.in</b>
<b>II.</b>	<b>NAME &amp; ADDRESS OF THE DIRECTOR</b>	<b>Shri A.K. Bathla, Principal Director</b>
	➤ Address including telephone, Fax, e-mail	<b>As per Sl. No. 1</b>
<b>III.</b>	<b>NAME OF THE AFFILIATING BOARD.</b>	<b>Directorate of Technical Education &amp; Industrial Training (Punjab), Chandigarh</b>
<b>IV.</b>	<b>GOVERNANCE</b>	
	➤ Members of the Board and their brief background	<b>As per Annexure - I</b>
	➤ Members of Academic Advisory Body	<b>As per Annexure - I</b>
	➤ Frequency of the Board Meetings and Academic Advisory Body	<b>Twice in a Year</b>
	➤ Organizational chart and processes	<b>As per Annexure - II</b>
	➤ Nature and Extent of involvement of faculty and students in academic affairs/improvements	<b>Meetings are organized with Principal Director, Students &amp; Training Staff. Parents are also welcome as per their convenience.</b>
	➤ Mechanism/Norms & Procedure for democratic/good Governance	<b>As per rules &amp; regulations of the Society</b>
	➤ Student Feedback on Institutional Governance/faculty performance	<b>Feedback is taken from Students.</b>
	➤ Grievance redressal mechanism for faculty, staff and students	<b>As per Central Govt. norms</b>
<b>V.</b>	<b>PROGRAMMES</b>	
	➤ Name of the Programmes approved by the AICTE	<b>Diploma in Mechanical Engineering (Tool &amp; Die)</b>
	➤ Name of the Programmes accredited by the AICTE	---
	<b>For each Programme the following details are to be given:</b>	
	• Name	<b>Diploma in Mechanical Engineering (Tool &amp; Die)</b>
	• Number of seats	<b>40 (2008-09)</b>

	<ul style="list-style-type: none"> <li>Duration</li> </ul>	<b>4 Years</b>
	<ul style="list-style-type: none"> <li>Cut off mark/rank for admission during the last three years</li> </ul>	<b>As per Directorate of Technical Education &amp; Industrial Training (Punjab), Chandigarh</b>
	<ul style="list-style-type: none"> <li>Fee</li> </ul>	<b>Rs. 20,000/- per annum</b>
	<ul style="list-style-type: none"> <li>Placement Facilities</li> </ul>	<b>Yes, available</b>
	<ul style="list-style-type: none"> <li>Campus placement in last three years with minimum salary, maximum salary and average salary</li> </ul>	<b>Not applicable since 1<sup>st</sup> batch started w.e.f. August 2007</b>
	<ul style="list-style-type: none"> <li>Name and duration of programme(s) having affiliation/collaboration with Foreign Board(s)/Institution(s) and being run in the same Campus along with status of their AICTE approval. If there is foreign collaboration, give the following details:</li> </ul>	<b>Not Applicable</b>
	<b>Details of the Foreign Institution/Board:</b>	<b>Not Applicable</b>
	<ul style="list-style-type: none"> <li>Name of the Board /Institution</li> <li>Address</li> <li>Website</li> <li>Is the Institution/University Accredited in its Home Country</li> <li>Ranking of the Institution/ Board in the Home Country</li> <li>Whether the diploma offered is equivalent to an Indian Diploma? 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.</li> <li>Nature of Collaboration</li> <li>Conditions of Collaboration</li> <li>Complete details of payment a student has to make to get the full benefit of collaboration.</li> <li>For each Collaborative/affiliated Programme give the following: <ul style="list-style-type: none"> <li>Programme Focus</li> <li>Number of seats</li> <li>Admission Procedure</li> <li>Fee</li> <li>Placement Facility</li> <li>Placement Records for last three years with minimum salary, maximum salary and average salary</li> <li>Whether the Collaborative Programme is approved by AICTE? If not whether the Domestic/Foreign Institution has applied to AICTE for approval as required under notification no. 37-3/Legal/2005 dated 16th May, 2005</li> </ul> </li> </ul>	
<b>VI.</b>	<b>FACULTY</b>	
	<ul style="list-style-type: none"> <li>Branch wise list faculty members:</li> </ul>	<b>As per Annexure - III</b>
	<ul style="list-style-type: none"> <li>Permanent Faculty</li> </ul>	<b>All the faculty recruited are permanent faculty</b>
	<ul style="list-style-type: none"> <li>Visiting Faculty</li> </ul>	<b>Nil</b>
	<ul style="list-style-type: none"> <li>Adjunct Faculty</li> </ul>	<b>Nil</b>

::67:

	▪ Guest Faculty	<b>Nil</b>
	▪ Permanent Faculty: Student Ratio	<b>1 : 10</b>
	▪ Number of faculty employed and left during the last three years	<b>▪ No new faculty was employed during the last 3 years</b> <b>▪ Shri R.S. Vinayagam, Sr. Lecturer (Design) left the institute on 16-07-2007</b>

**VII. PROFILE OF DIRECTOR/PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED.**

For each Faculty give a page covering

01.	Name	Shri A.K. Bathla
02	Date of Birth	3 <sup>rd</sup> May 1958
03	Educational Qualification	<ul style="list-style-type: none"> <li>➤ B.Sc Engg. (Mechanical)</li> <li>➤ ME, Mechanical (Production) :</li> </ul>
04	Work Experience	
	Teaching	07 Years
	Research	Nil
	Industry	22 Years
	Others	---
05	Area of Specialization	Tool Room
06	Subject teaching at Diploma Level Post Diploma Level	Production Engineering
07	Research Guidance	Nil
	No. of Papers Published in Masters's - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	---
08	Project Carried out	---
09	Patents	Yes
10	Technology Transfer	Nil
11	Research Publications	Yes
12	No. of books published with details	Nil

01.	Name	Shri R.K.Sahani
02	Date of Birth	28.02.1953
03	Educational Qualification	B.Sc, B.Sc [Engg],Metallurgy, Diploma in Production Management, MBA, DCO
04	Work Experience	
	Teaching	23 years
	Research	Nil
	Industry	8 years
	Others	Nil
05	Area of Specialization	Lecturer on Metallurgy & Managaement Subjects
06	Subject teaching at Diploma Level Post Diploma Level	Nil Teaching at NIT to B,Tech.students & at IGNOU Jalandhar to MBA students as Guest Faculty
07	Research Guidance	Nil
	No. of Papers Published in Masters's - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

01	Name	Shri Ravi Mahajan
02	Date of Birth	11.05.1956
03	Educational Qualification	B.E.[Elect], AMIE [Electronics & Communication], DCO, PG DCP & System Analysis
04	Work Experience	
	Teaching	20 years
	Research	Nil
	Industry	9 years
	Others	Nil
05	Area of Specialization	Computer Hardware & Software development, Digital electronics, Micro-processor & Microcontroller based system, Machine Automation, CNC Technology
06	Subject teaching at Diploma Level Post Diploma Level	Nil
07	Research Guidance	Nil
	No. of Papers Published in Masters - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

01.	Name	Shri N.P.Singh
02	Date of Birth	27.10.1956
03	Educational Qualification	Diploma in Mechanical Engineering
04	Work Experience	
	Teaching	24 years
	Research	Nil
	Industry	5 years
	Others	Nil
05	Area of Specialization	Quality Control in Manufacturing Units
06	Subject teaching at Diploma Level Post Diploma Level	Nil
07	Research Guidance	Nil
	No. of Papers Published in Masters's - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

01.	Name	Shri M.R.Sallan
02	Date of Birth	04.03.1964
03	Educational Qualification	Diploma in Mechanical Engineering
04	Work Experience	20 years Nil 5 years Nil
	Teaching	
	Research	
	Industry Others	
05	Area of Specialization	Tool Room including CNC Machines
06	Subject teaching at Diploma Level Post Diploma Level	Nil Nil
07	Research Guidance	Working Model of water Jet Machining in collaboration with NIT, Jalandhar Development of Gas Burner model with IIT, Delhi
	No. of Papers Published in Masters's - National Journal Ph.D -International Journal -Conferences	Nil Nil Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	To various hand tool manufacturing units
11	Research Publication	Nil
12	No. of books published with details	Nil

01.	Name	Shri Mohan Lal Sahani
02	Date of Birth	08.07.1950
03	Educational Qualification	Diploma in Mechanical Engineering
04	Work Experience	24 Years Nil 8 years Nil
	Teaching	
	Research	
	Industry	
	Others	Nil
05	Area of Specialization	Forging and Marketing
06	Subject teaching at Diploma Level Post Diploma Level	Nil
07	Research Guidance	Nil
	No. of Papers Published in Masters's - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

01.	Name	Shri Iqbal Singh
02	Date of Birth	26.09.1952
03	Educational Qualification	Diploma in Mechanical Engineering
04	Work Experience	
	Teaching	21 Years
	Research	Nil
	Industry	11 years
	Others	Nil
05	Area of Specialization	Heat treatment
06	Subject teaching at Diploma Level Post Diploma Level	Nil
07	Research Guidance	Nil
	No. of Papers Published in Masters - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

01.	Name	Shri Baljinder Singh
02	Date of Birth	15.03.1954
03	Educational Qualification	Diploma in Mechanical Engineering
04	Work Experience	
	Teaching	23 Years
	Research	Nil
	Industry	10 years
	Others	Nil
05	Area of Specialization	Forging of hand tools
06	Subject teaching at Diploma Level Post Diploma Level	Nil
07	Research Guidance	Nil
	No. of Papers Published in Masters's - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

01.	Name	Shri S.S.Nanra
02	Date of Birth	08.06.1954
03	Educational Qualification	B.Sc
04	Work Experience	
	Teaching	22 Years
	Research	Nil
	Industry	7 years
	Others	Nil
05	Area of Specialization	Teaching in Mathematics & Physics, Forging of Hand Tools
06	Subject teaching at Diploma Level Post Diploma Level	Nil
07	Research Guidance	Nil
	No. of Papers Published in Masters's - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

01.	Name	Shri Mahesh Kumar Dixit
02	Date of Birth	23.11.1971
03	Educational Qualification	Diploma in Mechanical Engineering Post Diploma in Automobile and Tractor Engineering
04	Work Experience	
	Teaching	10 Years
	Research	Nil
	Industry	5 years
	Others	Nil
05	Area of Specialization	Marketing and Tool Room
06	Subject teaching at Diploma Level Post Diploma Level	Nil
07	Research Guidance	Nil
	No. of Papers Published in Masters's - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

01.	Name	Shri R.K.Sharma
02	Date of Birth	20.09.1958
03	Educational Qualification	B.Sc. B.Ed
04	Work Experience	
	Teaching	16 Years
	Research	Nil
	Industry	5 years
	Others	Nil
05	Area of Specialization	Testing & Quality Control
06	Subject teaching at Diploma Level Post Diploma Level	Nil
07	Research Guidance	Nil
	No. of Papers Published in Masters's - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

01.	Name	Shri Jaspal Singh
02	Date of Birth	03.03.1974
03	Educational Qualification	Diploma in Mechanical Engineering
04	Work Experience	
	Teaching	5 Years
	Research	Nil
	Industry	5 years
	Others	Nil
05	Area of Specialization	Programming and Training CAD/CAM Software
06	Subject teaching at Diploma Level Post Diploma Level	Nil
07	Research Guidance	Nil
	No. of Papers Published in Masters's - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

01.	Name	Shri Amar Singh Grewal
02	Date of Birth	16.01.1957
03	Educational Qualification	Diploma in Mechanical Engineering
04	Work Experience	
	Teaching	21 years
	Research	Nil
	Industry	5 years
	Others	Nil
05	Area of Specialization	Training on conventional machines
06	Subject teaching at Diploma Level Post Diploma Level	Nil
07	Research Guidance	Nil
	No. of Papers Published in Masters's - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

01.	Name	Shri Aman Verma
02	Date of Birth	30.09.1975
03	Educational Qualification	Diploma in Mechanical Engineering AMIE [Mechanical]
04	Work Experience	
	Teaching	6
	Research	Nil
	Industry	6 years
	Others	Nil
05	Area of Specialization	Programming and operation of CNC Machines
06	Subject teaching at Diploma Level Post Diploma Level	Nil
07	Research Guidance	Nil
	No. of Papers Published in Masters - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

01.	Name	Shri Karnail Singh
02	Date of Birth	30.05.1974
03	Educational Qualification	Diploma in Mechanical Engineering
04	Work Experience	
	Teaching	5
	Research	Nil
	Industry	5 years
	Others	Nil
05	Area of Specialization	Programming & Operations of CNC Turning Center
06	Subject teaching at Diploma Level Post Diploma Level	Nil
07	Research Guidance	Nil
	No. of Papers Published in Masters's - National Journal	Nil
	Ph.D -International Journal	Nil
	-Conferences	Nil
08	Project Carried out	Nil
09	Patents	Nil
10	Technology Transfer	Nil
11	Research Publication	Nil
12	No. of books published with details	Nil

**VIII. FEE**

Details of fee, as approved by State fee Committee, for the Institution.	<b>Rs. 20,000/- per annum (exempted to SC Students)</b>
➤ Time schedule for payment of fee for the entire programme.	<b>Fee is to be paid on quarterly basis by 10<sup>th</sup> day of the next month</b>
➤ No. of Fee waivers granted with amount and name of students.	<b>As per Annexure - IV</b>
➤ Number of scholarship offered by the institute, duration and amount	<b>Nil</b>
➤ Criteria for fee waivers/scholarship.	<b>SC,ST Students are exempted from tuition fee.</b>
➤ Estimated cost of Boarding and Lodging in Hostels.	<b>Room rent Rs. 250/- per month Mess charges - as applicable</b>
<b>IX. ADMISSION</b>	
➤ Number of seats sanctioned with the year of approval.	40 (2008-09)
➤ Number of students admitted under various categories each year in the last three years.	<b>As per Annexure - V</b>
➤ Number of applications received during last two years for admission under Management Quota and number admitted.	Nil (under Management Quota)

**X. ADMISSION PROCEDURE**

➤ Mention the admission test being followed, name and address of the Test Agency and its URL (website).	<b>Joint Entrance Test The Punjab State Board of Technical Education &amp; Industrial Training, Plot No. 1-A, Sector 36-A, Chandigarh – 160036</b>
➤ Number of seats allotted to different Test Qualified candidates separately [JET (State conducted test/Board tests)/Association conducted test]	<b>No. of seats allotted = 40 (2008-09)</b>
➤ Calendar for admission against management/vacant seats:	<b>Calendar will be displayed (if required) for vacant seats after completion of Joint Entrance Test Counselling</b>
<ul style="list-style-type: none"> <li>• Last date for request for applications.</li> <li>• Last date for submission of application.</li> <li>• Dates for announcing final results.</li> <li>• Release of admission list (main list and waiting list should be announced on the same day)</li> <li>• Date for acceptance by the candidate (time given should in no case be less than 15 days)</li> <li>• Last date for closing of admission.</li> <li>• Starting of the Academic session.</li> <li>• The waiting list should be activated only on the expiry of date of main list.</li> <li>• The policy of refund of the fee, in case of withdrawal, should be clearly notified.</li> </ul>	

<b>XI.</b>	<b>CRITERIA AND WEIGHTAGES FOR ADMISSION</b>	<b>As per Joint Entrance Test procedure of The Punjab State Board of Technical Education &amp; Industrial Training, Chandigarh</b>
	➤ Describe each criteria 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 & percentile scores 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.	
	<b>Item No I - XI must be given in information brochure and must be hosted as fixed content in the website of the Institution.</b>	
	<b>The Website must be dynamically updated with regard to XII-XV.</b>	
<b>XII.</b>	<b>APPLICATION FORM</b>	<b>As per Joint Entrance Test Prospectus of The Punjab State Board of Technical Education &amp; Industrial Training, Chandigarh</b>
	➤ Downloadable application form, with online submission possibilities.	
<b>XIII.</b>	<b>LIST OF APPLICANTS</b>	<b>As per The Punjab State Board of Technical Education &amp; Industrial Training, Chandigarh</b>
	<ul style="list-style-type: none"> <li>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.</li> </ul>	
<b>XIV.</b>	<b>RESULTS OF ADMISSION UNDER MANAGEMENT SEATS/VACANT SEATS</b>	<b>Result will be declared after admission through Joint Entrance Test (if any)</b>
	<ul style="list-style-type: none"> <li>➤ Composition of selection team for admission under Management Quota with the brief profiles of members (This information be made available in the public domain after the admission process is over)</li> <li>➤ Score of the individual candidates admitted arranged in order of merit.</li> <li>➤ List of candidates who have been offered admission.</li> <li>➤ Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates.</li> <li>➤ List of the candidates who joined within the date, vacancy position in each category before operation of waiting list</li> </ul>	
<b>XV.</b>	<b>INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE</b>	
	<b>LIBRARY:</b>	
	➤ Number of Library books/Titles/Journals available (programme-wise)	<b>Books 1352 Nos, Journals – 20 Nos</b>
	➤ List of online National/International Journals subscribed.	<b>Nil</b>
	➤ E-Library facilities	<b>No</b>
	<b>LABORATORY:</b>	
	For each Laboratory	
	➤ List of Major Equipment/Facilities	<b>As per Annexure VI</b>
	➤ List of Experimental Setup	
	<b>COMPUTING FACILITIES:</b>	
	➤ Number and Configuration of Systems	<b>60 Nos., Pentium IV</b>
	➤ Total number of systems connected by LAN	<b>-----20</b>

	➤ Total number of systems connected to WAN	<b>Nil</b>	
	➤ Internet bandwidth	<b>512 KB per second</b>	
	➤ Major software packages available	<b>Auto CAD 2004, I-DEA's-12, Catia V5 R17, Delcom 7, Unigraphics NX4, ProE Wildfire 3, Auto Desk Inventor 7, Solid Works, Work NC 18</b>	
	➤ Special purpose facilities available	<b>Nil</b>	
	<b>WORKSHOP:</b>		
	List of facilities available.		
	➤ Games and Sports Facilities	<b>Volleyball Court and cricket grounds are available and are being used by students</b>	
	➤ Extra Curriculum Activities	<b>Vishvakarma day, Hindi day, Sports day, Vigilance day, etc are being organized</b>	
	➤ Soft Skill Development Facilities	<b>Personality Development Programme is being organized</b>	
	➤ Number of Classrooms and size of each	<b>04, 42.5m<sup>2</sup> each (approx)</b>	
	➤ Number of Tutorial rooms and size of each	<b>02, 28.5m<sup>2</sup> each (approx)</b>	
	➤ Number of laboratories and size of each	<b>Training Shop-I</b>	<b>27.6 X 19.24 = 531 m<sup>2</sup></b>
		<b>Training Shop-II</b>	<b>24.45 X 19.14 = 468m<sup>2</sup></b>
		<b>Training Shop-III</b>	<b>25 X 10 = 250m<sup>2</sup></b>
		<b>H.T. Shops</b>	<b>700m<sup>2</sup></b>
		<b>Forge Shops</b>	<b>811m<sup>2</sup></b>
		<b>Testing Lab</b>	<b>63m<sup>2</sup></b>
		<b>Standard Room</b>	<b>47.3m<sup>2</sup></b>
		<b>Computer Room</b>	<b>_____m<sup>2</sup></b>
	➤ Number of drawing halls and size of each	<b>01</b>	<b>53.5m<sup>2</sup></b>

	➤ Number of Computer Centres with capacity of each	<b>02----one for 20 students and one for 40 students</b>
	➤ Central Examination Facility, Number of rooms and capacity of each.	<b>No</b>

	<b>Teaching Learning process</b>	
	Curricula and syllabi for each of the programmes as approved by the University.	<b>As per Annexure VII</b>
	Academic Calendar of the Board/Institute	<b>As per Punjab State Board of Technical Education &amp; Industrial Training, Chandigarh</b>
	Academic Time Table	<b>As per Annexure VIII</b>
	Teaching Load of each Faculty	<b>As per Annexure IX</b>

	Internal Continuous Evaluation System and place	<b>3 exams are conducted in a year at Central Institute of Hand Tools, Jalandhar</b>
	Students' assessment of Faculty, System in place.	<b>Once in a year</b>
	<b>For each Post Diploma programme give the following:</b>	<b>Not Applicable</b>

- i. Title of the programme
- ii. Curricula and Syllabi
- iii. Faculty Profile

SI	Name	DESIGNATION	B. Subject Teaching
1.			
2.			
3.			

➤ Brief profile of each faculty.

- Laboratory facilities exclusive to the PD programme

**Special Purpose ----- Nil**

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

**List of typical research projects -----Nil**

- Industry Linkage
- Publications (if any) out of research in last three years out of masters projects
- Placement status
- Admission procedure
- Fee Structure
- Hostel Facilities
- Contact address of co-ordinator of the PD programme

Name :  
 Address :  
 Telephone :  
 E-mail :

**NOTE: Suppression and/or misrepresentation of information would attract appropriate penal action.**

**1.2 APPLIED ARTS AND CRAFTS PROGRAMMES -----Not Applicable**

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- Address including telephone, Fax, e-mail.

**II. NAME & ADDRESS OF THE DIRECTOR**

- Address including telephone, Fax, e-mail.

**III. NAME OF THE AFFILIATING UNIVERSITY**

**IV. GOVERNANCE**

- Members of the Board and their brief background
- Members of Academic Advisory Body
- Frequency of the Board Meetings and Academic Advisory Body
- Organizational chart and processes
- Nature and Extent of involvement of faculty and students in academic affairs/improvements
- Mechanism/Norms & Procedure for democratic/good Governance
- Student Feedback on Institutional Governance/faculty performance
- Grievance redressal mechanism for faculty, staff and students

**V. PROGRAMMES**

- Name of the Programmes approved by the AICTE
- Name of the Programmes accredited by the AICTE
- For each Programme the following details are to be given:
  - Name
  - Number of seats
  - Duration
  - Cut off mark/rank for admission during the last three years
  - Fee
  - Placement Facilities
  - Campus placement in last three years with minimum salary, maximum salary and average salary
- Name and duration of programme(s) having affiliation/collaboration with Foreign University(s)/Institution(s) and being run in the same Campus along with status of their AICTE approval. If there is foreign collaboration, give the following details:

**Details of the Foreign Institution/University:**

- Name of the University/Institution
- Address
- Website
- Is the Institution/University Accredited in its Home Country
- Ranking of the Institution/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
- Complete details of payment a student has to make to get the full benefit of collaboration.
- For each Collaborative/affiliated Programme give 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 Collaborative Programme is approved by AICTE? If not whether the Domestic/Foreign Institution has applied to AICTE for approval as required under notification no. 37-3/Legal/2005 dated 16th May, 2005

**VI. FACULTY**

- Branch wise list faculty members:
  - Permanent Faculty
  - Visiting Faculty
  - Adjunct Faculty
  - Guest Faculty
  - Permanent Faculty: Student Ratio
  - Number of faculty employed and left during the last three years

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**VII. PROFILE OF DIRECTOR/PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED**

For each Faculty give a page covering

1. Name
2. Date of Birth
3. Educational Qualification
4. Work Experience
  - Teaching
  - Research
  - Industry
  - Others
5. Area of Specializations
6. Subjects teaching at Diploma Level
  - Diploma Level
7. Research guidance

Photograph

Signature

No. of papers published in

Masters's	-	National Journals
Ph.D.	-	International Journals
	-	Conferences

8. Projects Carried out
9. Patents
10. Technology Transfer
11. Research Publications
12. No. of Books published with details

**VIII. FEE**

- Details of fee, as approved by State fee Committee, for the Institution.
- Time schedule for payment of fee for the entire programme.
- No. of Fee waivers granted with amount and name of students.
- Number of scholarship offered by the institute, duration and amount
- Criteria for fee waivers/scholarship.
- Estimated cost of Boarding and Lodging in Hostels.

**IX. ADMISSION**

- Number of seats sanctioned with the year of approval.
- Number of students admitted under various categories each year in the last three years.
- Number of applications received during last two years for admission under Management Quota and number admitted.

**X. ADMISSION PROCEDURE**

- Mention the admission test being followed, name and address of the Test Agency and its URL (website).
- Number of seats allotted to different Test Qualified candidates separately [JET (State conducted test/Board tests)/Association conducted test]
- Calendar for admission against management/vacant seats:
  - Last date for request for applications.
  - Last date for submission of application.
  - 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 should 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.
  - The policy of refund of the fee, in case of withdrawal, should be clearly notified.

**XI. CRITERIA AND WEIGHTAGES FOR ADMISSION**

- Describe each criteria 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 & percentile scores 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.

**Item No I - XI must be given in information brochure and must be hosted as fixed content in the website of the Institution.**

**The Website must be dynamically updated with regard to XII-XV.**

**XII. APPLICATION FORM**

- Downloadable application form, with online submission possibilities.

**XIII. LIST OF APPLICANTS**

- 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.

**XIV. RESULTS OF ADMISSION UNDER MANAGEMENT SEATS/VACANT SEATS**

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

**XV. INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE**

**LIBRARY:**

- Number of Library books/Titles/Journals available (programme-wise)
- List of online National/International Journals subscribed.  
E-Library facilities

**LABORATORY:**

**For each Laboratory**

- List of Major Equipment/Facilities
- List of Experimental Setup
- Status and facilities in Studio/Designing and Art Appreciation and other related disciplines/specializations

**COMPUTING FACILITIES:**

- Number and Configuration of Systems
- Total number of systems connected by LAN
- Total number of systems connected to WAN
- Internet bandwidth
- Major software packages available
- Special purpose facilities available  
Games and Sports Facilities  
Extra Curriculum Activities  
Soft Skill Development Facilities  
Number of Classrooms and size of each  
Number of Tutorial rooms and size of each  
Number of laboratories and size of each  
Number of drawing halls and size of each  
Number of Computer Centres with capacity of each  
Central Examination Facility, Number of rooms and capacity of each.  
Teaching Learning process

- Curricula and syllabi for each of the programmes as approved by the University.
- Academic Calendar of the University
- Academic Time Table
- Teaching Load of each Faculty
- Internal Continuous Evaluation System and place
- Students' assessment of Faculty, System in place.

**For each Post Dip programme give the following:**

- i. Title of the programme
- ii. Curricula and Syllabi
- iii. Faculty Profile

**SI Name DESIGNATION B. Subject Teaching**

SI	Name	DESIGNATION	B. Subject Teaching
1.			
2.			
3.			

- Brief profile of each faculty.
  - Laboratory facilities exclusive to the PG programme

**Special Purpose**

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

**List of typical research projects.**

- Industry Linkage
- Publications (if any) out of research in last three years out of masters projects
- Placement status
- Admission procedure
- Fee Structure
- Hostel Facilities
- Contact address of co-ordinator of the PG programme

Name :  
Address :  
Telephone :  
E-mail :

**NOTE: Suppression and/or misrepresentation of information would attract appropriate penal action.**

**1.3 HMCT PROGRAMMES -----Not Applicable**

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

**"The information has been provided by the concerned institution and the onus of authenticity lies with the institution and not on AICTE."**

**I. NAME OF THE INSTITUTION**

- Address including telephone, Fax, e-mail.

**II. NAME & ADDRESS OF THE DIRECTOR**

- Address including telephone, Fax, e-mail.

**III. NAME OF THE AFFILIATING BOARD**

**IV. GOVERNANCE**

- Members of the Board and their brief background
- Members of Academic Advisory Body
- Frequency of the Board Meetings and Academic Advisory Body
- Organizational chart and processes
- Nature and Extent of involvement of faculty and students in academic affairs/improvements
- Mechanism/Norms & Procedure for democratic/good Governance
- Student Feedback on Institutional Governance/faculty performance
- Grievance redressal mechanism for faculty, staff and students

**V. PROGRAMMES**

- Name of the Programmes approved by the AICTE
- Name of the Programmes accredited by the AICTE
- For each Programme the following details are to be given:
  - Name
  - Number of seats
  - Duration
  - Cut off mark/rank for admission during the last three years
  - Fee
  - Placement Facilities
  - Campus placement in last three years with minimum salary, maximum salary and average salary
- Name and duration of programme(s) having affiliation/collaboration with Foreign University(s)/Institution(s) and being run in the same Campus along with status of their AICTE approval. If there is foreign collaboration, give the following details:

**Details of the Foreign Institution/Board:**

- Name of the Board/Institution
- Address
- Website
- Is the Institution/University Accredited in its Home Country
- Ranking of the Institution/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
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- Number of faculty employed and left during the last three years

**FACULTY PROFILE:**

For each Faculty give a page covering

1. Name
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4. Work Experience
  - Teaching
  - Research
  - Industry
  - Others
5. Area of Specializations
6. Subjects teaching at Diploma Level
  - Post Diploma Level
7. Research guidance

Photograph
Signature

No. of papers published in

- |           |   |                        |
|-----------|---|------------------------|
| Masters's | - | National Journals      |
| Ph.D.     | - | International Journals |
|           | - | Conferences            |

8. Projects Carried out
9. Patents
10. Technology Transfer
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**VII. PROFILE OF DIRECTOR/PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED**

**VIII. FEE**

- Details of fee, as approved by State fee Committee, for the Institution.
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- No. of Fee waivers granted with amount and name of students.
- Number of scholarship offered by the institute, duration and amount
- Criteria for fee waivers/scholarship.
- Estimated cost of Boarding and Lodging in Hostels.

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- Number of seats sanctioned with the year of approval.
- Number of students admitted under various categories each year in the last three years.
- Number of applications received during last two years for admission under Management Quota and number admitted.

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-

List of candidates who have been offered admission. ➤

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#### **XV. INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE**

##### **LIBRARY:**

- Number of Library books/Titles/Journals available (programme-wise)
- List of online National/International Journals subscribed.
- E-Library facilities

##### **LABORATORY:**

For each Laboratory

- List of Major Equipment/Facilities
- List of Experimental Setup
- The Hotel they are attached to/or have access to
- Special facility in the Hospitality field
- Special facility in the Kitchen/presentation part.

##### **COMPUTING FACILITIES:**

- Number and Configuration of Systems
- Total number of systems connected by LAN
- Total number of systems connected to WAN
- Internet bandwidth
- Major software packages available
- Special purpose facilities available
- Games and Sports Facilities
- Extra Curriculum Activities
- Soft Skill Development Facilities
- Number of Classrooms and size of each
- Number of Tutorial rooms and size of each
- Number of laboratories and size of each
- Number of drawing halls and size of each
- Number of Computer Centres with capacity of each
- Central Examination Facility, Number of rooms and capacity of each.
- Teaching Learning process
- Curricula and syllabi for each of the programmes as approved by the University.
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- Teaching Load of each Faculty
-

- 
- Internal Continuous Evaluation System and place
- Students' assessment of Faculty, System in place.

**For each Post Diploma programme give the following:**

- E. Title of the programme
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3.			

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- Software, all design tools in case
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**List of Typical Research Projects**

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- Publications (if any) out of research in last three years out of masters projects
- Placement status
- Admission procedure
- Fee Structure
- Hostel Facilities
- Contact address of co-ordinator of the PG programme

Name :

Address :

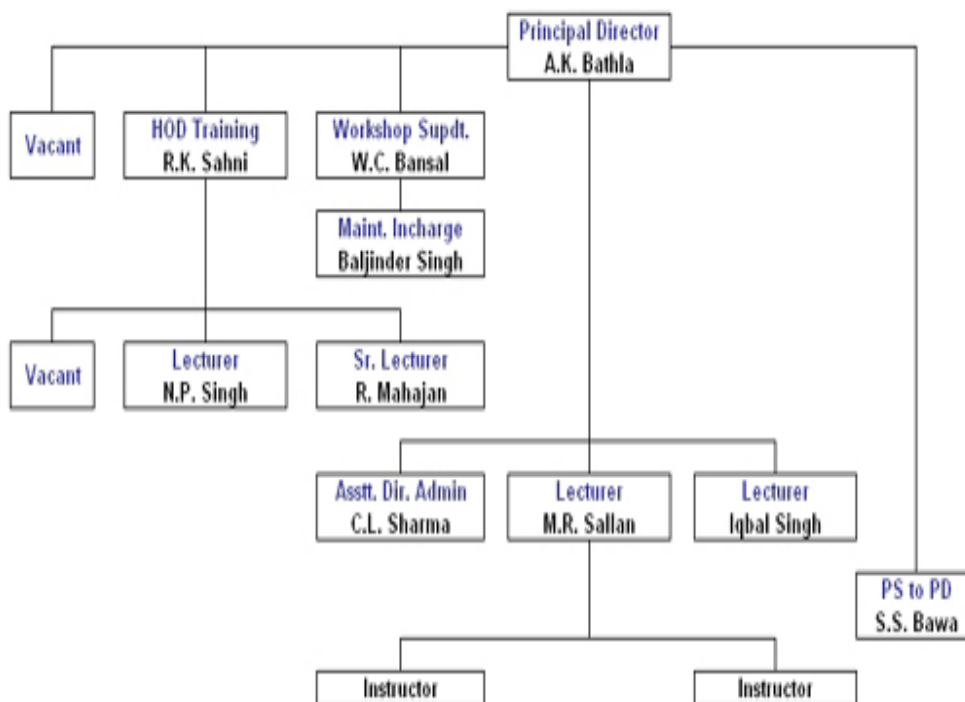
Telephone :

E-mail :

**Note: Suppression and/or misrepresentation of information would attract appropriate penal action.**

SI No	Trust / Society Representative	Academic Background		Industry Rep	Others
		Technical	Non Technical		
01	Shri Madhav Lal, IAS, Chairman, CIHT, Jalandhar/ Additional Secretary and Development Commissioner (SSI)Nirman Bhavan, 7th Floor. New Delhi – 110 011	---	Master in Public Admn.		√
02	Shri Parveen Kumar, IAS, Joint Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011	B. Tech	---		√
03	Shri S.M. Ahuja, Industrial Advisor (E&TR), O/o Development Commissioner (SSI), Nirman Bhavan, 7th Floor, New Delhi – 110 011	B. Tech. Electronics	Post Graduate Diploma in Project Mgt.& Post Graduate Diploma in Marketing		√
04	Shri A.K. Jha, Director, I.F. Wing, Department of Industrial Development, Udyog Bhavan, New Delhi – 110 011	Diploma in Mech. Engg.	Post Graduate in Economics		√
05	Shri Vijay Kumar Janjua, IAS, Director, Deptt.of Industries & Commerce, Udyog Bhavan, Sector 17-C, Chandigarh	B.E. (Electronics)	L.L.B, MBA (Finance)		√
06	Shri Sukhdev Raj, Managing Director, M/s Victor Tools Pvt. Ltd., A-3, Focal Point, Jalandhar	---	B.A.	√	
07	Shri Upendra Malik, IAS, Project Co-ordinator (UNIDO), East Block 7, Level 5, R.K. Puram, Sector-I, New Delhi	B.E. (Civil)	---		√
08	Shri Sharad Aggarwal, Convener, Hand Tools Panel EEPC, M/s Forging & Chemical Industries, Near Hotel Ranvir Classic, G.T.Road, Bye Pass, Jalandhar	Chartered Accountant	L.L.B.	√	
09	Mrs. Purnima Beri, Deputy Managing Director, M/s Leader Valves Ltd., S 3-4, Industrial Town, Jalandhar			√	
10	Shri M.K. Bhandari, M/s Ambika Overseas, Model House, Basti Sheikh Road, Jalandhar	B.Sc Engg. (Mech)	---	√	
11	Shri Karim Bux Polewale, President, Hand Tool Forging Association, C/o Plot No. 42, Industrial Area, Nagaur – 341001 (Rajasthan)	---	Under Matric	√	
12	Shri Ashwani Kapoor, Managing Director, M/s KMP Manufacturing Co., B 10-11, Industrial Estate, G.T. Road, Bye Pass, Jalandhar	---	B.Sc	√	
13	Shri S.C. Ralhan, Regional Chairman EEPC/Chief Executive, M/s Sri Tools Industries, E-184, Focal Point, Ludhiana - 141010	Diploma in Mech. Engg.	B.A.	√	
14	Shri A.P. Sharma, General Manager, Central Tool Room, A-5, Focal Point, Ludhiana - 141010	M.Tech	---		√
15	Shri R.K. Rai, Dy. Director (TR_II), O/o Development Commissioner (SSI)Nirman Bhavan, 7th Floor. New Delhi – 110 011				√
16	Shri A.K. Bathla, Principal Director, Central Institute of Hand Tools, Jalandhar				√

# ORGANISATION CHART



## **Facilities Available at the Institute**

The Institute is having following major sections:

- **Testing & Quality Control Section**
- **Research, Design and Development Section**
- **Tool Room**
- **Training Section**
- **Heat Treatment Shop**
- **Forge Shop**
- **Technical Library**

The Institute organizes Certificate Course in Tool & Die Maker (Dies & Moulds). In addition to it short-term refresher courses in various fields are also organized from time to time and on demand of Industry. These refresher courses are:

- **Forging Die Design**
- **Forging Technology**
- **Foundry Technology**
- **Heat Treatment**
- **Testing and Quality Control**
- **Production Management**
- **Marketing Management**
- **Personality Development**
- **CAD/CAM Courses**
- **On Job training on CNC Machines etc.**

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**Annexure IV**

**Fee Waivers granted**

**No. of students = 18**

**Duration = 04 hrs.**

Sl. No.	Name of the Student S/Shri	Category	Fee Waived Off
<b>2<sup>nd</sup> Year</b>			
1.	Jagdeep	SC	Rs. 20,000/- P.A.
2.	Parvinder Singh	SC	-do-
3.	Pankaj Gadwal	SC	-do-
4.	Maninder Pal	SC	-do-
5.	Mandeep Singh	SC	-do-
6.	Pinderjit Singh	SC	-do-
7.	Tejinder Singh	SC	-do-
<b>1<sup>st</sup> Year</b>			
1.	Dineshwar Kumar	SC	Rs. 20,000/- P.A.
2.	Iqbal Singh	SC	-do-
3.	Kamal Deep Singh	SC	-do-
4.	Sandeep	SC	-do-
5.	Sandeep Singh	SC	-do-
6.	Sanjeev Rao	SC	-do-
7.	Sukhveer Singh	SC	-do-
8.	Gurnam	SC	-do-
9.	Sunil Kumar	SC	-do-
10.	Bhupinder Singh	SC	-do-
11.	Harish Chander	SC	-do-

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**Annexure IV**

**Teaching load of faculty**

<b>Sl No.</b>	<b>Name of the Faculty</b>	<b>Teaching Load (hours/Week)</b>
1.	R.K. Sahani, HOD (Trg)	12
2.	W.C. Bansal, Workshop Suptd.	20
3.	Ravi Mahajan, Sr. Lecturer	13
4.	N.P. Singh, Lecturer	16
5.	M.R. Sallan, Lecturer	12
6.	S.S. Nanra, Instructor	08
7.	Aman Verma, Instructor	22
8.	Mohesh Dixit , Instructor	20
9.	Amar Singh Grewal, Instructor	20
10.	Karnail Singh, Instructor	20
11.	Jaspal Singh, Lab. Asstt.	20