Electrical Engineering

Part A :

1 Name and Address of the Institution:

GOVERNMENT POLYTECHNIC LAKHISARAI
NORTH OF VIDYAPEETH CHOWK LAKHISARAI, BIHAR, 811311

2 Name and Address of the Directorate of Techical Education:

State Board of Technical Education, Bihar, Patna, Technology Bhawan, Bailey Road Patna-800015 under Department of science Technology and Technical Education, Patna Bihar

3 Year of Establishment:

2013

4 Type of the Institution:

○ University	○ Autonomous
○ Deemed University	○ Any Other(Please Specify)
◉ Affiliated	

5 Ownership Status:

☐ Central Government	☐ Trust
☑ State Government	☐ Society
☐ Government Aided	☐ Section 25 Company
☐ Self financing	☐ Any Other(Please Specify)

6 Other Academic Institutions of the Trust/Society/Company etc., if any:

Name of Institutions	Year of Establishment	Programs of Study	Location
	YYYY		

7 Details of all the programs being offered by the institution under consideration:

Name of Program	Program Applied level	Start of year	Year of AICTE approval	Initial Intake	Intake Increase	Current Intake	Accreditation status	From	To	Program for consideration	Program for Duration
Electrical Engineering	Diploma	2015	2015	60	Yes	30	Applying first time	--	--	Yes	3

7a Accreditation History

Sr.No	Name of the Department	Name of the Program	Year of 1st Accreditation(if Applicable)	Year of 2nd Accreditation(if Applicable)	Year of 3rd Accreditation(if Applicable)
1					

7b Programs to be considered for Accreditation vide this application:

S No	Level	Discipline	Program
1	Diploma	Engineering & Technology	Civil Engineering
2	Diploma	Engineering & Technology	Electrical Engineering
3	Diploma	Engineering & Technology	Mechanical Engineering

8 Total number of Employees:

A. Regular* Employees (Faculty and Staff):

Engineering and Technology- Diploma	☑ Shift1	☐ Shift2

Engineering and Technology- Diploma Shift-1

Items	2025-26		2024-25		2023-24		2022-23	
	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
Faculty in Engineering & Technology (Male)	12	12	12	12	11	11	6	6
Faculty in Engineering & Technology (Female)	7	7	7	7	6	6	0	0
Faculty in Science & Humanities (Male)	1	1	3	3	3	3	2	2
Faculty in Science & Humanities (FeMale)	2	2	2	2	2	2	0	0
Non-teaching staff (Male)	4	4	4	4	4	4	4	4
Non-teaching staff (FeMale)	0	0	0	0	0	0	0	0

B. Contractual Staff (Not Covered in 9.A):

Engineering and Technology- Diploma	☑ Shift1	☐ Shift2

Engineering and Technology- Diploma Shift-1

Items	2025-26		2024-25		2023-24		2022-23	
	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX

Faculty in Engineering & Technology (Male)	0	0	0	0	8	8	8	8
Faculty in Engineering & Technology (Female)	1	1	0	0	2	2	2	2
Faculty in Science & Humanities (Male)	0	0	0	0	0	0	2	2
Faculty in Science & Humanities (FeMale)	0	0	0	0	0	0	1	1
Non-teaching staff (Male)	18	18	18	18	13	13	10	10
Non-teaching staff (FeMale)	1	1	1	1	1	1	1	1

9 Total number of Students:

Engineering and Technology- Diploma ☑ Shift1 ☐ Shift2

Engineering and Technology- Diploma Shift-1

Course Name	2025-26	2024-25	2023-24	2022-23
Total no. of Boys	268	282	284	304
Total no. of Girls	82	82	69	69
Total	**350**	**364**	**353**	**373**

10 Contact Information of the Head of the Institution and NBA Coordinator:

Head of the Institution

Name	RAJESH KUMAR RANJAN
Designation	PRINCIPAL
Mobile No.	7974888700
Email ID	gp.lakhi@gmail.com

NBA Coordinator, If Designated

Name	SAURAV KUMAR
Designation	LECTURER
Mobile No.	8709592250
Email ID	E-Mail

PART B: Criteria Summary

Critera No.	Criteria	Total Marks	Institute Marks
1	VISION, MISSION AND PROGRAM EDUCATIONAL OBJECTIVES	50	50.00
2	PROGRAM CURRICULUM AND TEACHING - LEARNING PROCESSES	200	200.00
3	COURSE OUTCOMES AND PROGRAM OUTCOMES	100	100.00
4	STUDENTS' PERFORMANCE	200	143.01
5	FACULTY INFORMATION AND CONTRIBUTIONS	150	123.17
6	FACILITIES AND TECHNICAL SUPPORT	100	100.00
7	CONTINOUS IMPROVEMENT	75	75.00
8	STUDENT SUPPORT SYSTEMS	50	50.00
9	GOVERNANCE, INSTITUTIONAL SUPPORT AND FINANCIAL RESOURCES	75	75.00
	Total	**1000**	**916**

Part B

1 VISION, MISSION AND PROGRAM EDUCATIONAL OBJECTIVES (50)

1.1 State the Vision and Mission of the Department and Institution (5)

Vision of the institute	Equipping young people with a comprehensive education and cutting-edge skills so they can contribute significantly to the state and country.
Mission of the institute	M1 To produce technically proficient engineers with moral and ethical principles by offering professional education. M2 To educate students and equip them with cutting-edge tools to tackle issues facing business and society. M3 To inspire learners to love education and do their best to improve their mental, social

Vision of the Department	To be a strong influence in preparing the next generation of electrical professionals and to improve the ability of students to actively participate in the well-being of society.

Mission of the Department

Mission No.	Mission Statements
M1	To provide a high-quality and practical education that equips students with the essential skills and knowledge for success in field of electricals engineering.
M2	Committed to create a friendly place for learning, encourage new and creative ideas.
M3	To get students ready to handle the changes and challenges in the electrical engineering field.

1.2 State the Program Educational Objectives (PEOs) (5)

PEO No.	Program Educational Objectives Statements
PEO1	Build successful careers in Electrical Engineering and related fields, delivering innovative and effective solutions to complex challenges.
PEO2	Pursue entrepreneurship and seek advanced education opportunities to enhance their expertise.
PEO3	Commit to lifelong learning by utilizing cutting-edge technologies to address societal issues, employing logical and adaptive decision-making strategies.

1.3 Indicate where and how the Vision, Mission and PEOs are published and disseminated among stakeholders (10)

The Vision, Mission, and PEOs have been effectively communicated through various channels, as outlined below:-

Publication Channels:-

- Official College Website: https://gplakhisarai.in/
- Dedicated Department Webpage on the College Website: https://www.gplakhisarai.in/AboutlElectricalEngg.aspx
- Department Brochure
- Department Newsletter
- Laboratory Manuals
- Student Orientation Programs
- Department Association Activities
- Course Files
- Lab Record Copy

Dissemination Points:-

- Faculty and Staff Rooms
- Department Corridors
- Classroom Environments
- Laboratories
- Departmental Notice Board

1.4 State the process for defining the Vission and Mission of the Department, and PEOs of the program (15)

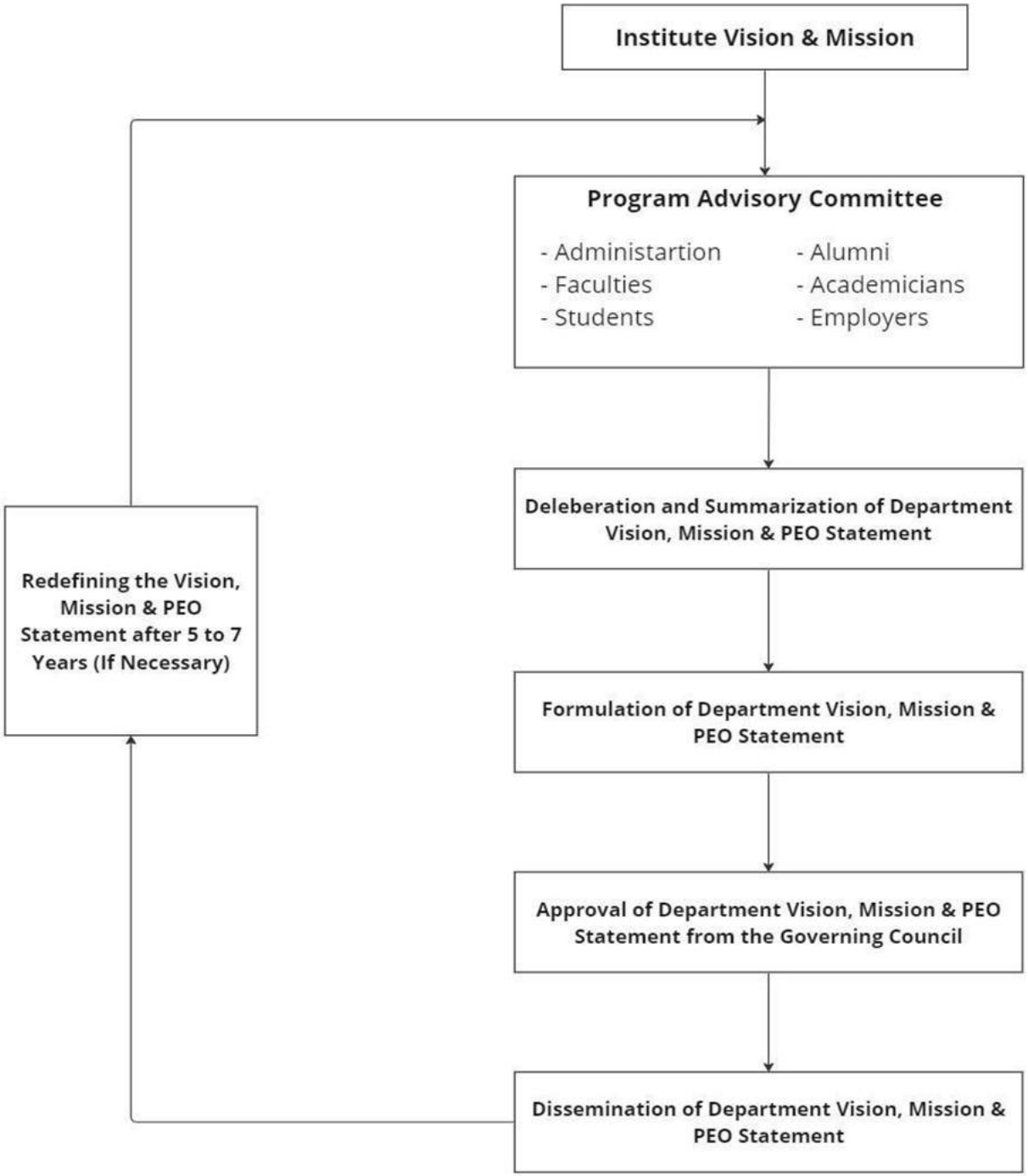
The process for defining the Vision and Mission of the Department and PEOs of the program:-

Initial Input Gathering: The starting point is to consider the Vision and Mission statements of the institute as the primary input.

Stakeholder Involvement: Inputs are gathered from a range of stakeholders, both internal and external. This includes input from internal stakeholders such as management, faculty, and students, as well as external stake.

Deliberation and Summarization: The next step involves careful deliberation and summarization of the departments vision, mission and the Program Educational Objectives (PEOs). This is based on the valuable input received during Pro

Finalization and Approval: Once the departments Vision, Mission and PEOs have been refined based on stakeholder input, they are finalized. The Final Statements are then presented for the approval from the Governing and Mission and I


Institute Vision & Mission
Program Advisory Committee
- Administartion
- Faculties
- Students
- Alumni
- Academicians
- Employers
Deleberation and Summarization of Department Vision, Mission & PEO Statement
Formulation of Department Vision, Mission & PEO Statement
Approval of Department Vision, Mission & PEO Statement from the Governing Council
Dissemination of Department Vision, Mission & PEO Statement
Redefining the Vision, Mission & PEO Statement after 5 to 7 Years (If Necessary)

1.5 Establish Consistency of PEOs with Mission of the Department (15)

PEOS	Mapping with Mission (M1, M2, M3)	Justification
PEO-1: Build successful careers in Electrical Engineering and related fields, delivering innovative and effective solutions to complex challenges.	Strongly attained by M1 & M3, Moderately attained by M2	• **M1:** High-quality education directly enhances career readiness and problem-solving skills. • **M2:** Encouraging creativity moderately supports professional success. • **M3:** Readiness to handle challenges aligns strongly with effective career preparation
PEO-2: Pursue entrepreneurship and seek advanced education opportunities to enhance expertise.	Strongly attained by M2, Moderately attained by M1, M3	• **M1:** Technical knowledge moderately supports entrepreneurship and higher studies. • **M2:** A creative and supportive environment strongly fosters entrepreneurial mindset. • **M3:** Exposure to field changes moderately helps in entrepreneurship and advanced education.
PEO-3: Commit to lifelong learning by utilizing cutting-edge using technologies to address societal issues,employing logical and adaptive decision-making strategies.	Strongly attained by M3, Moderately attained by M1 & M2	• **M1:** Foundational knowledge supports continuous learning. • **M2:** Encouragement of new ideas aids adaptability for lifelong learning. • **M3:** Preparedness for technological changes strongly aligns with lifelong

		learning and societal problem-solving.

PEO Statements	M1	M2	M3
Build successful careers in Electrical Engineering and related fields, delivering innovative and effective solutions to complex challenges.	3	2	3
Pursue entrepreneurship and seek advanced education opportunities to enhance their expertise.	2	3	2
Commit to lifelong learning by utilizing cutting-edge technologies to address societal issues, employing logical and adaptive decision-making strategies.	2	2	3

2 PROGRAM CURRICULUM AND TEACHING - LEARNING PROCESSES (200)

2.1 Program Curriculum (40)

All POs and PSOs are being demonstrably met through Curriculum ? : YES

2.1.1 State the process used to identify extent of compliance of the Board curriculum for attaining the Program Outcomes (POs) and Program Specific Outcomes (PSOs) as mentioned in AnnexureI. Also mention the identified cu

A. Process used to identify extent of compliance of curriculum for attaining POs & PSOs (40)

To achieve the POs and PSOs SBTE has prepared a curriculum. The overall SBTE Curriculum is categorized under six different domains. The details of these domains are presented in the following table:-

Sl.No.	Domain	Percentage Coverage (%)
1	Engineering science	10
2	Basic science	20
3	Humanities & Management	6
4	Professional core	50

5	Open Elective (COE)	7
6	Projects, Laboratory Practices, and Internship / Industrial Training	7

A simple and well-planned method is used to check how well the SBTE Bihar Diploma in Electrical Engineering syllabus meets the Program Outcomes (POs) and Program Specific Outcomes (PSOs). All Electrical Engineering faculty memb industry experts, to make sure the syllabus matches industry requirements and societal needs.

The methodology adopted for identifying the extent of compliance of the SBTE curriculum with POs and PSOs is illustrated through the process flow and described below:-

Steps Involved in Identifying Extent of Compliance:-

1. Curriculum Categorization
   The entire SBTE Bihar Electrical Engineering curriculum is categorized into the following components:
   - Engineering science
   - Basic science
   - Humanities & Management
   - Professional Core
   - Open Elective (COE)
   - Projects, Laboratory Practices, and Internship / Industrial Training
2. Identification of Course Outcomes (COs)
   Course Outcomes are clearly defined for each theory, laboratory, and project course in accordance with SBTE syllabus guidelines.
3. CO–PO and CO–PSO Mapping
   Each Course Outcome is mapped with relevant Program Outcomes and Program Specific Outcomes using a three-level mapping scale (Low, Medium, High).
4. Computation of Mapping Strength
   The mapping strength of each PO and PSO is calculated by consolidating contributions from all courses.
5. Identification of Curriculum Gaps
   Based on the mapping strength, curriculum gaps are identified through departmental meetings.
6. Action to Address Curriculum Gaps
   Identified gaps are addressed through:- Workshops and seminars,Guest lectures by industry experts,Value-added courses,Industrial visits and in-plant training,Student project-based learning

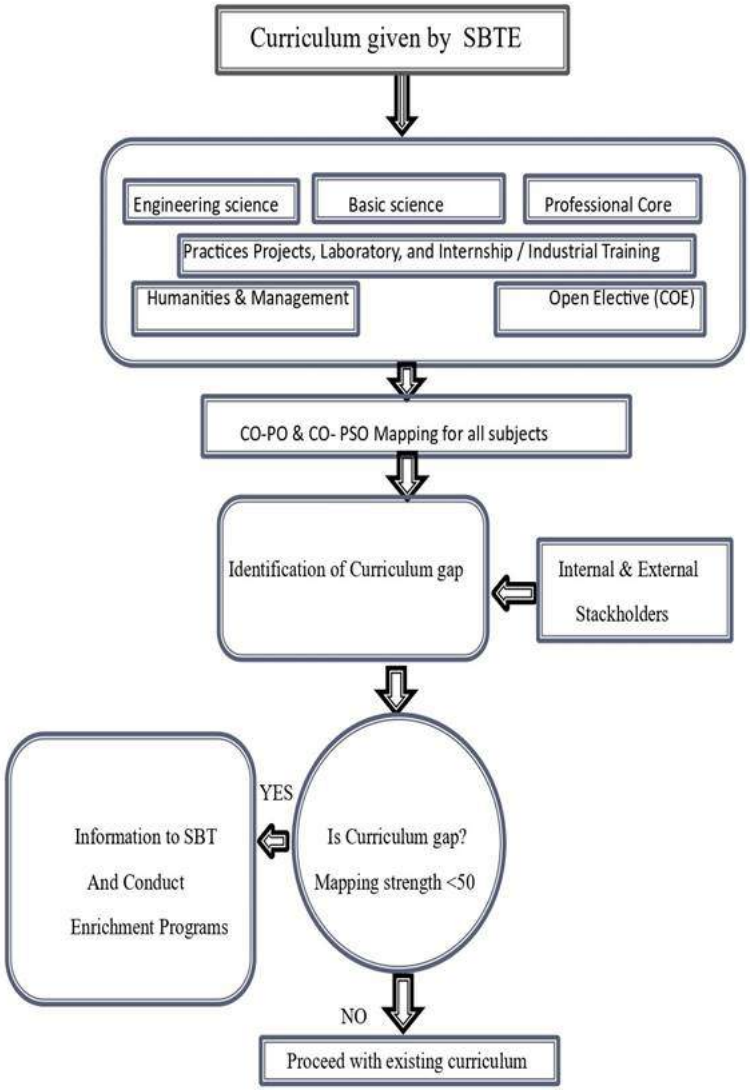


Figure 2.1 Methodology adopted to assess the level of compliance with the SBTE curriculum

Pie Chart

The Pie chart given below represents the distribution of various component of curriculum towards the attainment of POs and PSOs.

1. Engineering science

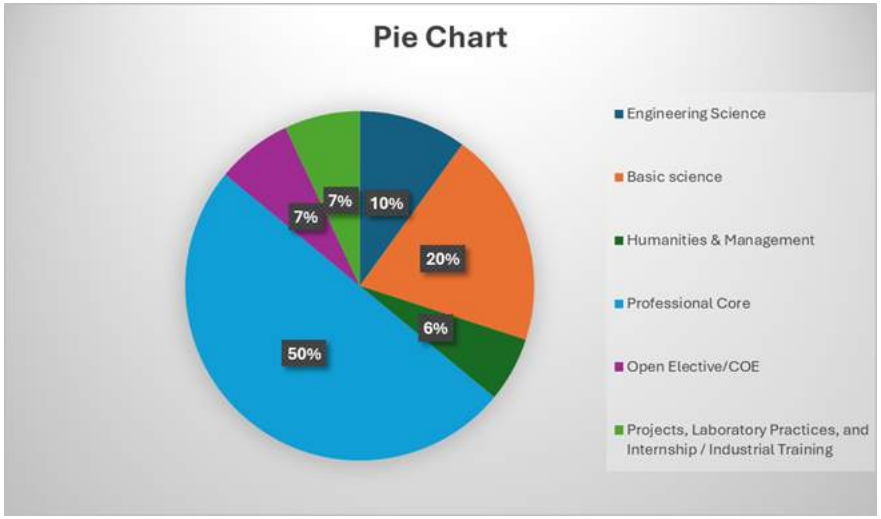
2. Basic Science

3. Humanities & Management

4. Professional Core

5. Open Elective (COE)

6. Projects, Laboratory Practices, and Internship / Industrial Training



To determine curriculum gaps, the mapping strengths of Program Outcomes (POs) and Program Specific Outcomes (PSOs) were evaluated. The criteria for identifying gaps were finalized through departmental meetings. It was agreed that a ı gap, whereas a mapping strength above 50 would signify that no gap exists in the curriculum.

Program Outcomes

1. Basic and Discipline Specific Knowledge

2. Problem Analysis

3. Design / Development of solutions

4. Engineering Tools, Experimentation and Testing

5. Engineering Practices for society, Sustainability and Environment

6. Project Management

7. Life-Long Learning

PSO-Program Specific Outcomes

PSO1 – Maintenance and Control of various types of static and rotating electrical machineries and electrical power system components.

PSO2 - Understand the impact of engineering solutions in societal and environmental context, commit to professional ethics and communicate effectively.

Following programs were organized:-

Workshops/Seminars/Guest Lecture and Symposium

. Value Added Courses

. Technical lectures (Internal Academic Experts /External Academic Experts / Industrial Experts)

. Students Lab practices

. In-plant Training & Industrial Visits

The enrichment programs conducted in the department are listed below in the Table:-

Enrichment Program conducted in the department

Sl.No	Academic Year	Total No of Students Enrichment Program Conducted	Total No of Value-Added Courses
1	CAY:2025-2026	1	1
2	CAYm1:2024-2025	0	2
3	CAY m2: 2023-2024	1	2

Sl.No	Action Taken	Date/Month/Year	Resource Person with Designation	% of Students	Relevance to POs	Relevance to PSOs
CAY 2025-2026						
1	Solar Energy Systems Training Program	12/01/2026 – 13/01/2026	Mr. Sudha Ranjan DRS Solar Private Limited	96%	PO1,PO2,PO3,PO4,PO5,PO7	PSO1, PSO2
2	MATLAB	12/08/2025-13/08/2025	Dr. Vineet Shekhar Associate Professor,Govt. Engg. College,Palamu,Jharkhand	98%	PO1,PO2,PO3,PO4,PO5,PO6,PO7	PSO1, PSO2
CAY m1 2024-2025						
1	MATLAB	13/09/2024-14/09/2024	Dr. Vineet Shekhar Associate Professor,Govt. Engg. College,Palamu,Jharkhand	95%	PO1,PO2,PO3,PO4,PO5,PO6,PO7	PSO1, PSO2

2	Auto CAD	12/08/2024-13/08/2024	Dev Kumar NKBI Pvt. Ltd.	98%	PO1,PO2,PO3,PO4,PO5,PO6,PO7	PSO1, PSO2
CAY m2: 2023-2024						
1	Design on Ansys Software	24/01/2023	ER. Anmol Roy, Centre head CAD DESK	98%	PO1,PO2,PO3,PO4,PO5,PO6,PO7	PSO1, PSO2
2	Auto CAD	25/01/2023	ER. Anmol Roy, Centre head CAD DESK	97%	PO1,PO2,PO3,PO4,PO5,PO6,PO7	PSO1,PSO2
3	Electron Accelerator (Running) and Proton Accelerator (Research Phase)	30/11/2023	Shri Om Prakash (Dept. OF Atomic Energy)	98%	PO1,PO2,PO3,PO4,PO5,PO6,PO7	PSO1,PSO2

2.2 Teaching - Learning Process (160)

2.2.1 Describe Processes followed to ensure/improve quality of Teaching & Learning based on following points (25)

A. Adherence to Academic Calendar (3)

The Institution follows various practices for the attainment of Program Outcomes and Program Specific Outcomes in agreement with SBTE curriculum:-

The institution adopts multiple practices to ensure effective attainment of Program Outcomes (POs) and Program Specific Outcomes (PSOs) in alignment with the SBTE curriculum. An academic calendar is prepared before the start of each s
The calendar outlines the number of working days, schedules for internal assessments, project reviews, industrial visits, and other academic activities planned for the semester, including guest lectures, seminars, workshops, alumni interaction
finalized academic calendar is communicated to all stakeholders, including faculty members, students, and parents.

SL NO.	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBE

MON				**SUMMER VACATION**								15 Engineer's day	**29-2** **Durga Puja Holidays**		**20-28** **DIWALI CHHATH PUJA HOLIDAY**						S PI
TUE					1 Issuance of Library books/discuss coarse																
WED						3-10 Semester Enrollment(3rd&5th)									**29-2** **Durga Puja Holidays**					2-11 END SEMESTER FINAL THOERY EXAM		
THU					3-10 Semester Enrollment(3rd&5th)																
FRI	30 Commencement of academic session					25-26 1 class test (3rd & 5th)		15 Independence Day	22-23 2nd class test (3rd & 5th)		5 Teacher day								2-11 END SEMESTER FINAL THOERY EXAM	13-18 END SEMESTER FINAL PRACTICAL EXAM	
SAT	31 issuing letter for internship										13 Parents Teacher meeting		20-22 3rd class test (3rd & 5th)			1 4TH class test (3rd & 5th)					

														S					

B. Use of various instructional planning and delivery methods (3)

Instructional Methods

1. Lecture Method

- The institution follows the SBTE-prescribed curriculum and syllabus while preparing the academic calendar and course plans.
- Tutorial hours are conducted for analytical subjects to strengthen problem-solving and conceptual understanding.
- Conventional chalk-and-board teaching is supplemented with interactive discussions.
- Students are encouraged to actively participate during lectures and clarify doubts in real time.

2. ICT-Based Learning

- ICT-enabled teaching tools are used to enhance the effectiveness of content delivery and student engagement.
- The department utilizes multimedia projectors, overhead projectors, PowerPoint presentations, and smart classroom facilities.
- Learning Management Systems such as Moodle and Google Classroom are used for sharing study materials and assignments.
- Virtual laboratories and NPTEL resources are incorporated to support self-learning and exposure to advanced topics.
- Seminar hours are included in the timetable to promote independent learning and awareness of emerging technologies.

3. Collaborative Learning

- Collaborative learning practices are adopted to promote teamwork, communication, and critical thinking skills.
- Students participate in group activities such as technical quizzes, seminars, and project-based learning.
- Value-added courses and expert lectures are organized to provide industry exposure and hands-on training beyond the curriculum.

4. Beginners / Fresher’s Connect Program

- Orientation and bridge programs are conducted for first-year students to help them adapt to the academic environment.
- These programs focus on basic technical concepts, learning strategies, and effective use of institutional resources.

1. **Learning Objectives Defined**
   Course learning objectives aligned with COs, POs, and PSOs are clearly defined at the beginning of the semester.
2. **Assessment of Prior Knowledge**
   Students’ prerequisite knowledge is assessed through interactions, diagnostic tests, and discussions.
3. **Teaching–Learning Methods**
   Instruction is delivered using lectures, tutorials, discussions, demonstrations, laboratory work, group activities, multimedia tools, and simulations.
4. **Planning of Learning Activities**
   Learning activities are systematically planned and sequenced to ensure progressive learning and active student participation.
5. **Learning Resources**
   Standard textbooks, reference materials, e-content, software tools, laboratory manuals, and online resources are utilized.
6. **Assessment and Evaluation**
   Formative assessments (tests, assignments, quizzes, practicals) and summative assessments (end-semester exams, projects) are conducted and mapped with COs.
7. **Feedback Mechanism**
   Timely and constructive feedback is provided to students to improve learning outcomes.
8. **Continuous Improvement**
   Teaching methods are reviewed based on student performance and feedback, and necessary improvements are implemented.

C. Methodologies to support weak students and encourage bright students (4)

Students are classified as advanced and slow learners based on their performance in internal assessments and previous academic records. Faculty members of the respective courses analyze continuous assessment marks to identify students sc categorized as advanced learners. This classification helps in planning suitable remedial and enrichment activities to improve learning outcomes.

Mentoring System

Identification Criteria	Actions taken
Students scoring below 50% marks in Continuous Assessment Test.	For such students, special doubt clearing sessions were organized. Also, during the session based upon their weakness some reference materials were suggested.
Students scoring above 80% marks in Continuous Assessment Test.	Such students are encouraged to do practice on the questions asked in competitive examination. Students are also encouraged to join MOOCs courses.

D. Quality of classroom teaching (3)

1. **Interactive Classroom Environment**
Classrooms are made interactive to encourage student participation and effective learning.

2. **Use of Smart Boards**
Smart boards are installed across the institution to support multimedia-based teaching, real-time demonstrations, and interactive learning.

3. **Collaborative Problem Solving**
Faculty members solve complex tutorial problems along with students during class hours to improve conceptual understanding.

4. **Use of Teaching Aids**
Real components, models, and instructional aids are used in classrooms to clearly demonstrate practical concepts.

5. **Student Presentations**
Students are encouraged to deliver short presentations or five-minute snap talks to enhance communication and confidence.

6. **Classroom Monitoring**
The Principal and Head of the Department regularly visit classrooms to observe teaching practices and provide constructive feedback.

7. **Class Committee Meetings**
Class committee meetings are conducted to monitor, review, and improve the quality of classroom teaching.

8. **Student Feedback Mechanism**
Structured feedback is collected from students every semester for all courses to evaluate and improve the teaching–learning process.

E. Conduct of experiments (3)

The conduct of experiments in the laboratory is carried out in a systematic manner as described below:-

1.Student Grouping
Students are divided into three major groups, and each group is further organized into batches of 4–6 students to ensure effective hands-on learning.

2.Preparation of Laboratory Manuals
Laboratory manuals and detailed course plans are prepared for each laboratory course prior to the start of the semester.

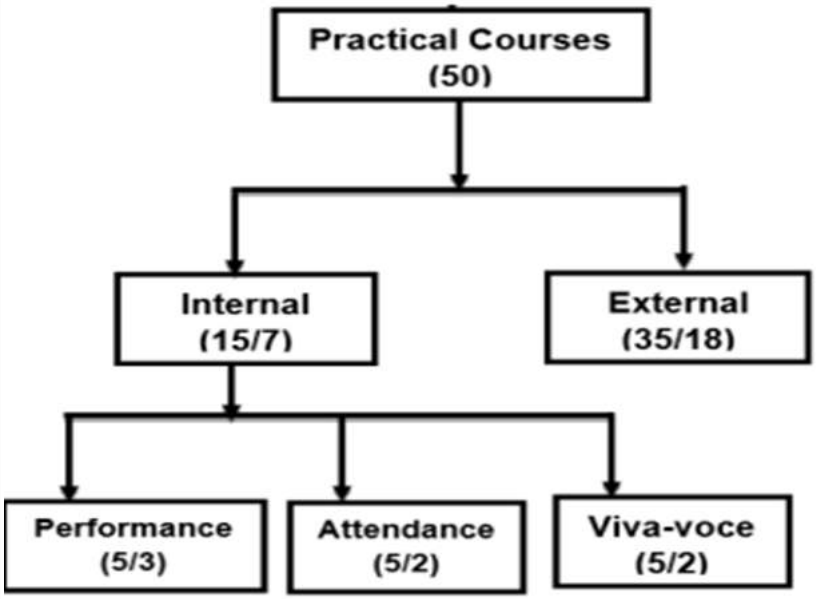
3. Orientation and Safety Instructions
Before commencing practical sessions, students are briefed on experimental procedures, equipment handling, and laboratory safety guidelines.

4.Execution of Experiments
Students perform experiments as prescribed in the curriculum under faculty supervision.

5. Additional Experiments
Beyond the prescribed syllabus, students are encouraged to carry out additional experiments to enhance practical skills, design ability, and innovative thinking.

F. Continuous Assessment in the laboratory (3)

Student performance in laboratory courses is evaluated through a continuous assessment system. Assessment is carried out at two levels: internal evaluation at the institute level and external evaluation conducted by SBTE. The structure and c



G. Student feedback of teaching learning process and action taken (6)

1. Class committee meetings are conducted periodically to review academic activities.

2. Student feedback is collected regularly to improve the teaching–learning process.

3. Feedback includes course delivery, faculty interaction, and classroom issues.

4. Feedback is analyzed and corrective actions are taken.

The student feedback format is shown in the following figure.

G.P. LAKHISARAI

Approved by AICTE,
Affiliated to State Board of Technical
Education (SBTE), Bihar Patna

Student Feedback

NOTE: Your feedback is important and helps us in prospect to improve the Course structure.

Academic Year	2022-25	Semester	VI th	Department	Electrical
Course Title	Utilisation of Electrical Engg.			Course code	2020603

About the Course Instructor :(Mark Appropriate)

Sl. No.	Description	Feedback of the students
1	Has the Teacher covered entire syllabus as prescribed by University/College/Board?	5
2	Effectiveness of Teaching in terms of	
	a. Technical Content/Course content	5
	b. Communication skills	5
	c. Use of Teaching Skills	5
3	Pace on which contents were covered	5
4	Motivation and inspiration for students to Learn	5
5	Support for the development of student's skill	
	a. Practical demonstration	5
	b. Hands on training	5
6	Willingness to offer help and advice to students	5
	Average	5

5: Excellent ✓	4: Very Good	3: Good	2:Satisfactory	1:Poor

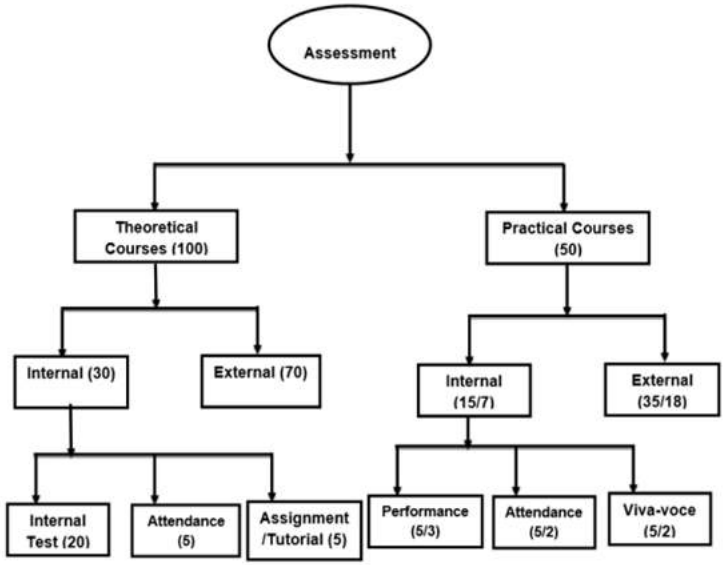
Any other inputs related to curriculum: No

Any other suggestions: No

2.2.2 Initiatives to improve the quality of semester tests and assignments (15)

A. Process for Internal semester question paper setting and evaluation and effective process implementation (5)

The effectiveness of teaching is enhanced through systematic assessment and evaluation of student learning. Assessment serves to measure the quality of the learning experience provided in the classroom and the extent to which Course Outc courses are outlined below:-



Process of internal semester question paper setting is as follows: -

1. The concerned faculty prepares the internal examination question paper for the respective course.
2. Previous SBTE question papers and earlier internal examination papers are referred to as benchmarks.
3. The question paper is designed to ensure adequate syllabus coverage, Course Outcome (CO) mapping, and appropriate levels of Bloom's Taxonomy.
4. The prepared question paper is reviewed by the Head of the Department to ensure quality and relevance.
5. Based on the feedback from the Head of the Department, necessary modifications are incorporated by the faculty.
6. The finalized question paper is forwarded to the Controller of Examinations (COE) for approval and conduct of the examination.

Evaluation and effective process implementation

1. After completion of the examination, evaluated answer scripts are distributed to the respective course faculty.
2. The concerned faculty prepares a detailed answer key or solution scheme for the question paper.
3. Solutions are shared with students for clarity and transparency in evaluation.
4. Answer scripts are evaluated based on the approved solution scheme, and marks are recorded.
5. Evaluated answer scripts are shown to students to provide feedback and ensure transparency.
6. After addressing student queries, marks are finalized by the faculty and submitted to the Head of the Department.
7. The Head of the Department reviews the awarded marks and verifies a sample of evaluated answer scripts.
8. Verified marks are uploaded to the SBTE online portal, and a printed copy of the approved marks list is submitted to the Controller of Examinations (COE).

B. Question paper setting taking into account outcomes/learning levels (5)

The objective of question paper setting is to assess students' learning levels with respect to the defined Course Outcomes (COs). For this purpose, faculty members prepare a unit-wise question bank incorporating different cognitive levels as p all relevant Course Outcomes of the subject. The prepared question papers are reviewed by the Head of the Department and the Academic Coordinator to ensure alignment with the specified Course Outcomes. Based on the review, the questio to enhance outcome relevance. The approved question paper format is presented below:-

Assessment Format for IE-I & IE-II

Internal Assessment test format IE1 & IE2									
Maximum marks (20)									
PART-A (6 X 1=06)						**PART-B (4X2=8)**		**PART-C (6X01=06)**	**Marks Obtained**
Q1(i) (1)	**Q1(ii) (1)**	**Q1(iii) (1)**	**Q1(iv) (1)**	**Q1(v)(1)**	**Q1(vi) (1)**	**Q2(4)**	**Q3(4)**	**Q4(6)**	**20**
Total									**20**

Internal Exam format

GOVERNMENT POLYTECHNIC LAKHISARAI

(Department of Electrical Enginering)

Class Test- I

PROGRAMME	DIPLOMA 6TH semester		
BRANCH	Electrical Engineering		
SUB. CODE	2020603	DURATION	1 hour
SUB. NAME	Utilization of Electrical Energy	MAX. MARKS	20

Q.1	**Answer all questions as directed.**	**(1*6=06)**	**Marks**	**CO**	**BL**
(i)	The unit of luminous flux is a) Lux b) Candela c) Lumen d) Meter		**1**	**1**	**1**
(ii)	Which heating uses eddy currents? a) Resistance b) Arc c) Induction d) Dielectric		**1**	**2**	**2**
(iii)	Which motor is commonly used in elevators? a) DC series b) Synchronous c) Induction d) Universal		**1**	**3**	**3**
(iv)	Law of inverse square applies to a) Reflection b) Illumination c) Glare d) Absorption		**1**	**1**	**1**
(v)	Spot welding is a type of a) Arc welding b) Gas welding c) Resistance welding d) Forge welding		**1**	**2**	**2**
(vi)	Elevator brakes are mainly for a) Speed control b) Safety c) Power saving d) Comfort		**1**	**3**	**3**
	Group –B				
	Answer all two questions	**(4*2=08)**	**Marks**	**CO**	**BL**
Q2.	Define luminous intensity and illumination.		**4**	**1**	**2**
Q3.	State applications of induction heating.		**4**	**2**	**3**
	Group- C				
	Answer all question	**(6*1=06)**	**Marks**	**CO**	**BL**
Q4.	Explain construction and working of an electric elevator.		**6**	**3**	**3**

GOVERNMENT POLYTECHNIC LAKHISARAI

(Department of Electrical Enginering)

Class Test- 2

PROGRAMME	DIPLOMA 6TH semester		
BRANCH	Electrical Engineering		
SUB. CODE	2020603	DURATION	1 hour
SUB. NAME	Utilization of Electrical Energy	MAX. MARKS	20

Q.1	**Answer all questions as directed.**	**(1*6=06)**	**Marks**	**CO**	**BL**
(i)	Elevator brakes are mainly for a) Speed control b) Safety c) Power saving d) Comfort		**1**	**3**	**1**
(ii)	DC series motor has a) Constant speed b) High starting torque c) Low torque d) No load torque		**1**	**4**	**2**
(iii)	Most economical power factor is a) 0.6 b) 0.7 c) 0.8 d) Near unity		**1**	**5**	**3**
(iv)	Bombay Lift Act relates to a) Tariff b) Safety rules c) Motor rating d) Wiring		**1**	**3**	**1**
(v)	Group drive means a) One motor one machine b) One motor many machines c) Many motors one machine d) Manual drive		**1**	**4**	**2**
(vi)	Which tariff is used for domestic consumers? a) Flat rate b) Block rate c) Two part tariff d) TOD tarif		**1**	**5**	**3**
	Group –B				
	Answer all two questions	**(4*2=08)**	**Marks**	**CO**	**BL**
Q2.	Discuss types of elevator machines and motors		**4**	**3**	**2**
Q3.	Discuss duty cycles and motor rating.		**4**	**4**	**3**
	Group- C				
	Answer all question	**(6*1=06)**	**Marks**	**CO**	**BL**
Q4.	Derive expression for most economical power factor.		**6**	**5**	**3**

GOVERNMENT POLYTECHNIC LAKHISARAI

Department of EE

Assignment- 1

Academic Year:– 6th semester

Course: Utilization of Electrical Energy (2020603)

Sl.No.	Question	COs	BL
1.	Explain MHCP, MSCP and MHSCP	1	2
2.	What is polarity in DC welding?	2	2
3.	List types of electric elevators.	3	2
4.	Explain lumen (flux) method of lighting calculations.	1	3
5.	Describe Ajax Wyatt furnace with neat diagram	2	3
6	Discuss types of elevator machines and motors	3	3

GOVERNMENT POLYTECHNIC LAKHISARAI

Department of EE

Assignment- 2

Academic Year:– 6th semester

Course: Utilization of Electrical Energy (2020603)

Sl No.	Questions	COs	BL
1.	Explain importance of elevator speed.	3	2
2.	Explain types of speed torque characteristics.	4	2
3.	Explain automatic power factor controller.	5	2
4.	Explain braking and power transmission in elevators.	3	3
5.	Explain estimation of motor size for continuous load.	4	3
6	Derive expression for most economical power factor.	5	3

C. COs coverage in class test / mid-term tests and assignments (5)

The answer books of individual students are assessed, and the questions answered by each student are mapped with Course Outcomes (COs) and Program outcomes(Pos).

Quality of IE-I, IE-II its relevance to COs

COURSE NAME						
Utilization of Electrical Energy	COURSE CODE: 2020603					
Sl.No.	Title	CO				
		1	**2**	**3**	**4**	**5**
1	IE-1	✓	✓	✓		
2	IE-2			✓	✓	✓

Quality of Assignment and its relevance to COs

Course Name						
Utilization of Electrical Energy	COURSE CODE: 2020603					
Sl.No	Title	CO				
		1	**2**	**3**	**4**	**5**
1	Assignment 1	✓	✓	✓		
2	Assignment 2			✓	✓	✓

2.2.3 Quality of Experiments (15)

A. Experimental methodologies (5)

To ensure effective conduct of laboratory experiments, the following methodology is adopted:-

- Students are systematically divided into three major groups for smooth laboratory functioning.
- Each group is further subdivided into batches consisting of 4–6 students, based on the nature and complexity of the experiment.
- The laboratory manual is provided to students well in advance to familiarize them with objectives, procedures, and expected outcomes.
- Before commencing practical sessions, faculty members brief students on experimental procedures, precautions, and laboratory safety norms.
- Students are encouraged to perform additional experiments beyond the prescribed curriculum to enhance practical exposure, innovation, and design skills.

Quality Assurance Practices in Laboratories:-

- Experiments are conducted under the direct supervision of the concerned subject faculty, with support from trained laboratory staff.
- Laboratory assistants carry out regular inspection, calibration, and maintenance of equipment to ensure accurate and reliable results.
- Logbooks are maintained in each laboratory to record equipment usage, maintenance activities, and experiment details throughout the academic year.
- Requirements of consumables are identified and submitted before the beginning of each semester to avoid disruption of practical sessions.
- Any repair, replacement, or maintenance issues related to laboratory infrastructure are promptly reported to the Principal for timely action.
- Procurement of laboratory instruments is carried out through a committee of experienced faculty members.
- Standard technical specifications are prepared prior to purchase, ensuring the selection of high-quality and reliable instruments.

B. Innovative experiments including industry attached practices, virtual labs (5)

1. Initiatives to Enhance Student Learning Through Experiments.

2. Additional experiments beyond the prescribed curriculum are conducted to strengthen students' practical competencies in laboratory courses such as 3D printing, welding technology, and IoT laboratories.

3. Well-equipped laboratories with modern tools and equipment are made available to students to help them upgrade their skills in emerging and latest technologies.

4. Wherever feasible, real-time industrial practices and standard operating procedures are incorporated into laboratory activities to bridge the gap between theory and industry requirements.

5. Virtual laboratory facilities are developed using online resources, including video lectures and animated demonstrations, to support conceptual understanding and self-paced learning.

C. Relevance to outcomes (5)

The table given below shows sample experiments and their correlation with the respective Course Outcome statements:-

Sample experiments mapping

CO1	Trouble shoot problems related to single phase A.C series circuits.
CO2	Trouble shoot problems related to single phase A.C parallel circuits.
CO3	Troubleshoot problems related to three phase circuits.
CO4	Use principles of circuit analysis to trouble shoot electric circuits.
CO5	Apply network theorems to troubleshoot electric circuits.

Mapping of laboratory contents of Electric Circuits to defined course outcomes

Sl. No.	Title	Type		CO				
		Study	Performance	1	2	3	4	5
1	Use dual trace oscilloscope to determine A.C voltage and current response in given R L,C circuit.		✓	✓	✓		✓	
2	Use voltmeter, ammeter,wattmeter to determine active, reactive and apparent power consumed in given R-L series circuit. Draw phase or diagram		✓	✓			✓	
3	Use voltmeter, ammeter to determine active, reactive and apparent power consumed in given R-C series circuit. Draw phasor diagram.		✓	✓			✓	
4.	Use voltmeter, ammeter,wattmeter to determine active, reactive and apparent power		✓	✓			✓	

	consumed in given R-L-C series circuit. Draw phase or diagram.							
5.	Use voltmeter, ammeter to determine current through the given branch of electric network by applying mesh analysis.		✓		✓		✓	✓
6	Use voltmeter, ammeter to determine current through the given branch of electric network by applying node analysis.		✓		✓		✓	✓
7	Use voltmeter, ammeter to determine current through the given branch and voltage across the given element of circuit by applying superposition theorem.		✓		✓		✓	✓
8	Use voltmeter, ammeter to determine equivalent circuit parameter in a given circuit by applying Thevenin's theorem		✓		✓		✓	✓

2.2.4 Quality of Students Projects and Report Writing (35)

A. Identification of projects and allocation methodology (3)

- Student projects are categorized into various types such as application-based, product-oriented, research-based, and review-based projects to address diverse learning objectives.
- A Project Coordinator, nominated by the Head of the Department, is responsible for planning, coordinating, and monitoring all project-related activities.
- Faculty members propose in-house project titles aligned with current academic and industry trends.
- Final-year students are organized into project groups and are given the freedom to select their project supervisor based on mutual interest.
- Students are encouraged to identify project topics of their own interest, and supervisors provide guidance in refining and finalizing the selected topics.
- Projects having potential for future research or development are approved as final project work.
- In cases where student-proposed topics lack feasibility or scope, supervisors recommend appropriate alternatives and mentor students throughout the project duration.

B. Types and relevance of the projects and their contribution towards attainment of POs and PSOs (5)

. The student's projects have been classified into the types (1) Application (2) product (3) research and (4) review.

. Course outcomes (CO) of the student project and relevance to POs and PSOs are as follows: -

CO No.	Course outcomes for student project	Relevance to POs and PSO
1	Students will develop the ability to analyze complex problems and design effective solutions by applying fundamental concepts of science and Electrical Engineering.	PO1, PO2, PO3 PSO1, PSO2
2	Students will be able to apply modern tools and techniques to design and perform experiments, analyze results, and prepare reports with meaningful conclusions and recommendations.	PO1, PO2, PO3, PO4, PO5, PO7 PSO2
3	Students will be able to develop Electrical Engineering solutions that address societal needs while considering health, safety, legal, cultural, and environmental aspects for sustainable development.	PO1, PO5, PO7 PSO1, PSO1
4	Students will be able to work ethically and effectively as individuals and as members or leaders of multidisciplinary teams, apply management principles, and engage in independent and lifelong learning.	PO1, PO3, PO5, PO7 PSO1, PSO3

C. Process for monitoring and evaluation (5)

1. Students submit and present their project synopsis to the allotted supervisors for review and approval.

2. Project guides provide constructive feedback, corrections, and recommendations to improve the quality of the work.

3. Students present their project work before a panel comprising departmental faculty members, facilitating academic discussion and evaluation.

4. All suggested modifications are incorporated by students prior to final report submission.

5. The finalized project reports are assessed and evaluated by appointed internal and external examiners.

6. A viva-voce examination is conducted by the examiners, during which students defend their project work, and marks are awarded based on overall performance.

D. Process to assess individual and team performance (5)

- Evaluation of each student within a project group is carried out by assessing individual skills, including presentation ability, conceptual understanding, and contribution to assigned tasks.
- Both individual and team performance are evaluated through project presentations, viva-voce examinations, and continuous monitoring of progress in respective responsibilities.
- Students are encouraged to actively participate in project exhibitions, which provide a common platform to demonstrate innovation, technical competence, and engagement with emerging technologies.
- Completed projects are displayed in the respective laboratories, enabling knowledge sharing and reference for future batches.

E. Quality of deliverable, working prototypes (12)

Sample projects/prototypes are displayed in the respective laboratories and are listed in the given Table:-

Sl. No.	Roll. Number	Student Name	Project Title	In-House / Industry Project
CAY (2025-2026)				
1	611262023022	RIYA KUMARI	Solar Trains: Powering the Future of Rail	In-House
2	611262023023	RISHU KUMARI		
3	611262023008	NIKITA KUMARI		
4	611262023021	SMRITI RAJ		
5	611262022602	WANDANA KUMARI		
6	611262022018	AMAN KUMAR	Alcohol Detector and Engine	In-House

7	611262023030	ADITYA NAYAN	Locking System Using Arduino UNO and MQ3 Sensor	
8	611262023006	MOLU KUMAR		
9	611262023009	SUDHANSHU KUMAR		
10	611262023011	VIKAS KUMAR	Home Automation Using Android Phone Over Bluetooth	In-House
11	611262023003	BOBY KUMAR		
12	611262023013	ADARSH KUMAR		
13	611262023025	NIRAJ KUMAR		
14	611262023019	GAUTAM KUMAR	Wireless Mobile Charger	In-House
15	611262023020	FULCHAND KUMAR		
16	611262023002	TABREZ ALAM		
17	611262023016	KRISHAN MURARI		
18	611262023004	AMAN KUMAR	Automatic Street Light Controller	In-House
19	611262023012	RITIK KUMAR		
20	611262023026	KUMARI DEEPIKA		
21	611262023028	GOVIND KUMAR		
22	611262023301	HARI OM KUMAR	Wireless Bluetooth Arduino Car	In-House
23	611262023302	RISHU KUMAR		
24	611262023603	NITISH KUMAR		
25	611262022402	KUNDAN KUMAR		

26	611262023014	Raj Laxmi		
CAYm1 (2024-2025)				
1	611262022001	GULSHAN KUMAR	WASTE MATERIAL BY ELECTRICITY GENERATE	In-House
2	611262022003	VIRENDRA KUMAR		
3	611262022004	ANSHU KUMAR		
4	611262022008	MANISH KUMAR		
5	611262022009	KHUSHI KUMARI		
6	611262022010	SHYAM KUMAR	WIRELESS CHARGING STATION	In-House
7	611262022014	AVINASH KUMAR		
8	611262022019	RAUSHAN RAJ		
9	611262022020	PRASHANT KUMAR		
10	611262022021	SHIVAM KUMAR		
11	611262022022	SOURABH KUMAR	SMART ENERGY METER USING GSM	In-House
12	611262021023	PINTU KUMAR		
13	611262022023	UTTAM KUMAR		
14	611262022026	PANKAJ KUMAR		
15	611262022030	ANNU KUMARI		
16	6112620220301	CHANDAN KUMAR SINGH		
17	6112620220401	SUMIT KUMAR		

18	6112620220402	KUNDAN KUMAR	PCB MANUFATURING	In-House
19	6112620220404	SANDEEP KUMAR		
20	611262021602	SAROJ KUMAR		
21	611262022603	PRITAM KUMAR		
22	631262021020	NAYAN KUMAR		
CAYm2 (2023-2024)				
1	611262021001	PRASHANT KUMAR	SOLAR & SMART ENERGY SYSTEMS	In-House
2	611262020002	ABHILESH KUMAR		
3	611262021002	SHUBHAM KUMAR		
4	611262021003	ALOK RAJ		
5	611262021004	VIKASH KUMAR		
6	611262021006	RAJNANDANI KUMARI	CIRCUIT DESIGN WITH PROTEUS	In-House
7	611262021007	RAVIRAJ KUMAR		
8	611262021008	SHIVAM KUMAR		
9	611262021009	SUMAN KUMAR		
10	611262021010	KRISH KUMAR		
11	611262021011	PRATIK KUMAR	SMART TRAFFIC LIGHTING SYSTEM	In-House
12	611262021012	NITISH KUMAR		
13	611262021013	ANKIT KUMAR		

14	611262020014	GUDDU KUMAR		
15	611262021014	VISHAL KUMAR		
16	611262021017	JUHI KUMARI	BATTERY MANAGEMENT SYSTEM USING ARDUINO	In-House
17	611262021018	DIKSHA BHARTI		
18	611262021021	ABHISEKH KUMAR		
19	611262021022	AMIT RAJ		
20	611262021025	PARIKSHIT KUMAR		
21	611262021028	SAURAV KUMAR	HOME AUTOMATION SYSTEM	In-House
22	611262020031	CHHOTI KUMARI		
23	611262021301	NITISH KUMAR		
24	611262021401	KUMAR AARSH PRATAP		
25	611262020601	SHIVAM BHARTI		
26	611262020603	SHRINIBAS KUMAR		

F. Papers published /Awards/ Recognition received by projects at State/ National level (5)

Sl. No.	Registration Number	Student Name	Project Title	In-House Industry Project
CAY (2025-2026)				

1	611262022018	AMAN KUMAR	Alcohol Detector and Engine Locking System Using Arduino UNO and MQ3 Sensor	In-House
2	611262023030	ADITYA NAYAN		
3	611262023006	MOLU KUMAR		
4	611262023009	SUDHANSHU KUMAR		
CAYm1 (2024-2025)				
1	611262022022	SOURABH KUMAR		In House (This project is the best project in batch 2023-24,GP Lakhisarai)
2	611262021023	PINTU KUMAR		
3	611262022023	UTTAM KUMAR	SMART ENERGY METER USING GSM	
4	611262022026	PANKAJ KUMAR		
5	611262022030	ANNU KUMARI		
6	6112620220301	CHANDAN KUMAR SINGH		
CAYm2 (2023-2024)				

1	611262021017	JUHI KUMARI	BATTERY MANAGEMENT SYSTEM USING ARDUINO	In-House (This project is the best project in batch 2023-24, GP Lakhisarai)
2	611262021018	DIKSHA BHARTI		
3	611262021021	ABHISEK KUMAR		
4	611262021022	AMIT RAJ		
5	611262021025	PARIKSHIT KUMAR		

2.2.5 Industry Interaction and Industry Internship/Training (30)

A. Industry supported Labs (2)

To strengthen interaction with industries and keep our students updated with the latest trends in Electrical Engineering.

✓ Industry interactions help the students acquire practical knowledge. Various industrial activities are carried out to improve their technical abilities.

✓ The interaction with industries has also led to the extension of their support to various laboratories in the Department.

Sl.No.	Name Of Company	Collaboration area
1	IIT PATNA	ELECTRIC VEHICLE LAB(COE)
2	IIT PATNA	ROBOTICS LAB (COE)
3	IIT BOMBAY	Virtual Lab

B. Delivery of appropriate Course work by Industry experts (5)

Sl. No.	Date	Name of The Event	Speaker(s) With Designation
CAY 2025-2026			
1	26/09/2025	Quiz/Essay competition on Vocal for Local	Officials from District administration Lakhisarai
CAYm1 2024-2025			
1	19/09/2025	Awareness program on Student Credit Card	Officials from DRCC Lakhisarai
2	28/08/2025	Mental Health Emprovement	Mrs. Amrita shruti (Psychologist)
CAYm2 2023-2024			
1	24/11/2023	Start-UP- Outrich - Programme	Sri Rakesh Kumar (Start-Up Extension Officer)
2	13/11/2024	Science fair	Officials from District administration Lakhisarai
3	13/11/2024	28th National Youth Festival	Officials from District administration Lakhisarai
4	12/10/2023	Employability Skills Program	Shri Dharmendra Pradhan
CAYm3 2022-2023			
1	23/05/2023	Workshop by MP Birla cement PVT Ltd.	Officials of company
2	08/02/2023	Awareness Workshop on Credit Card	D/Y Manager, DRCC, Lakhisarai

C. Industrial visits/tours for students (3)

1. **Curriculum Integration**
   Industrial visits are an essential part of the engineering curriculum, designed to bridge the gap between theoretical concepts and real-world industrial practices.
2. **Exposure to Industrial Practices**
   These visits provide students with firsthand exposure to actual production processes, operational methodologies, and industrial work environments.
3. **Application of Engineering Knowledge**
   Students gain insight into the practical implementation of engineering principles and understand the challenges involved in applying theoretical knowledge in real-time industrial scenarios.
4. **Enhancement of Learning Outcomes**
   Industrial visits enhance students' comprehension of course content by reinforcing classroom learning through observation and interaction with industry professionals.
5. **Systematic Planning and Coordination**
   A structured procedure is followed to organize industrial visits, beginning with identifying relevant industries and collecting necessary contact details.
6. **Formal Communication Process**
   Official request letters are prepared and sent to the concerned industries seeking permission for the visit.
7. **Approval and Authorization**
   All communication letters are duly reviewed and approved by the Head of the Department before dispatch.
8. **Clear Documentation of Details**
   The letters clearly mention important information such as the proposed date of visit, number of participating students, and accompanying faculty members.
9. **Industry–Institute Interaction**
   This well-defined process ensures effective coordination between the institute and industry, promoting meaningful industry–academia interaction.

Industrial Visit Details

Sl.No.	Academic year	Total no. of industries visited
1	2025-2026	1
2	2024-2025	1
3	2023-2024	1
4	2022-2023	1

D. Industrial training/ internship (5)

1. **Encouragement for Industrial Training**
   Students are motivated to undertake industrial training or internships during semester breaks to enhance their practical exposure and professional skills.

2. **Faculty Guidance and Mentorship**
   Faculty members provide continuous guidance by suggesting suitable industries, sharing relevant information, and advising students on training opportunities aligned with their discipline.
3. **Industry Contact Facilitation**
   Students are supported with necessary industry contact details to help them approach organizations for industrial training.
4. **Industry–Student Interaction Support**
   Faculty facilitate interaction between students and industry professionals to ensure meaningful learning and exposure during training.
5. **Issuance of Recommendation Letters**
   Recommendation letters and other required institutional documents are provided to students to support their applications for industrial training.
6. **Alumni Involvement**
   Alumni working in various industries are encouraged to guide and mentor students by sharing their professional experiences and practical insights.
7. **Strengthening Industry–Institute Linkage**
   The involvement of faculty and alumni helps strengthen industry–institute interaction and enhances the effectiveness of industrial training.
8. **Outcome-Based Learning**
   Industrial training enables students to apply theoretical knowledge in real industrial settings, contributing to the attainment of program outcomes.

Internship

1. **Faculty Support for Internships**
   Faculty members guide students in identifying suitable internship opportunities relevant to their program and career objectives.
2. **Information and Scope Awareness**
   Students are provided with details regarding the scope, learning outcomes, and contact information of potential internship organizations.
3. **Industry Interaction Facilitation**
   Faculty actively coordinate with industry professionals to create internship opportunities and support student engagement with industry experts.
4. **Institutional Assistance**
   Recommendation letters and other necessary institutional support are provided to students to facilitate successful internship placement.
5. **Experiential Learning Enhancement**
   Internships enable students to gain practical experience, strengthening the teaching–learning process and contributing to the attainment of program outcomes.

G.P. LAKHISARAI

Approved by AICTE,
Affiliated to State Board of Technical Education (SBTE), Bihar Patna

Student Industrial Visit Feedback Form

Name & Address of the Organization: BIHAR STATE POWER TRANSMISSION CO. LTD 132/33 KV Grid Substation, Lakhisarai

Duration of Visit: ONE DAY

This student evaluation is part of our regular effort to maintain quality instruction. The answers will be taken seriously.

Tick in the relevant cell. 1 – Very Poor, 2 – Poor, 3 – Average, 4 – Good, 5 – Excellent

Heads of Feedback	1	2	3	4	5
Learning Outcomes of Industrial Visit					
The use of industrial visit to enhance learning at engineering courses					✓
The visit was planned to help students to achieve the learning outcomes					✓
Level of Satisfaction					✓
Workplace					
The working environment was suitable for visit					✓
The instructor provides good support during visit					✓
Industrial Visit Preparation					
The visit attended has prepared me well to work in industry in terms of knowledge					✓
The visit attended has prepared me well to work in terms of techniques and skills					✓
The overall academic learning in the institution had helped me to go through industrial visit with confidence					✓

Any other Suggestions: NO

In plant Training Details

Sl.No.	Academic Year	Total no of Industries visited
1	CAY 2025-2026	1
2	CAY 2024-2025	1
3	CAY 2023-2024	1
4	CAY 2022-2023	1

Sl.No.	Semester	No. of Beneficiary	Name of The Company	Period
CAY 2025-2026				
1	3rd	3	SBPDCL, Lakhisarai	20/10/2025 to 02/11/2025
2	3rd	1	SBPDCL, Patna	20/10/2025 to 02/11/2025
CAYm1 2024-2025				
1	4th	30	BSPTCL, Lakhisarai	11/02/2025
CAYm2 2023-2024				

1	4th	21	BSPTCL, Lakhisarai	01/04/2024
CAYm3 2022-2023				
1	4th	25	BSPTCL, Lakhisarai	10/02/2023

E. Post training/ internship Assessment (10)

1. **Submission of Training Report**
   Students are required to submit a detailed in-plant training or internship report to the concerned course faculty upon completion of the training.
2. **Presentation of Learning Outcomes**
   Students demonstrate the knowledge and skills gained during training through structured presentations using PPTs.
3. **Faculty Evaluation Process**
   The course instructor evaluates student performance based on defined parameters such as training attendance, quality of presentation, understanding of concepts, and skills acquired.
4. **Rubric-Based Assessment**
   Post-training assessment is carried out using predefined rubrics communicated to students prior to the commencement of the training.
5. **Outcome-Based Evaluation**
   This systematic assessment approach ensures effective measurement of learning outcomes and strengthens the teaching–learning process.

F. Contribution to Community related projects/activities (5)

Community related project/activities Details

Roll No.	Student name	Project title and Company Name	EFFECTIVENESS
CAY 2025-2026			

611262022018	AMAN KUMAR	Alcohol Detector and Engine Locking System Using Arduino UNO and MQ3 Sensor	The project effectively applies electrical engineering concepts to a real-world safety application
611262023030	ADITYA NAYAN		
611262023006	MOLU KUMAR		
611262023009	SUDHANSHU KUMAR		
CAYm1 2024-2025			
611262022022	SOURABH KUMAR	SMART ENERGY METER USING GSM	The project effectively applies electrical engineering principles and modern GSM technology for real-time energy monitoring, supporting outcome-based learning
611262021023	PINTU KUMAR		
611262022023	UTTAM KUMAR		
611262022026	PANKAJ KUMAR		
611262022030	ANNU KUMARI		
6112620220301	CHANDAN KUMAR SINGH		
CAYm2 2023-2024			
611262021017	JUHI KUMARI	BATTERY MANAGEMENT SYSTEM USING ARDUINO	The project effectively applies electrical engineering concepts and Arduino-based control for safe battery monitoring and management, supporting outcome-based learning

2.2.6 Information Access Facilities and Student Centric Learning Initiatives (15)

A. Availability of facilities & Effective Utilization; ***specify the facilities, materials and scope for self-learning, Webinars, NPTEL Podcast, MOOCs etc*** **(10)**

1. **Library Resources**
   The department maintains an adequate and updated collection of textbooks and reference books covering all subjects prescribed in the curriculum. These resources support classroom learning and self-study and are made available to stu
2. **Supplementary Learning Materials**
   In addition to prescribed textbooks, supplementary reading materials are provided to enhance students' subject knowledge and encourage independent learning.
3. **Multimedia Learning Resources**
   Multimedia resources such as digital text, audio-visual content, animations, videos, and interactive learning tools are utilized to improve conceptual understanding and complement traditional teaching methods.
4. **Wi-Fi Enabled Campus**
   The campus is fully equipped with high-speed Wi-Fi connectivity, enabling students to access online learning platforms, academic resources, and digital libraries anytime.
5. **Electronic Notes (E-Notes)**
   Faculty members provide electronic notes to students, which assist in assignment preparation, revision, and examination readiness through a convenient digital learning platform.
6. **Self-Learning Opportunities**
   Students are encouraged to explore self-learning topics beyond the syllabus to enhance their analytical skills and domain knowledge.
7. **Webinars**
   Webinars are organized to expose students to emerging technologies, industry practices, and expert talks, thereby enriching their learning experience.
8. **MOOCs (Massive Open Online Courses)**
   Students are motivated to enroll in MOOCs offered by reputed platforms to gain additional knowledge and certifications beyond the curriculum.
9. **NPTEL Resources**
   NPTEL courses are actively promoted among students, providing access to high-quality video lectures, course materials, assignments, and assessments in engineering and allied disciplines.
10. **Effective Utilization of Facilities**
    All available facilities and digital resources are systematically utilized to support outcome-based education and enhance the overall teaching–learning process.

Availability of facilities& Effective Utilization

Sl.No.	Facilities	Year	Subjects	No.of student Benefitted	Remarks
1	Library	All 3 Years	All subjects	All Students	All Students are Benefitted
2	KYP	Once in 3 years	Basic knowledge of fundamental computer systems	All Students	Course Duration is 6 months
3	E-YANTRA	2nd year & 3rd year	Basic knowledge of robotics and 3D printer.	All Students	Students do practice on Firebird Robot and 3D printer related to their projects

4	NPTEL /MooCS	All year students	Basic & advance knowledge in the specific subjects	All Students	Students can enroll as per mentor and curriculum requirements
5	MATLAB	2nd year students	Design of electrical systems	All students	All students are benefitted
6	Virtual Lab	All year students	Virtual lab experiments for respective subjects are available in online mode	All students	All students are benefitted

B. Student Centric Learning Initiatives & Effective Implementation (5)

Student centric learning initiatives & effective implementation

Sl.NO.	Activity	Skill Developed
1	Summer/Winter in plant training	Enhance subject knowledge and conceptual understanding, build meaningful connections with industry professionals and administrators, and gain hands-on experience along with valuable professional exposure.
2	Industry visits	An industrial visit is a vital part of the educational process, providing students with an opportunity to observe industrial operations and understand the internal functioning of organizations.
3	Projects and Field visit	• Improve conceptual understanding of the subject matter • Gain practical, hands-on experience in real-world applications • Demonstrate technical and professional skills effectively • Develop teamwork abilities, communication skills, and a strong sense of responsibility
4	Guest Lectures, Seminar & Workshops	As a key component of academic enrichment, departments regularly organize guest lectures and seminars throughout the academic year. These programs address core subjects, career-focused themes,

		emerging technologies, and research domains, offering students broad and up-to-date perspectives

Student-Centric Support and Mentoring System

- **Student-Centered Approach**
  Recognizing students as the core stakeholders, the department follows a student-centric approach to support outcome-based education.
- **Structured Mentoring System**
  A well-defined mentoring mechanism is implemented to identify students' academic, personal, and professional concerns and provide timely guidance.
- **Regular Academic Monitoring**
  Student attendance and academic performance are reviewed on a fortnightly basis to ensure continuous progress and early identification of issues.
- **Performance Analysis and Feedback**
  Results of periodic tests and semester assessments are analyzed, and feedback is shared with students and parents to strengthen academic support.
- **Parent–Teacher Meetings**
  Parent–teacher meetings are conducted every semester to discuss student progress and address concerns collaboratively.
- **Recognition and Motivation**
  Students demonstrating excellence in academics, co-curricular, and extracurricular activities are recognized and appreciated to encourage overall development.

2.2.7 New Initiatives for embedding Professional Skills (15)

A. Employability skill enhancement Initiatives and effective implementation (8)

- **Structured Skill Development Programs**
  The department conducts structured courses on Professional Practices and Life Skills to enhance students' communication abilities, professional conduct, and core employability skills.
- **Interdisciplinary Learning Approach**
  The Academic division of Professional Practice and Entrepreneurship Development adopts a trans-disciplinary approach, encouraging flexible and industry-relevant learning across disciplines.
- **Platform for Professional Growth**
  The Professional Practice subject provides students with opportunities to participate in activities that build self-confidence, leadership qualities, and workplace readiness.
- **Seminars and Expert Talks**
  Seminars and guest lectures are organized regularly to strengthen students' communication skills and awareness of professional expectations.
- **Group Discussions and Interactive Sessions**
  Group discussions are conducted to improve teamwork, critical thinking, and effective communication skills.
- **Industrial Exposure and Reporting**
  Students prepare reports based on industrial visits and expert lectures, enhancing their technical writing and analytical skills.
- **Academic and Technical Presentations**
  Paper presentations and quizzes are organized to promote research orientation, presentation skills, and subject comprehension.
- **Entrepreneurship Development Activities**
  Entrepreneurship-focused activities are conducted to nurture innovation, problem-solving ability, and entrepreneurial mindset among students.

Sl. No.	Activity	Skill Developed
1	Quiz	Alertness, Assertive skill, Building confidence, Ethics

2	Project Presentation	Working in Team, Task Management, presentation skills, Time management, Leadership
3	Seminar	Listening, Interaction, Group management
4	Workshop	Psychomotor skills, Troubleshoot
5	Value added Program	Psychomotor skills, Debugging, Teamwork

B. Personality development related Initiatives & effective implementation (7)

- **Structured Personality Development Programs**
  The department organizes planned programs aimed at enhancing students' overall personality and professional behaviour.
- **Student-Centered Learning Activities**
  Student-focused activities are conducted every semester under the Professional Practice subject to promote self-awareness, confidence, and interpersonal skills.
- **Industry Exposure through Site Visits**
  Site visits are arranged to provide students with real-world exposure and opportunities to interact with industry professionals.
- **Communication and Interpersonal Skill Development**
  Various interactive activities help students improve communication, teamwork, and leadership abilities.
- **Promotion of Sports Activities**
  Students are encouraged to actively participate in sports to develop discipline, teamwork, and physical well-being.
- **Encouragement of Co-curricular Activities**
  Participation in co-curricular activities such as technical events, seminars, and workshops is promoted to enhance intellectual and professional growth.
- **Support for Extra-curricular Engagement**
  Extra-curricular activities are encouraged to nurture creativity, social responsibility, and holistic personality development.

2.2.8 Co-curricular & Extra Curricular Activities (10)

Types of activities and relevance

- **Holistic Personality Development**
  A wide range of co-curricular and extracurricular activities are organized to support the overall personality development of students beyond academic learning.
- **Cultural Activities**
  Cultural programs are conducted after odd semester examinations to provide students with a refreshing and engaging break from academic routines. Activities such as singing, dancing, sketching, rangoli making, and festival celebratio
  cultural awareness.
- **Sports Activities**
  Participation in sports is encouraged as it helps reduce stress and develop qualities like teamwork, discipline, leadership, and sportsmanship. Students actively participate in various individual and team sports at both intra-college and in
- **Technical Quizzes and Project Presentations**
  Technical quizzes, poster presentations, and project presentations are organized at departmental and inter-college levels. These activities are often conducted during Engineers' Day celebrations and departmental technical events to enha
- **Skill and Confidence Enhancement**
  These activities collectively contribute to the development of communication skills, confidence, teamwork, and problem-solving abilities among students.

Co-curricular & Extra Curricular Activities

Types of activities and relevance

A variety of cultural programs, sports activities, quiz contests, paper presentations, and project competitions are organized to promote the holistic personality development of students.

Cultural

After the completion of odd semester examinations, cultural activities are organized to provide students with a refreshing change from academic routines. Various competitions such as singing, dancing, traditional day celebrations, sketching, institute.

Sports

Participation in sports activities helps reduce stress while promoting teamwork, discipline, and sportsmanship. Various individual and team sports competitions are organized for students at both intra-institutional and inter-institutional levels.

Tech quiz/Project presentation

Poster presentations, quiz competitions, and related technical activities are organized at departmental and inter-collegiate levels as part of Engineers' Day celebrations and departmental academic programs for students.

NSS

Every academic year, students associated with the NSS unit are encouraged and permitted to participate in various NSS activities, including camps organized by the unit.

Co-curricular

Sl.NO.	Event Description	Date of Event	Event Level (Inter-institute /State/National	College Name	No of participating students
CAY :2025-2026					
1	Earthquake awareness Program	15/01/26 - 29/01/26	Institute level	G.P. Lakhisarai	100
2	Solar Energy Systems Training Program	12/01/2026 – 13/01/2026	Institute level	G.P. Lakhisarai	75
3	MATLAB	12/08/2025- 13/08/2025	Institute level	G.P. Lakhisarai	100
CAYm1 :2024-2025					
1	MATLAB	13/09/2024- 14/09/2024	Institute Level	G.P. Lakhisarai	100

2	Smart bihar hackthon	03/09/24 to 05/09/24	Institute Level	G.P. Lakhisarai	100
3	Auto CAD	12/08/2024-13/08/2024	Institute Level	G.P. Lakhisarai	75
CAYm2 :2023-2024					
1	Design on Ansys Software	24/01/2023	Institute Level	G.P. Lakhisarai	75
2	Auto CAD	25/01/2023	Institute Level	G.P. Lakhisarai	75

Extracurricular activities

Sl.NO.	Event Description	Date of Event	Event Level (Inter-institute /State/National	College Name	No of participating students
CAY :2025-2026					
1	Sports event (Umang)	06/01/26-07/01/26	Institute level	G.P. Lakhisarai	100
2	Debate	15/09/2025	Institute level	G.P. Lakhisarai	60
3	Poetry, Storytelling	19/08/2025	Institute level	G.P. Lakhisarai	60
CAYm1 :2024-2025					
1	Bihar Diwas	22/03/25	Institute level	G.P. Lakhisarai	100

2	International Women's Day	08/03/2025	Institute level	G.P. Lakhisarai	100
3	Sports event (Umang)	08/02/25 to 09/02/25	Institute level	G.P. Lakhisarai	100
CAYm2 :2023-2024					
1	Lagori (pito)	02/05/2024	Institute level	G.P. Lakhisarai	80
2	Painting	22/01/2024	Institute level	G.P. Lakhisarai	60
3	Debate	04/01/2024	Institute level	G.P. Lakhisarai	70

3 COURSE OUTCOMES AND PROGRAM OUTCOMES (100)

Define the Program specific outcomes

PSO1	Maintenance and control of various types of static a
PSO2	Understand the impact of engineering solutions in s

3.1 Establish the correlation between the courses and the POs and PSOs (20)

3.1.1 Course Outcomes (SAR should include course outcomes of one course from each semester of study, however, should be prepared for all courses) (5)

Note : Number of Outcomes for a Course is expected to be 3 to 5.

Course Name : C1 01 **Course Year :** 2022-23

Course Name	Statements
C1 01.1	Acquire necessary background in trigonometry for geometrical study, calculations and mathematical analysis
C1 01.2	Analyze the effect of changing conditions on a system
C1 01.3	Use coordinate geometry to establish the connection between algebra and geometry through graphs of lines and curves
C1 01.4	Apply complex numbers to understand physical and engineering phenomena
C1 01.5	Apply determinants and matrices to analyze systems of equations and appreciate their geometric significance

Course Name : C1 03 **Course Year :** 2022-23

Course Name	Statements
C1 02.1	Understand the classification and general properties of engineering materials such as metal, alloys, and composite materials using knowledge of chemical bonding. "
C1 02.2	Understand and assess the suitability of water source for domestic and industrial application, effluents and minimize water pollution."
C1 02.3	Qualitatively analyze the engineering materials and understand their properties and applications.
C1 02.4	Choose fuel and lubricants suitable for economical industrial processing to obtain eco-friendly finished
C1 02.5	Ascertain construction, mechanism efficiency of electrochemical cells, solar cell fuel cells

Course Name : C2 03 **Course Year :** 2023-24

Course Name	Statements
C2 03.1	Check the working of electrical measuring instruments
C2 03.2	Use different types of measuring instruments for measuring voltage and current
C2 03.3	Use different types of measuring instruments for measuring electric power
C2 03.4	Use different types of measuring instruments for measuring electric energy
C2 03.5	Use different types of electrical instruments for measuring various ranges of electrical parameters

Course Name : C2 01 **Course Year :** 2023-24

Course Name	Statements
C2 01.1	Select a suitable power electronics device for a given application
C2 01.2	Choose a suitable turn on & turnoff circuit of a thyristor for a given application

C2 01.3	Use different types of power electronic converters for a given application
C2 01.4	Select a suitable chopper for a given application
C2 01.5	Choose an appropriate inverter for a given application

Course Name : C3 01 **Course Year :** 2024-25

Course Name	Statements
C3 01.1	Interpret the salient features of various types of microcontrollers
C3 01.2	Interpret the salient features of archetype microcontroller IC 8051
C3 01.3	Maintain the program features of microcontroller based applications
C3 01.4	Develop assembly language programs for 8051 microcontroller
C3 01.5	Develop programs to interface 8051 microcontrollers with LED and switch

Course Name : C3 04 **Course Year :** 2024-25

Course Name	Statements
C3 04.1	Analyze basic circuit elements and standard input waveforms including sinusoidal signals.
C3 04.2	Apply Kirchhoff's laws, source transformation, mesh and nodal analysis techniques to solve electrical networks.
C3 04.3	Analyze periodic signals using Fourier series and Fourier transform techniques.
C3 04.4	Apply Laplace transform techniques to analyze electrical networks and solve linear differential equations.
C3 04.5	Analyze resonance phenomena in series and parallel RLC circuits.
C3 04.6	Evaluate two-port networks, passive network synthesis and first- and second-order systems.

3.1.2 CO-PO matrices of courses selected in 3.1.1(Six matrices to be mentioned; one per semester from 1st to 6th semester) (5)

1 . course name : C201

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7
C101.1	3	2	-	-	-	-	-
C101.2	2	3	1	-	-	-	-
C101.3	3	3	1	-	-	-	-
C101.4	3	2	1	-	-	-	-
C101.5	3	3	1	-	-	-	-
Average	**2.80**	**2.60**	**1.00**	**0.00**	**0.00**	**0.00**	**0.00**

2 . course name : C203

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7
C102.1	3	2	1	-	-	-	1
C102.2	3	3	2	2	2	1	1
C102.3	3	2	1	2	1	1	1
C102.4	3	1	1	1	1	1	1
C102.5	3	2	1	1	1	1	2
Average	**3.00**	**2.00**	**1.00**	**1.50**	**1.33**	**1.00**	**1.20**

3 . course name : C303

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7
C203.1	3	2	1	3	-	-	2
C203.2	3	2	1	3	-	-	2
C203.3	3	2	1	3	-	-	2
C203.4	3	2	1	3	-	-	2
C203.5	3	2	2	3	-	-	2
Average	**3.00**	**2.00**	**1.20**	**3.00**	**0.00**	**0.00**	**2.00**

4 . course name : C301

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7
C201.1	2	3	-	-	1	-	-
C201.2	2	3	-	-	1	-	-
C201.3	3	3	-	-	-	-	-
C201.4	2	3	-	-	1	-	-
C201.5	2	3	-	-	1	-	-
Average	**2.20**	**3.00**	**0.00**	**0.00**	**0.80**	**0.00**	**0.00**

5 . course name : C401

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7
C301.1	3	2	1	2	-	-	2
C301.2	3	2	1	2	-	-	2
C301.3	3	3	2	2	-	-	2
C301.4	3	3	3	2	-	-	2
C301.5	3	3	3	3	-	-	2

Average	**3.00**	**2.60**	**2.00**	**2.20**	**0.00**	**0.00**	**2.00**

6 . course name : C404

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7
C304.1	3	2	1	2	-	-	2
C304.2	3	3	2	2	-	-	2
C304.3	3	3	2	2	-	-	2
C304.4	3	3	2	2	-	-	2
C304.5	3	3	2	2	-	-	2
C304.6	3	3	3	2	-	-	3
Average	**3.00**	**2.83**	**2.00**	**2.00**	**0.00**	**0.00**	**2.17**

1 . Course Name : C201

Course	PSO1	PSO2
C101.1	-	-
C101.2	-	-
C101.3	-	-
C101.4	-	-
C101.5	-	-
Average	**0.00**	**0.00**

2 . Course Name : C203

Course	PSO1	PSO2
C102.1	-	-
C102.2	-	-
C102.3	-	-
C102.4	-	-
C102.5	-	-
Average	**0.00**	**0.00**

3 . Course Name : C303

Course	PSO1	PSO2
C203.1	3	1
C203.2	3	1

C203.3	3	1
C203.4	3	1
C203.5	3	1
Average	**3.00**	**1.00**

4 . Course Name : C301

Course	PSO1	PSO2
C201.1	-	-
C201.2	-	-
C201.3	-	-
C201.4	-	-
C201.5	-	-
Average	**0.00**	**0.00**

5 . Course Name : C401

Course	PSO1	PSO2
C301.1	2	1
C301.2	3	1
C301.3	3	1
C301.4	3	1
C301.5	3	1
Average	**2.80**	**1.00**

6 . Course Name : C404

Course	PSO1	PSO2
C304.1	3	1
C304.2	3	1
C304.3	2	1
C304.4	2	1
C304.5	3	1
C304.6	3	2
Average	**2.66**	**1.17**

3.1.3 - A Program level Course-PO matrix of all courses INCLUDING first year courses (10)

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7
C101	2.80	2.60	1.25	0.00	0.00	0.00	2.75
C102	3.00	2.33	1.67	2.00	1.54	1.00	0.00
C103	3.00	2.00	1.20	1.50	1.33	1.00	1.20
C104	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C105	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C106	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C107	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C108	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C109	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C110	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C111	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C112	3.00	2.80	1.66	2.00	1.20	1.00	1.00
C113	3.00	2.20	1.60	1.80	1.00	0.00	0.00
C114	2.00	2.00	2.40	1.00	2.00	1.50	0.00
C115	3.00	2.50	2.00	2.00	0.00	0.00	1.00
C116	3.00	3.00	3.00	1.00	2.00	1.00	3.00
C117	3.00	2.20	1.40	2.20	1.20	0.00	0.00
C118	2.00	2.00	2.40	2.00	2.00	1.50	1.80
C119	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C120	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C121	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C122	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C123	1.00	1.00	1.00	1.00	1.00	1.00	1.00
C201	3.00	2.60	2.20	1.80	2.80	1.20	2.20
C202	3.00	3.00	2.20	2.00	0.00	0.00	2.40
C203	3.00	2.00	1.20	3.00	0.00	0.00	2.00
C204	3.00	2.40	1.20	2.00	0.00	0.00	2.00
C205	3.00	2.83	2.16	2.00	2.00	1.00	2.00
C206	3.00	2.40	1.20	2.00	0.00	0.00	2.00
C207	3.00	3.00	2.20	2.00	0.00	0.00	1.00

C208	2.80	2.20	2.40	2.80	2.00	2.00	1.20
C209	3.00	2.00	1.20	3.00	0.00	0.00	2.00
C210	3.00	2.40	1.20	2.00	0.00	0.00	2.00
C211	2.60	2.60	2.50	2.00	2.00	0.00	1.75
C212	2.60	2.80	2.50	2.00	2.00	0.00	1.75
C213	2.20	3.00	0.00	0.00	1.00	0.00	0.00
C214	2.75	2.25	2.00	3.00	2.00	2.00	2.50
C215	3.00	1.33	1.00	3.00	2.00	2.00	1.20
C216	3.00	3.00	1.50	0.00	0.00	0.00	0.00
C217	3.00	2.00	0.00	1.00	0.00	0.00	1.00
C218	2.60	0.00	0.00	3.00	0.00	2.00	2.00
C219	3.00	2.50	1.75	1.00	1.25	1.70	1.00
C220	2.60	0.00	0.00	3.00	0.00	2.00	2.00
C221	2.60	0.00	0.00	3.00	0.00	2.00	2.00
C222	3.00	3.00	2.00	1.00	1.00	2.00	1.00
C223	3.00	2.50	2.25	2.50	1.25	2.75	1.00
C224	2.80	1.20	2.75	2.60	2.00	0.00	1.20
C225	2.25	2.00	2.00	2.00	2.00	2.00	2.40
C301	3.00	2.60	1.80	2.20	0.00	0.00	2.00
C302	3.00	2.60	2.00	2.33	2.50	2.00	1.20
C303	3.00	2.16	2.00	2.20	2.00	0.00	1.00
C304	3.00	2.60	2.60	2.00	2.00	0.00	1.00
C305	2.20	1.80	2.33	2.25	2.20	1.25	2.60
C306	3.00	2.60	2.00	2.20	0.00	0.00	2.00
C307	3.00	2.60	2.00	2.20	0.00	0.00	2.00
C308	2.20	1.80	2.00	2.00	2.00	2.00	2.33
C309	3.00	2.60	2.60	2.00	2.00	0.00	1.00
C310	2.00	2.66	2.33	2.66	0.00	3.00	2.20
C311	2.66	2.00	2.00	2.00	1.66	2.33	2.33
C312	2.14	2.57	2.60	0.00	2.00	2.50	2.28
C313	2.83	2.50	2.33	1.83	1.66	0.00	1.00
C314	3.00	2.83	2.00	2.00	0.00	0.00	2.16

C315	3.00	2.83	2.00	2.00	0.00	0.00	2.16
C316	2.25	2.66	2.40	2.00	1.00	2.00	1.00
C317	2.60	1.80	1.66	2.40	1.80	1.00	2.00
C318	2.66	2.00	2.00	2.00	2.00	2.00	2.40
C319	3.00	2.60	2.20	1.80	2.80	1.20	2.20
C320	2.60	2.25	2.40	1.80	2.40	2.00	2.00

3.1.3 - B Program level Course-PSO matrix of all courses INCLUDING first year courses

Course	PSO1	PSO2
C101	0	0
C102	2.83	2.67
C103	0	0
C104	2.9	2.9
C105	2.13	2.13
C106	2	1.67
C107	0	0
C108	1	1
C109	2.87	2.87
C110	0	0
C111	0	0
C112	1.4	1.8
C113	3	2
C114	2.42	2.41
C115	0	0
C116	2.04	2.04
C117	2.4	1.8
C118	1.5	2
C119	2.79	2.79
C120	2.75	2.75
C121	0	0
C122	0	0

C123	0	0
C201	2.4	2.8
C202	3	1
C203	3	1
C204	3	1
C205	2.33	1.33
C206	3	1
C207	3	1
C208	0	0
C209	3	1
C210	3	1
C211	0	0
C212	0	0
C213	0	0
C214	1	3
C215	2.33	2.5
C216	0	0
C217	0	0
C218	0	0
C219	3	3
C220	0	0
C221	0	0
C222	0	3
C223	3	3
C224	2.4	1.6
C225	2	1.75
C301	2.8	1
C302	2.75	2.4
C303	2.83	1.33
C304	2	2
C305	1.5	2
C306	2.8	1

C307	2.75	2.4
C308	2	2
C309	2	2
C310	0	0
C311	2	2
C312	0	0
C313	2.83	1.5
C314	2.66	1.16
C315	2.66	1.16
C316	0	0
C317	0	0
C318	0	0
C319	2.4	2.8
C320	0	0

3.2 Attainment of Course Outcomes (40)

3.2.1 Describe the assessment processes used to gather the data upon which the evaluation of Course Outcome is based (10)

- The syllabus and scheme of all the courses for respective semesters are decided by the State Board of Technical Education (SBTE), Bihar.
- The syllabus covers the entire aspects of the subject and the classes are so designed such that the course outcomes are achieved to the desired level.
- The course outcomes have been developed based on Bloom’s taxonomy and consequently the lectures, assignments, tutorials, practical, and projects are aligned to achieve the set
- The entire lesson is divided into various delivery modules.

Rubrics for Course Outcome

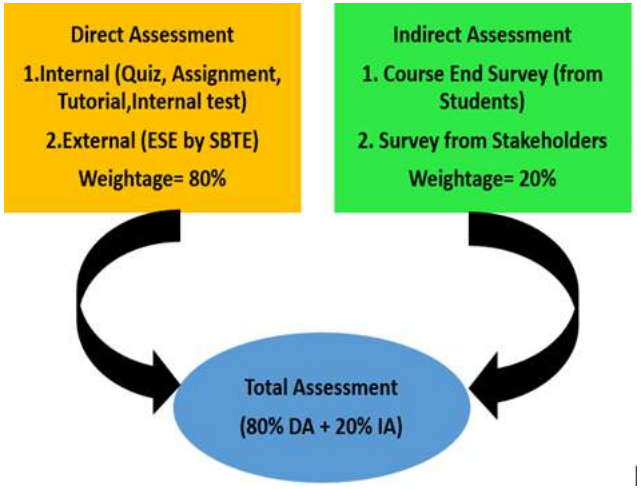


Fig. 3.1 Rubric for course outcomes (CO)

Procedure for Attainment-

- For Direct Assessment-Weightage is assigned 80% of total Assessment the direct assessment is done by taking both internal and end semester examinations marks. A weightage of 30% assessment. Further a grading of 1, 2 and 3 is assigned based upon the average of the marks achieved by the students. The same has been described below:

A. Internal- Weightage is assigned 30% of the Direct Assessment

If the average marks of all Students≥70% then marks assigned is 3

If the average marks of all Students lie 65 to 75% then marks assign is 2

If the average marks of all Students <65% then marks assigned is 1

External- Weightage is assigned 70% of Direct Assessment

$$Attainment = \frac{Average\ of\ obtained\ marks\ in\ External\ Exam}{Total\ marks\ assigned} \times 3$$

Note: If a subject contains theory and practical both then equal weightage is assigned to Compute the CO of that subject.

This has been done for both external and internal.

1. **For Indirect Assessment- Weightage is assigned 20% of total Assessment**

   Average of all survey is taken down according to the subject's Cos

   Note: for academic year 2020-21 onwards indirect assessment is considered for evaluation of course outcomes.

Note: If a subject contains theory and practical both then equal weightage is assigned to Compute the CO of that subject.

This has been done for both external and internal.

3.2.2 Record the attainment of Course Outcome of all courses with respect to set attainment levels (30)

The Following description is given below for recording CO – attainment

Internal Assessment CO-attainment

Attainment Level	Marks
1	**less than 50%**
2	**greater than 50% and less than 70%**
3	**greater than 70%**

The internal test results were analyzed for every student in every course, and based on the above table, attainment was defined according to the scores obtained by the students. The interr course, and the averages were calculated for the overall attainment of Course Outcome (CO) wise. Sample data is provided for reference to calculate the CO attainment.

QuestionNo.		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Total Marks	Q1	Q2	Q3	Q4	Q5
	Max. Marks	1	1	1	1	1	1	4	4	6	201	1	1	1	1	1
	Taxonomy	Understanding(U)	Understanding(U)	Remembering (R)	Remembering (R)	Remembering (R)	Remembering (R)	Applying(A)	Applying(A)	Understanding(U)		Understanding(U)	Applying(A)	Applying(A)	Applying(A)	Rememl (R)
	CO mapping	CO1	CO2	CO3	CO1	CO2	CO3	CO1	CO2	CO3		CO1	CO2	CO3	CO1	CO2
	Attainment %															
Sl. No.	Roll No.	Name										Attainment Level	Attainment Level	Attainment Level	Attainment Level	Attainm Level
1	1311262022001	GULSHAN KUMAR	1	1	1	1	1	1	4	3	4	173	3	3	3	3
2	2311262022003	VIRENDRA KUMAR	1	1	1	1	1	0	3	2	3	133	3	3	3	3
3	3311262022004	ANSHU KUMAR	1	1	1	1	1	0	3	3	2	133	3	3	3	3
4	4311262022008	MANISH KUMAR	1	1	1	1	1	0	4	3	3	153	3	3	3	3
5	5311262022009	KHUSHI KUMARI	1	1	1	1	1	0	2	3	3	133	3	3	3	3
6	6311262022010	SHYAM KUMAR	1	1	1	1	1	1	4	3	4	173	3	3	3	3
7	7311262022014	AVINASH KUMAR	1	1	1	1	1	1	4	3	5	183	3	3	3	3
8	8311262022019	RAUSHAN RAJ	1	1	1	1	1	1	3	4	4	173	3	3	3	3

9311262022020	PRASHANT KUMAR	1	1	1	1	1	0	4	3	4	163	3	3	3	3
10311262022021	SHIVAM KUMAR	1	1	1	1	1	0	3	4	4	163	3	3	3	3
11311262022022	SOURABH KUMAR	1	1	1	1	1	1	4	4	4	183	3	3	3	3
12311262022023	UTTAM KUMAR	1	1	1	1	1	0	3	2	3	133	3	3	3	3
13311262022026	PANKAJ KUMAR	1	1	1	1	1	0	4	3	4	163	3	3	3	3
14311262022030	ANNU KUMARI	1	1	1	1	1	0	4	3	3	153	3	3	3	3
15311262022301	CHANDAN KUMAR SINGH	1	1	1	1	1	0	3	4	4	163	3	3	3	3
16311262022401	SUMIT KUMAR	1	1	1	1	1	0	3	3	3	143	3	3	3	3
17311262022402	KUNDAN KUMAR	1	1	1	1	1	0	3	3	2	133	3	3	3	3
18311262022404	SANDEEP KUMAR	1	1	1	1	1	0	2	4	2	133	3	3	3	3
19311262022405	SIMPI KUMARI SINHA	1	1	1	1	1	0	3	2	3	133	3	3	3	3
20311262022601	SHIVANI KUMARI	1	1	1	1	1	0	2	3	3	133	3	3	3	3
21311262022602	WANDANA KUMARI	1	1	1	1	1	0	3	3	2	133	3	3	3	3
22311262022603	PRITAM KUMAR	1	1	1	1	1	0	2	3	3	133	3	3	3	3
											3	3	3	3	3

Course No.	Course Name	CO ‘s No.	Average CO Attainment	%CO Attainment
C101	Mathematics-I	C101.1	2.06	68.76
		C101.2	2.06	68.73
		C101.3	2.04	68.06
		C101.4	2.08	69.18
		C101.5	2.04	67.86
C102	Applied Physics-I	C102.1	2.22	73.97
		C102.2	2.40	80.09
		C102.3	2.38	79.30
		C102.4	2.42	80.52
		C102.5	2.38	79.38
C103	Applied Chemistry	C103.1	2.03	67.54
		C103.2	2.00	66.58
		C103.3	1.99	66.19
		C103.4	2.03	67.82
		C103.5	1.99	66.48

C104	Comm. Skills in Eng.	C104.1		0.00	0.00
		C104.2		0.00	0.00
		C104.3		0.00	0.00
		C104.4		0.00	0.00
		C104.5		0.00	0.00
C105	Engg. Graphics	C105.1		2.17	72.33
		C105.2		2.12	70.67
		C105.3		2.1	70.00
		C105.4		2.13	71.00
		C105.5			0.00
C106	Applied Physics Lab-I	C106.1	2.79		92.86
		C106.2	2.81		93.65
		C106.3	2.71		90.48
		C106.4	2.95		98.41
		C106.5	2.87		95.50
C107	Applied Chemistry Lab	C107.1		2.63	87.80
		C107.2		2.65	88.25
		C107.3		2.63	87.65
		C107.4		2.63	87.62
		C107.5		2.64	87.92
C108	Comm. Skills in Eng.Lab	C108.1			0.00
		C108.2			0.00
		C108.3			0.00
		C108.4			0.00
		C108.5			0.00
C109	Engg. Workshop Practic	C109.1		2.89	96.41
		C109.2		2.89	96.41
		C109.3		2.89	96.41
		C109.4		2.89	96.41
		C109.5		2.89	96.41
C110	Sports and Yoga	C110.1		2.89	96.41
		C110.2		2.89	96.41
		C110.3		2.89	96.41
		C110.4		2.89	96.41
		C110.5		2.89	96.41
C111	C/KYP/IT Esse. / Python/ Other	C111.1		2.86	95.29
		C111.2		2.86	95.29
		C111.3		2.86	95.29
		C111.4		2.86	95.29
		C111.5		2.86	95.29
C201	Mathematics-II	C201.1	2.08		69.50
		C201.2	2.07		68.91
		C201.3	2.05		68.35
		C201.4	2.07		69.03
		C201.5	2.04		67.85
C202	Applied Physics-II	C202.1		2.20	73.29
		C202.2		2.40	80.14
		C202.3		2.37	79.01
		C202.4		2.40	80.05
		C202.5		2.37	78.91
C203	Introduction to IT Systems 2	C203.1		1.96	65.31
		C203.2		2.22	74.12
		C203.3		2.21	73.60

		C203.4		2.26	75.33
		C203.5		2.22	73.92
C204	Fund. of Ele. & Electr.Engg	C204.1		1.99	66.20
		C204.2		1.91	63.81
		C204.3		1.94	64.60
		C204.4		1.94	64.71
		C204.5		1.95	65.13
C205	Engg. Mechanics	C205.1		2.16	71.99
		C205.2		2.04	67.90
		C205.3		2.04	67.89
		C205.4		1.99	66.18
		C205.5		1.99	66.17
C206	Applied Physics Lab-II	C206.1	2.70		89.96
		C206.2	2.70		89.83
		C206.3	2.60		86.50
		C206.4	2.68		89.34
		C206.5	2.70		89.83
C207	Introduction to IT Systems Lab	C207.1		0.00	0.00
		C207.2		2.77	92.44
		C207.3		2.82	94.05
		C207.4		2.58	86.08
		C207.5		2.67	89.05
C208	Fund. of Ele. & Electr.Engg Lab	C208.1	2.83		94.38
		C208.2	2.83		94.38
		C208.3	2.82		94.15
		C208.4	2.83		94.38
		C208.5	2.82		94.15
C209	Engg. Mechanics Lab	C209.1	2.80		93.29
		C209.2	2.80		93.29
		C209.3	2.79		93.05
		C209.4	2.80		93.29
		C209.5	2.79		93.05
C210	MOOCS / SWAYAM / ETC / Other	C210.1		2.64	88.06
		C210.2		2.64	88.06
		C210.3		2.64	88.06
		C210.4		2.64	88.06
		C210.5		2.64	88.06
C211	KYP/IT Essential/Python/Others	C211.1		2.66	88.57
		C211.2		2.66	88.57
		C211.3		2.66	88.57
		C211.4		2.66	88.57
		C211.5		2.66	88.57
C212	Environmental Science	C212.1		1.54	51.49
		C212.2		1.54	51.49
		C212.3		1.54	51.49
		C212.4		1.54	51.49
		C212.5		1.54	51.49
C301	Introduction to Electric Power Generation Systems	C301.1		2.08	69.31
		C301.2		2.07	69.09

		C301.3	1.98	66.16
		C301.4	2.06	68.66
		C301.5	2.02	67.20
C302	Electrical Circuits	C302.1	2.17	72.33
		C302.2	2.15	71.67
		C302.3	2.08	69.33
		C302.4	2.14	71.33
		C302.5	2.11	70.33
C303	Electrical and Electronic Measurements	C303.1	2.1	70.00
		C303.2	2.09	69.67
		C303.3	1.98	66.00
		C303.4	2.09	69.67
		C303.5	1.98	66.00
C304	Electric Motors and Transformers	C304.1	2.16	72.00
		C304.2	2.15	71.67
		C304.3	2.08	69.33
		C304.4	2.15	71.67
		C304.5	2.11	70.33
C305	Fundamentals of Basic electronics &Digital Electronics	C305.1	2.03	67.67
		C305.2	2.02	67.33
		C305.3	1.95	65.00
		C305.4	2.01	67.00
		C305.5	1.99	66.33
C306	Introduction to electric power generation laboratory	C306.1	2.7	90.00
		C306.2	2.7	90.00
		C306.3	2.69	89.67
		C306.4	2.7	90.00
		C306.5	2.69	89.67
C307	Electrical Circuits Laboratory	C307.1	2.86	95.33
		C307.2	2.86	95.33
		C307.3	2.85	95.00
		C307.4	2.86	95.33
		C307.5	2.85	95.00
C308	Web Technology Lab			0.00
		C308.1	2.76	92.00
		C308.2	2.76	92.00
		C308.3	2.75	91.67
		C308.4	2.76	92.00
		C308.5	2.75	91.67
C309	Electrical and Electronic Measurements Laboratory	C309.1	2.76	92.00
		C309.2	2.76	92.00
		C309.3	2.75	91.67
		C309.4	2.76	92.00
		C309.5	2.75	91.67
C310	Electric Motors and Transformers Laboratory	C310.1	2.87	95.67
		C310.2	2.87	95.67
		C310.3	2.87	95.67

		C310.4	2.87	95.67
		C310.5	2.87	95.67
C311	Python			0.00
		C311.1	2.76	92.00
		C311.2	2.76	92.00
		C311.3	2.76	92.00
		C311.4	2.76	92.00
		C311.5	2.76	92.00
C312	Fundamentals of Basic electronics &Digital Electronics	C312.1	2.76	92.00
		C312.2	2.76	92.00
		C312.3	2.76	92.00
		C312.4	2.76	92.00
		C312.5	2.76	92.00
				0.00
C401	Power Electronics	C401.1	2.15	71.67
		C401.2	2.12	70.67
		C401.3	2.08	69.33
		C401.4	2.12	70.67
		C401.5	2.11	70.33
C402	Electric Power Transmission and Distribution	C402.1	2.13	71.00
		C402.2	2.1	70.00
		C402.3	2.06	68.67
		C402.4	2.11	70.33
		C402.5	2.11	70.33
C403	Induction, Synchronous and Special Electrical Machines	C403.1	2.29	76.33
		C403.2	2.26	75.33
		C403.3	2.22	74.00
		C403.4	2.28	76.00
		C403.5	2.25	75.00
C404	Solar Power technologies	C404.1	2.29	76.33
		C404.2	2.26	75.33
		C404.3	2.22	74.00
		C404.4	2.28	76.00
		C404.5	2.25	75.00
C405	Industrial drives	C405.1	2.17	72.33
		C405.2	2.16	72.00
		C405.3	2.1	70.00
		C405.4	2.15	71.67
		C405.5	2.14	71.33
C406	Power Electronics Laboratory	C406.1	2.88	96.00
		C406.2	2.88	96.00
		C406.3	2.88	96.00
		C406.4	2.88	96.00
		C406.5	2.88	96.00
C407	Induction, Synchronous and Special Electrical MachinesLaboratory	C407.1	2.86	95.33
		C407.2	2.87	95.67
		C407.3	2.87	95.67
		C407.4	2.87	95.67

		C407.5	2.87	95.67
C408	Industrial Drives laboratory	C408.1	2.83	94.33
		C408.2	2.81	93.67
		C408.3	2.81	93.67
		C408.4	2.81	93.67
		C408.5	2.81	93.67
C409	MATLAB	C409.1	2.85	95.00
		C409.2	2.84	94.67
		C409.3	2.84	94.67
		C409.4	2.84	94.67
		C409.5	2.84	94.67
C410	Electric power transmission and distribution (T.W)	C410.1	2.85	95.00
		C410.2	2.85	95.00
		C410.3	2.85	95.00
		C410.4	2.85	95.00
		C410.5	2.85	95.00
C411	Solar power technologies (T.W)	C411.1	2.85	95.00
		C411.2	2.85	95.00
		C411.3	2.85	95.00
		C411.4	2.85	95.00
		C411.5	2.85	95.00
C412	Course Under Moocs /SWAYAM/AutoCAD in electrical engineering or others	C412.1	2.86	95.33
		C412.2	2.86	95.33
		C412.3	2.86	95.33
		C412.4	2.86	95.33
		C412.5	2.86	95.33
C413	Summer training/Industrial Visits	C413.1	2.85	95.00
		C413.2	2.85	95.00
		C413.3	2.85	95.00
		C413.4	2.85	95.00
		C413.5	2.85	95.00
C501	Microprocessor & Microcontroller	C501.1	2.29	76.33
		C501.2	2.26	75.33
		C501.3	2.22	74.00
		C501.4	2.28	76.00
		C501.5	2.25	75.00
C502	Energy Conservation and Audit	C502.1	2.35	78.33
		C502.2	2.32	77.33
		C502.3	2.24	74.67
		C502.4	2.33	77.67
		C502.5	2.29	76.33
C503	Electric Vehicles (Basics)	C503.1	2.44	81.33
		C503.2	2.43	81.00
		C503.3	2.39	79.67
		C503.4	2.42	80.67
		C503.5	2.43	81.00
C504	Illumination Practices	C504.1	2.33	77.67

		C504.2	2.33	77.67
		C504.3	2.29	76.33
		C504.4	2.33	77.67
		C504.5	2.32	77.33
C505	Electric Vehicles (Basics	C505.1	2.29	76.33
		C505.2	2.26	75.33
		C505.3	2.22	74.00
		C505.4	2.28	76.00
		C505.5	2.25	75.00
C506	Microcontroller Applications Laboratory	C506.1	2.87	95.67
		C506.2	2.87	95.67
		C506.3	2.87	95.67
		C506.4	2.87	95.67
		C506.5	2.87	95.67
C507	Energy Conservation and Audit	C507.1	2.8	93.33
		C507.2	2.8	93.33
		C507.3	2.8	93.33
		C507.4	2.8	93.33
		C507.5	2.8	93.33
C508	Electric Vehicles Lab (Basics)	C508.1	2.67	89.00
		C508.2	2.67	89.00
		C508.3	2.67	89.00
		C508.4	2.67	89.00
		C508.5	2.67	89.00
C509	Illumination Practices Laboratory	C509.1	2.8	93.33
		C509.2	2.8	93.33
		C509.3	2.8	93.33
		C509.4	2.8	93.33
		C509.5	2.8	93.33
C510	Minor Project	C510.1	2.89	96.33
		C510.2	2.89	96.33
		C510.3	2.89	96.33
		C510.4	2.89	96.33
		C510.5	2.89	96.33
C511	Electric Vehicles (Basics) (TW)	C511.1	2.86	95.33
		C511.2	2.86	95.33
		C511.3	2.86	95.33
		C511.4	2.86	95.33
		C511.5	2.86	95.33
C601	Entrepreneurship and start – ups	C601.1	2.27	75.67
		C601.2	2.23	74.33
		C601.3	2.16	72.00
		C601.4	2.25	75.00
		C601.5	2.22	74.00
C602	Building Electrification	C602.1	2.38	79.33
		C602.2	2.35	78.33
		C602.3	2.29	76.33
		C602.4	2.36	78.67
		C602.5	2.35	78.33

C603	Utilization of Electrical Energy	C603.1	2.39	79.67
		C603.2	2.39	79.67
		C603.3	2.37	79.00
		C603.4	2.39	79.67
		C603.5	2.4	80.00
C604	Network Theory	C604.1	2.08	69.33
		C604.2	2.07	69.00
		C604.3	2.02	67.33
		C604.4	2.07	69.00
		C604.5	2.06	68.67
C605	Electric Vehicles (Advance)	C605.1	2.57	85.67
		C605.2	2.56	85.33
		C605.3	2.54	84.67
		C605.4	2.57	85.67
		C605.5	2.55	85.00
C606	Electric Vehicles (Advance) Lab	C606.1	2.81	93.67
		C606.2	2.87	95.67
		C606.3	2.87	95.67
		C606.4	2.87	95.67
		C606.5	2.87	95.67
C607	Seminar	C607.1	2.91	97.00
		C607.2	2.91	97.00
		C607.3	2.91	97.00
		C607.4	2.91	97.00
		C607.5	2.91	97.00
C608	Major Project	C608.1	2.91	97.00
		C608.2	2.91	97.00
		C608.3	2.91	97.00
		C608.4	2.91	97.00
		C608.5	0	0.00
C609	Electric Vehicles (Advance) TW	C609.1	2.78	92.67
		C609.2	2.77	92.33
		C609.3	2.78	92.67
		C609.4	2.79	93.00
		C609.5	0	0.00

3.3 Attainment of Program Outcomes and Program Specific Outcomes (40)

3.3.1 Describe assessment tools and processes used for assesing the attainment of each POs and PSOs as mentioned in Annexure 1 (10)

Rubrics for Attaining Program Outcome and Program Specific Outcome

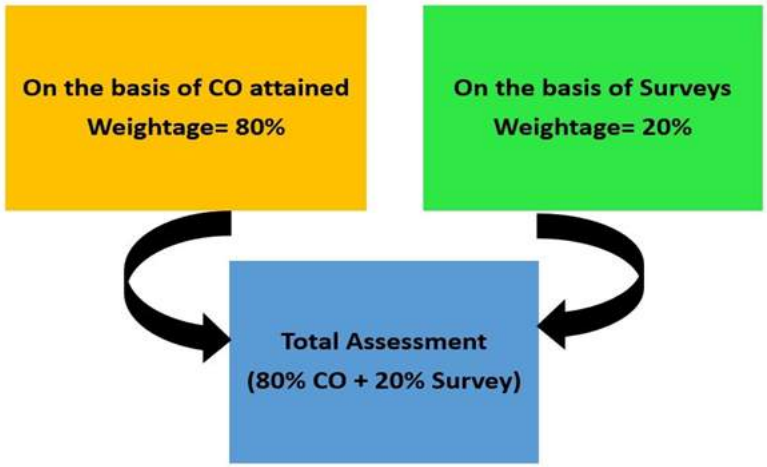


Fig. 3.2 Rubrics for attaining program outcome and program specific outcome

Procedure:

The Course outcome attained is multiplied with each PO& PSO (taken as average on the basis of CO-PO mapping for each particular subject) on weightage average method on scale of 3

The average of POs and PSOs are calculated from various surveys conducted by the department. Weightage is assigned 20%. Total attainment of POs and PSOs=80% of COs+20%of Su

Note: for academic year 2020-21 onwards indirect assessment is considered for evaluation of course outcomes.

3.3.2 Provide results of evaluation of each PO & PSO (30)

PO Attainment

Course	PO1	PO2	PO3	PO4	PO5	
C101	2.05	2.05	2.03	2.03	0	0
C102	1.88	1.88	2.24	2.20	2.21	2.27
C103	1.78	1.77	1.77	1.77	1.77	1.77
C104	1.96	2.02	2.01	2.01	1.99	1.98
C105	2.13	2.13	2.13	2.13	2.13	2.13
C106	2.33	2.00	1.78	2	2.13	2.67

C107	2	2	2	2	2	2
C108	2	2	2	2	2	2
C109	2.87	2.87	2.87	2.87	2.87	2.87
C110	2.87	2.87	0.00	2.87	2.87	0.00
C111	2.82	2.82	2.82	2.82	2.82	2.82
C201	2.06	2.06	2.05	0.00	0.00	0.00
C202	1.88	2.22	2.23	2.20	2.27	0.00
C203	2.45	2.44	2.44	2.24	2.24	2.23
C204	1.46	1.51	1.39	1.39	0.00	0.00
C205	2.04	2.04	2.02	2.04	2.03	2.03
C206	2.70	2.69	2.69	2.69	2.70	0.00
C207	1.35	2.12	2.43	2.57	2.57	2.59
C208	2.79	2.79	2.79	2.79	2.79	2.79
C209	2.75	2.75	2.75	2.75	2.75	2.75
C210	2.55	2.55	2.55	2.55	2.55	00
C211	2.57	2.57	2.57	2.57	2.57	2.57
C212	1.18	1.18	1.18	0.00	1.18	0.00
C301	1.88	1.88	1.87	1.88	1.87	1.87
C302	1.98	1.98	2.13	2.13	00	00
C303	1.88	1.88	1.87	1.87	00	00
C304	1.98	1.98	1.98	1.98	00	00
C305	1.51	1.49	1.53	1.36	1.84	1.84
C306	2.35	2.30	2.38	2.31	2.45	2.41
C307	2.82	2.82	2.82	2.82	00	00
C308	2.70	2.70	2.70	2.70	2.70	2.70
C309	2.70	2.70	2.70	2.70	00	00
C310	2.83	2.83	2.83	2.83	00	00
C311	2.70	2.70	2.70	2.70	00	00
C312	2.70	2.70	2.70	2.70	2.70	00
C401	1.96	1.97	00	00	1.97	00

C402	1.95	1.95	1.96	1.94	1.95	1.94
C403	2.14	2.14	2.13	2.14	2.15	2.15
C404	2.07	2.07	2.07	00	00	00
C405	2.00	2.00	00	2.00	00	00
C406	2.86	00	00	2.86	00	2.86
C407	2.83	2.83	2.83	2.83	2.83	2.83
C408	2.79	00	00	2.79	00	2.79
C409	2.81	00	00	2.81	00	2.81
C410	2.82	2.82	2.82	2.82	2.82	2.82
C411	2.82	2.82	2.82	2.82	2.82	2.82
C412	2.82	2.82	2.82	2.82	2.82	00
C413	2.81	2.81	2.81	2.81	2.81	2.81
C501	2.07	2.07	2.07	2.07	00	00
C502	2.20	2.20	2.19	2.18	2.22	2.21
C503	1.61	1.64	1.54	1.57	00	00
C504	2.22	2.22	2.22	2.22	2.22	00
C505	2.35	2.35	2.34	2.34	2.35	2.34
C506	2.84	2.84	2.84	2.84	00	00
C507	2.75	2.75	2.75	2.75	2.75	2.75
C508	2.59	2.59	2.59	2.59	2.59	2.59
C509	2.75	2.75	2.75	2.75	2.75	00
C510	2.86	2.86	2.86	2.86	00	2.86
C511	2.82	2.82	2.82	2.82	2.82	2.82
C601	1.55	1.40	1.12	00	1.42	1.39
C602	1.99	1.96	1.94	1.93	1.87	00
C603	2.04	2.04	1.98	1.92	00	00
C604	1.58	1.56	1.42	1.58	00	00
C605	2.71	2.70	2.68	2.70	2.73	2.70
C608	2.84	2.84	2.84	2.84	2.84	2.84
C609	2.89	2.89	2.89	2.89	2.89	2.89

C610	2.89	2.89	2.89	2.89	00	2.89
C611	2.84	2.84	2.84	2.84	2.84	2.84

PO Attainment Level

Course	PO1	PO2	PO3	PO4	PO5
Direct Attainment	2.35	2.23	2.13	2.23	1.65
InDirect Attainment	2.50	2.50	2.50	2.49	2.53
PO Attainment	2.38	2.28	2.20	2.28	1.83

PSO Attainment

Course	PSO1	I
C101	0	0
C102	2.22	2.22
C103	0	0
C104	2.918	2.920
C105	2.13	2.13
C106	2.69	2.69
C107	2.66	2.66
C108	2.78	2.78
C109	2.87	2.87
C110	0	0
C111	0	0
C201	0	0
C202	2.21	2.21
C203	2.42	2.41
C204	0	0
C205	2.04	2.04
C206	2.22	2.13
C207	2.66	2.72
C208	2.79	2.79
C209	2.75	2.75

C210	0	0
C211	0	0
C212	0	0
C301	1.88	1.87
C302	1.98	1.98
C303	1.88	1.88
C304	1.98	1.98
C305	1.42	1.56
C306	2.27	2.45
C307	2.82	2.82
C308	0	0
C309	2.70	2.70
C310	2.83	2.83
C311	0	0
C312	0	0
C401	0	0
C402	1.95	1.96
C403	2.14	2.13
C404	0	0
C405	0	0
C406	0	0
C407	2.83	2.83
C408	0	0
C409	0	0
C410	0	2.82
C411	2.82	2.82
C412	2.82	2.82
C413	2.81	2.81
C501	2.07	2.07
C502	2.19	2.20
C503	1.59	1.45
C504	2.22	2.22

C505	2.35	2.32
C506	2.32	2.33
C507	2.75	2.75
C508	2.82	2.82
C509	2.75	2.75
C510	0	0
C511	2.82	2.82
C601	0	0
C602	1.98	1.98
C603	2.01	1.80
C604	1.54	1.36
C605	2.47	2.48
C608	2.88	2.88
C609	0	0
C610	0	0
C611	2.84	2.84

PSO Attainment Level

Course	PSO1	
Direct Attainment	2.40	2.41
InDirect Attainment	2.51	2.53
PSO Attainment	2.42	2.43

4 STUDENTS' PERFORMANCE (200)

Intake Information:

Table 4.1

Item	2025-26 (CAY)	2024-25 (CAYm1)	2023-24 (CAYm2)	2022-23 (CAYm3)

Sanctioned intake strength of the program((N)	30	30	30	30
Total number of students, admitted through state level counseling (N1)	28	29	27	25
Number of students, admitted through Institute level quota (N2)	0	0	0	0
Number of students, admitted through Lateral Entry (N3)	0	4	4	8
Total number of students admitted in the programme(N1 + N2 + N3)	28	33	31	33

Table 4.2

Year of entry	Total No of students admitted in the program (N1 + N2 + N3)	Number of students who have successfully passed w	
		I year	II year
2025-26	28	0	0
2024-25	33	15	0
2023-24	31	11	7
2022-23 (LYG)	33	9	7
2021-22 (LYGm1)	30	8	8
2020-21 (LYGm2)	34	6	6

Table 4.3

Year of entry	Total No of students admitted in the program(N1 + N2 + N3)	Number of students who have successfully grad [Total of with Backlog + wi	
		I year	II year
2025-26	28	0	0
2024-25	33	29	0
2023-24	31	27	28
2022-23 (LYG)	33	23	22
2021-22 (LYGm1)	30	27	23
2020-21 (LYGm2)	34	27	26

	N (From Table 4.1)	N1 + N2 (From Table 4.1)	Enrollme
2025-26	30	28	93.33
2024-25	30	29	96.67
2023-24	30	27	90.00

Average [(ER1 + ER2 + ER3) / 3] : 93.33

Assessment : 20.00

4.2 Success Rate in the stipulated period of the program (60)

4.2.1 Success rate without backlogs in any year of study (40)

Item	Last Year Graduate (2022-23)	Last Year Graduate Minus 1 Batch (2021-22)	
Total Number of students (X) (admitted through state level counseling + admitted through Institute on Level quota + admitted through Lateral entry) (N1 + N2 + N3)	33.00	30.00	34.00
Number of students who have graduated without backlogs in the stipulated period (Y)	7.00	7.00	6.00
Success Index [SI = Y / X]	0.21	0.23	0.18

Average SI [(SI1 + SI2 + SI3) / 3] : 0.21

Assessment [40 * Average SI] : 8.40

4.2.2 Sucess rate in stipulated period (20)

Item	Latest Year of Graduation, LYG (2022-23)	Latest Year of Graduation minus 1, LYGm1 (2021-22)	
Total Number of students (X) (admitted through state level counseling + admitted through Institute on Level quota + admitted through Lateral entry) (N1 + N2 + N3)	33.00	30.00	34.(

Number of students who have passed in the stipulated period (Y)	16.00	22.00	26.(
Success Index [SI = Y / X]	0.48	0.73	0.7(

Average SI[(SI1 + SI2 + SI3) / 3]: 0.66

Assessment [20 * Average SI] : 13.13

4.3 Academic Performance in First Year (25)

Academic Performance	2024-25 (CAYm1)	2023-24 (CAYm2)
Mean of CGPA or mean percentage of all successful students(X)	7.80	7.50
Total number of successful students(Y)	29.00	27.00
Totalnumber of students appeared in the examination(Z)	29.00	27.00
API [X*(Y/Z)]:	7.80	7.50

Average API [(AP1 + AP2 + AP3)/3] : 7.40

Assessment [2.5 * AverageAPI] : 18.50

4.4 Academic Performance in Second Year (20)

Academic Performance	2023-24(CAYm2)	2022-23(CAYm3)
Mean of CGPA or mean percentage of all successful students(X)	7.60	7.70
Total number of successful students (Y)	28.00	22.00
Total number of students appeared in the examination (Z)	31.00	31.00
API [X * (Y/Z)]	6.86	5.46

Average API [(AP1 + AP2 + AP3)/3] : 6.10

Assessment [2.0 * AverageAPI] : 12.20

4.5 Academic Performance in Final Year (15)

Academic Performance	2022-23 (LYG)	2021-22 (LYGm1)
Mean of CGPA or mean percentage of all successful students(X)	8.00	8.00
Total number of successful students(Y)	16.00	22.00
Totalnumber of students appeared in the examination(Z)	22.00	23.00
API [X*(Y/Z)]:	5.82	7.65

Average API [(AP1 + AP2 + AP3)/3] : 7.19

Assessment [1.5 * AverageAPI] : 10.78

4.6 Placement and Higher Studies (40)

Item	2022-23 (Last Year Graduate,LYG)	2021-22 (Last Year Graduate Minus 1 Batch,LYGm1)
Total No of Final Year Students(N)	22.00	23.00
No of students placed in the companies or goverment sector(X)	15.00	19.00
No of students admitted to higher studies (Y)	2.00	3.00
No. of students turned entrepreneur in the respective field of engineering/technology (Z)	1.00	1.00
Placement Index [((1.25 * X) + Y + Z) / N] :	0.99	1.21

Average Placement [(P1 + P2 + P3)/3] : 1.10

Assessment [40 * Average Placement] : 44.00

Provide the placement data in the below mentioned format with the name of the program and the assessment year (separately for CAYm1, CAYm2 and CAYm3):

Program Name : Electrical Engineering

Assessment Year : 2024-25 (CAYm1)

S.No	Student Name	Enrollment No	Employee Name	Appointment No

1	GULSHAN KUMAR	611262022001	Bajaj Automobiles Pvt. Ltd	
2	VIRENDRA KUMAR	611262022003	Macron Logistics Pvt. Ltd	
3	ANSHU KUMAR	611262022004	Essel Propeak Pvt. Ltd	
4	ALOK KUMAR	611262022006	Bajaj Automobiles Pvt. Ltd	
5	MANISH KUMAR	611262022008	Bajaj Automobiles Pvt. Ltd	
6	KHUSHI KUMARI	611262022009	A.K Automobiles Pvt. Ltd	
7	SHYAM KUMAR	611262022010	A.K Automobiles Pvt. Ltd	
8	AVINASH KUMAR	611262022014	Essel Propeak Pvt. Ltd	
9	RAUSHAN RAJ	611262022019	Essel Propeak Pvt. Ltd	
10	PRASHANT KUMAR	611262022020	Bajaj Automobiles Pvt. Ltd	

Assessment Year : 2023-24 (CAYm2)

S.No	Student Name	Enrollment No	Employee Name	Appointment No
1	PRASHANT KUMAR	611262021001	Bajaj Automobiles Pvt. Ltd	
2	SHUBHAM KUMAR	611262021002	Macron Logistics Pvt. Ltd	
3	VIKAS KUMAR	611262021004	EPL Industries Pvt. Ltd	
4	RAVIRAJ KUMAR	611262021007	EPL Industries Pvt. Ltd	
5	ANKIT KUMAR	611262021013	Bajaj Automobiles Pvt. Ltd	
6	JUHI KUMARI	611262021017	Bajaj Automobiles Pvt. Ltd	
7	DIKSHA BHARTI	611262021018	EPL Industries Pvt. Ltd	
8	AMIT RAJ	611262021022	A.K Automobiles Pvt. Ltd	

Assessment Year : 2022-23 (CAYm3)

S.No	Student Name	Enrollment No	Employee Name	Appointment No
1	SANIYA KUMARI	611262022001	Macron Logistics Pvt. Ltd	
2	NITIN KUMAR	611262022004	Essel Propeak Pvt. Ltd	
3	AYUSHI VERMA	611262022007	Bajaj Automobiles Pvt. Ltd	
4	VISHAL KUMAR	611262022008	Bajaj Automobiles Pvt. Ltd	
5	MANISH KUMAR	611262020010	Bajaj Automobiles Pvt. Ltd	
6	NANDAN KUMAR	611262020019	A.K Automobiles Pvt. Ltd	
7	ADITYA RAJ	611262020020	EPL Industries Pvt. Ltd	
8	RASHBIHARI KUMAR	611262020027	EPL Industries Pvt. Ltd	
9	AMARJEET KUMAR	611262020030	Bajaj Automobiles Pvt. Ltd	

4.7 Professional Activities (20)

4.7.1 Professional socities/ student chapters and organizing technical events (10)

A. Availability of Professional Societies/Chapters & Relevant activities (5)

The department has established and actively operates student chapters of recognized professional bodies relevant to Electrical Engineering, such as the Indian Society for Technical Education (ISTE). Through these chapters, a wide range of a on Electrical Engineering software such as MATLAB/Simulink, ETAP, and PSCAD, along with industrial visits, expert interactions, hands-on training sessions, and model and project development events. These initiatives strengthen students electrical engineering applications.

B. Number, quality of engineering events (5)

Number of events organized such as workshops, seminars, Hackathons, competitions, guest lectures, webinars, symposiums.

Quality of those events — meaning relevance to engineering education, participation/scales, distinguished speakers, industry/institutional collaborations, outcome impact.

4.7.2 Publication of technical magazines, newsletters, etc. (5)

A. Quality & Relevance of the contents and Print Material (3)

Print material and academic contents refer to:

- Course syllabus
- Course files
- Teaching materials
- Lab manuals

- Handouts
- Question Paper
- Study notes
- Reference books
- E-content and LMS material
- Institutional publications
- Magazine

The academic content is updated, industry-relevant, learner-centric, and outcome-based.

B. Participation of Students from the program (2)

Electrical Engineering students are participated in program like quiz,workshops, seminars, Hackathons, competitions, guest lectures, webinars and symposiums.

4.7.3 Participation in inter-institute / state/national events by students of the program of study (5)

Year	Event Name	Level	No. of students participated	Outcome/Benefit/Award
2023	UMANG	Inter-institute	70	Gold – 4 silver – 5 Bronze- 8
2024	UMANG	State	15	Gold – 1 Silver -1
2025	UMANG	Inter-institute	75	Gold – 3 Silver-4 Bronze - 3
2025	UMANG	State	14	Gold -1 Silver- 1
2026	UMANG	Inter-institute	85	Gold – 3 Silver – 3 Bronze - 5

2024	Hackathon	Inter-institute	20	Innovation and Teamwork
2025	Vigyan mela	Inter-institute	15	Innovation and Teamwork
2025	Bihar Diwas	State	20	Cultural exposure and innovation
2024	Project Exhibition	Inter-institute	25	Innovation and Teamwork
2025	Inter - institute quiz competition	Inter-institute	20	Communication skill

5 FACULTY INFORMATION AND CONTRIBUTIONS (150)

Name	University Degree	Area of Specialization	Contribution to the program(% load)			Research Paper Publications	Faculty receiving Ph.D/M.Tech during the Assessment year	Current Designation	Initial Date of Joining	Association Type
			CAY (2025-26)	CAYm1 (2024-25)	CAYm2 (2023-24)					
ANAMIKA KUMARI	M.Tech	POWER SYSTEMS	100	100	0	1		Lecturer	27/12/2023	Regular
NEHA KUMARI	M.Tech	CONTROL SYSTEM	72	72	0	1		Lecturer	28/12/2023	Regular
AMAN KUMAR	M.Tech	POWER SYSTEMS	100	100	0	1		Lecturer	11/12/2023	Regular
BABLI KUMARI	B.Tech	ELECTRICAL ENGINEERING	100	79	0	0		Lecturer	06/07/2024	Regular
SUBODH KUMAR	B.Tech	ELECTRICAL ENGINEERING	100	100	0	0		Lecturer	13/07/2024	Regular
MADHU RAJ KUMAR	Ph.D	ELECTRONICS AND COMMUNICATION ENGINEERING	16	32	0	5	2024	Lecturer	06/11/2023	Regular
SAURAV KUMAR	M.Tech	SIGNAL PROCESSING AND MACHINE LEARNING	28	28	40	0	2024	Lecturer	27/11/2018	Regular

RAKESH RANJAN	Ph.D	MATH	25	25	25	20	2022	Lecturer	23/08/2018	Regular
RITU SINHA	MA	ECONOMICS	25	25	25	5		Lecturer	15/06/2023	Regular
PANKAJ KUMAR BAITHA	Ph.D	PHYSICS	0	25	25	0		Lecturer	20/08/2018	Regular
RITESH KUMAR	MA	ENGLISH	0	25	0	0		Lecturer	02/09/2023	Regular
SANJIV KUMAR	B.Tech	COMPUTER SCIENCE ENGINEERING	25	25	25	0		Lecturer	05/08/2023	Regular
NOORUSSABAH	Ph.D	INORGANIC CHEMISTRY	25	25	0	5		Lecturer	28/10/2023	Regular
SURAJ KUMAR	M.E.	MANUFACTURING TECHNOLOGY	10	3	0	1	2025	Lecturer	07/05/2018	Regular
SAKSHI SINHA	M.Tech	COMPUTER INTEGRATED DESIGN AND MANUFACTURING	26	19	0	1		Lecturer	22/02/2024	Regular
RAJESH KUMAR	M.Tech	CONTROL SYSTEM	0	0	40	1		Lecturer	28/11/2018	Regular
RAJESH KUMAR RANJAN	Ph.D	PRODUCTION ENGINEERING	20	20	42	49		Principal	09/07/2019	Regular

5.1 Student-Faculty Ratio (SFR) (25)

Year	N	F	
2025-26(CAY)	98	6.72	14.5
2024-25(CAYm1)	102	7.03	14.5
2023-24(CAYm2)	101	2.22	45.5

Average SFR : 24.86

Assesement SFR : 25

5.1.1. Provide the information about the regular and contractual faculty as per the format mentioned below:

	Total number of regular faculty in the department	Total number of contra
2025-26(CAY)	9	0
2024-25(CAYm1)	8	0
2023-24(CAYm2)	2	0

5.2 Faculty Qualification (25)

5.2.1 Faculty Qualification Index (20)

	X	Y	F	FQ = 2 x [(10X + 7Y) / F)]
2025-26	3	3	4.00	25.50
2024-25	3	3	4.00	25.50
2023-24	0	1	4.00	3.50

Average Assessment : 18.17

5.2.2 Availability of Faculty/principal of that discipline with PhD. Qualification (5)

Availability of Faculty/principal of that discipline with PhD. Qualification ? : NO

5.3 Faculty Retention (20)

Description	2024-25 (CAYm1)	
No of Faculty Retained	2	2
Total No. of Required Faculty	5	5
% of Faculty Retained	40	40

Average : 40.00

Assessment Marks : 0.00

5.4 Faculty as participants in Faculty development/training activities conducted by other organizations (30)

Name of the faculty	Max 5 Per Faculty		
	2022-23 (CAYm3)	2023-24 (CAYm2)	2024-25 (CAYm1)
AMAN KUMAR	0.00	0.00	5.00
ANAMIKA KUMARI	0.00	0.00	5.00
BABLI KUMARI	0.00	0.00	5.00
MADHU RAJ KUMAR	0.00	0.00	5.00
NEHA KUMARI	0.00	0.00	5.00
NOORUSSABAH	0.00	0.00	5.00
PANKAJ KUMAR BAITHA	5.00	5.00	5.00
RAJESH KUMAR	5.00	5.00	0.00
RAJESH KUMAR RANJAN	0.00	0.00	0.00
RAKESH RANJAN	5.00	5.00	5.00
RITESH KUMAR	0.00	0.00	5.00
RITU SINHA	0.00	5.00	5.00
SAKSHI SINHA	0.00	0.00	5.00
SANJIV KUMAR	0.00	5.00	5.00
SAURAV KUMAR	5.00	4.00	5.00
SUBODH KUMAR	0.00	0.00	5.00
SURAJ KUMAR	5.00	5.00	5.00
Sum	25.00	34.00	75.00

RF = Number of Faculty required to comply with 25:1 SFR as per 5.	4.04	4.08	3.92
Assessment [6*(Sum / 0.5RF)](Marks limited to 30)	30.00	30.00	30.00

Average assessment over 3 years (Marks limited to 30): 30.00

5.4. a. Organized/ Conducted FDPs and STTP by this department at State / National Level (12)

STTP Conducted by Department of Electrical Engineering

S.NO	ACADEMIC YEAR	PROGRAM CONDUCTED DATE		PROGRAM TYPE (FDP/STTP)	NAME OF THE PROGRAMME	RESOURCE PERSONS/INSTITUTIONS/ ORGANIZATIONS
		FROM	TO			
1.	2025-2026	09/01/2026	10/01/2026	STTP	Solar Power Plant	Sudha Ranjan Kumar (DRS Solar Pvt. Ltd)
2.	2025-2026	14/07/2025	15/07/2025	STTP	MATLAB	Dr. Vineet Shekhar Associate Professor Govt. Engg. College Palamu, Jharkhand
3.	2024-2025	20/01/2025	21/01/2025	STTP	Harnessing Solar Energy for Electrical Application	Sudha Ranjan Kumar (DRS Solar Pvt. Ltd)
4.	2024-2025	22/07/2024	23/07/2024	STTP	Auto CAD	Dev Kumar NKBI Pvt. Ltd.

5.	2023-2024	16/01/2024	17/01/2024	STTP	Solar Power Plant	Sudha Ranjan Kumar (DRS Solar Pvt. Ltd)
6.	2023-2024	10/07/2023	11/07/2023	STTP	Industrial Automation	Anand Shrivastava Bihar Communication Pvt. Ltd

5.5 Product development, Consultancy, Manufacturing contracts, testing contracts (8)

S.No	Year	Client	Title/Work	Revenue Generated	Consultant Person
1.	2025-26	BSDM	KYP	153970	Director, BSDM
2.	2024-25	BSDM	KYP	176460	Director, BSDM

5.6 Faculty Performance Appraisal and Development System (FPADS) (30)

A. A well-defined FPADS instituted for all the assessment years (5)

A well-defined faculty appraisal system is introduced by Department of Science, technology and technical education, Government of Bihar, which also applies for Government Polytechnic Lakhisarai. From year 2024-25 ownwards, the I Govt. of Bihar) has established the Smart Performance Appraisal Report Recording Online Window (SPARROW). This transparent system assesses the performance of our faculty members and provides them with valuable feedback whi appraisal system as per AICTE (360 feedback) was in existence.

Format of Smart Performance Appraisal Report Recording Online Window (SPARROW) effective from year 2024-25.

2025-01042024-31032025-3080513-6211926057906123

Section II - Self Appraisal

(To be filled by the officer Reported upon)
(For officers working in institutes)

Academic Year:
1. Annual Work Plan and Achievements.

A. Teaching Process.
A1. Theory Classes

S. No.	Semester	Course Code/Name	Number of Scheduled Classes	Number of Classes actually Conducted
1				
Total				

A2. Laboratory Classes

S. No.	Semester	Course Code/Name	Number of Scheduled Classes	Number of Classes actually Conducted
1				
Total				

A3. Use of Virtual Labs /Learning Management Software (LMS)

S. No.	Number of Scheduled Classes	Number of Classes actually Conducted
1		
Total		

A4. Details about Add on Courses (Spoken Tutorial, Cisco / Centre of Excellence, KYP etc.)

S. No.	Description	
1	Has the Teacher covered entire syllabus as prescribed by University /College /Board?	
2	Effectiveness of Teaching in terms of	
	a.Technical Content/Course content	
	b. Communication skills	
	c.Use of Teaching Skills	
3	Pace on which contents were covered	
4	Motivation and inspiration for students to Learn	
5	Support for the development of student's skill	
	a. Practical demonstration	
	b. Hands on training	
6	Willingness to offer help and advice to students	
	Total	

C. Departmental Activities / Portfolio allotted

S. No.	Activity
1	Workshop/Lab Conducted
2	Consultancy work
3	Course File
4	NBA Work / NIRF
5	Paper Publication / Presentation

D. Institute Activities / Portfolio allotted

S. No.	Activity
1	Organizing FDP / Seminar/ Conference
2	Extra Co-Curricular activities
3	Any Specific task assigned (example? Examination Controller / HOD/Training and Placement Coordinator / Warden of Hostel etc.)
4	Coordination with Students and Colleagues
5	Contribution in State Board of Technical Education / Bihar Engineering University activities.
6	Any other Contribution for development of Institute.

E. Contribution to Society

S. No.	Semester	Course Code/Name	Number of Scheduled Classes	Number of Classes actually Conducted
1				
Total				

A5. Curriculum Development /Examination work of State Board of Technical Education /Bihar Engineering University Activities

S. No.	Semester	Number of Subjects Syllabus developed	Number of Papers Examined	No of Examination duties availed
1				
Total			0	

B. Student Feedback

S. No.	
1	Outreach Programme for Students of Schools and Colleges
2	Programme for Community Outreach activities

2. a. During the period under report do you believe that you have description in not more than 100 words.

b. Please state briefly shortfalls in respect of your achievement. P faced

faced:

c. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

d. Declaration

	Yes/No	Date
Have you filed your immovable property return as due , if yes , please mention the same	No	
Have you set annual work plan for all officers for the current year , in respect to whom you are reporting authority	No	

Place:

Date : 24/07/2025

Signature of the Officer Reported Mr. SUBODH KUMAR
Upon : 10846028
LECTURER

Prior to year 2024-25, the format of Appraisal system was as shown below-

APPRAISAL AND 360° FEEDBACK FORM

(As per AICTE recommendations effective from assessment year 2019-2020)

SECTION A

Name	
Designation	
Department	
Academic Year	

A. Teaching Process (Max Point 20) Note: 10 Credit point for each semester

S. No.	Semester	Subject Code	Subject Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Supporting Document Index No.
Average Weightage out of 20 Points							

B. Students' feedback (Max Point 20) Note: 10 Credit point for each sem. & min.70% students data

S. No.	Semester	Subject Code	Subject Name	Average Student feedback on the scale of 20	Points earned	Supporting Document Index No.
Average Weightage out of 20 Points						

C. Departmental Activities (Max credit 20) Note: 10 Credit point for each semester

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document Index No

D. Institute Activities (Max Credit 10) Note: 5 Credit point for each semester

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document Index No

E. ACRs maintained at institute level (Maximum Points 10)

S. No	Year	Activity	Credit Point	Criteria	Enclosure No.
1					
2					

F. Contribution to Society (Maximum Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

Summary

Summary	Academic Year 1	Academic Year 2	Academic Year 3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

B. Its implementation and effectiveness (15)

Operating Procedure

Our SPARROW operates as follows:

Eligibility:

Faculty members who have completed one year of employment at our institution are eligible for the annual performance appraisal program.

Communication:

At the beginning of each academic year, the DSTTE (Govt. of bihar) circulate a deadline to fill the Performance Appraisal Report through SPARROW to all faculties.

Appraisal Form:

Employees are required to fill out the Performance Appraisal Form through SPARROW within deadline, which assesses them on various parameters, including exceptional contribution, constraints, coordination with students and colleag

Evaluation:

The submitted appraisal forms are evaluated, and each field is weighted against a predetermined scorecard to calculate the final score for each employee by the reporting authority. The reporting authority then forward it to reviewing auth reviewing authority after reviewing the appraisal, forward it to the accepting authority. The accepting authority finally accept the appraisal.

The reporting authority is the 'Principal of the institute'. Reviewing authority is the 'Director of Department of Science, Technology and Technical Education (DSTTE, Govt. of Bihar). Accepting authority is 'Secretary of Department of

After the acceptance of appraisal, score provided are opened to the individual faculty. They can check their appraisal evalualtion and claim if he/she is not satisfied. The claim is processed and finally SPARROW is closed for that year.

Outcome:

- Based on the scores from individual performance assessments, the DSTTE decides on monetary increments and promotions fulfilling other criteria and eligibility. This system provides a fair and transparent basis of hard work and dedic

बिहार सरकार

विज्ञान, प्रावैधिकी एवं तकनीकी शिक्षा विभाग

पत्रांकः–वि०प्रा०(i) स्था० वि०प्रो०रा०–01/2014 4236 **/पटना, दिनांकः**– 22/11/2

प्रेषक,

निदेशक,
विज्ञान, प्रावैधिकी एवं तकनीकी शिक्षा विभाग,
बिहार, पटना।

सेवा में,

प्राचार्य/प्रभारी प्राचार्य
सभी राजकीय अभियंत्रण महाविद्यालय/राजकीय पोलिटेकनिक संस्थान /राजकीय महिला पोलिटेकनिक संस्थान, बिहार।

विषयः– संस्थान में पदस्थापित शिक्षकों के वित्तीय उन्नयन के संबंध में।

महाशय,

उपरोक्त विषय में कहना है कि अभातशिप एवं विभाग के द्वारा समय–समय पर निर्गत विनियम, संकल्प एवं मापदंडो के आधार पर आपके संस्थान में पदस्थापित शिक्षकों की वित्तीय उन्नयन से संबंधित आवेदन निम्नांकित बिन्दुओं के आलोक में विभाग को यथाशीघ्र उपलब्ध करायी जाएः–

1. विभागीय संकल्प–2552, दिनांक–22.09.2020 के द्वारा अभातशिप विनियम–2012 में निहित प्रावधानों के तहत नियमित शिक्षकों को Academic Performance Index (API) अंक की अनिवार्यता को दिनांक–07.11.2015 तक शिथिलता प्रदान की गयी है।

अतः दिनांक–07.11.2015 के पश्चात् अभातशिप विनियम–2019 प्रकाशित होने तक API आधारित PBAS प्रारूप में ही आवेदन उपलब्ध करायी जाए।

2. अभातशिप Corrigendum सं०–27/T&LB/Pay/01/2022–23/58(Dec.), दिनांक–11.07. [illegible] वर्ष 2019–20 एवं 2020–21 में 360 degree feedback की अनिवार्यता

ज्ञात हो कि विभाग द्वारा Performance appraisa system" को लागू किये जाने की प्रक्रिया अधीन है। अतः " किसी अन्य प्रारूप में PAR मान्य नहीं होगा। उपरोक्त के जाता है कि योग्य शिक्षकों का आवेदन विभाग को यथाशीघ्र

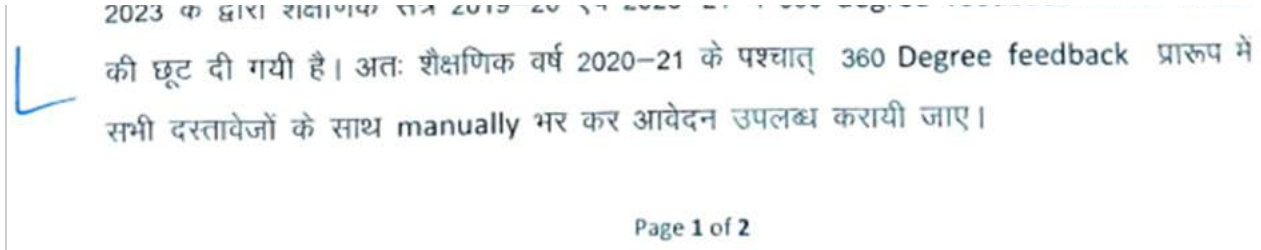
विज्ञान,

पत्रांकः–वि०प्रा० 4236 **/पटना,**

प्रतिलिपिः–1.सचिव, विज्ञान, प्रावैधिकी एवं तकनीकी शिक्षा वि

2. आई०टी० मैनेजर, विज्ञान, प्रावैधिकी एवं तकनी आवश्यक कार्यार्थ प्रेषित।

विज्ञान,


2023 के द्वारा शैक्षणिक सत्र 2019-20 एवं 2020-21 [illegible]
की छूट दी गयी है। अतः शैक्षणिक वर्ष 2020–21 के पश्चात् 360 Degree feedback प्रारूप में
सभी दस्तावेजों के साथ manually भर कर आवेदन उपलब्ध करायी जाए।

C. Details of qualification up-gradation of faculty (10)

Promoting faculty to achieve higher degree

Faculty of Government Polytechnic Lakhisarai are encouraged to achieve their higher degree like M.Tech, PhD, M.Phil through QIP or part-time or modular courses. Interested faculty apply for NOC through principal to Director, DSTTI institute doesn't hamper.

Sl. No.	Name of faculty	Higher degree achieved after joining institute	Institute through Which higher degree is achieved/Persuing	Status
1.	Rakesh Ranjan	PhD	IIT Dhanbad	Completed
2.	Saurav Kumar	M.Tech	IIIT Bhagalpur	Completed
3.	Suraj Kumar	M.E	NITTTR Chandigarh	Completed
4.	Dr. madhu Raj Kumar	PhD	NIT Patna	Completed
5.	Dr. Ritu Sinha	PhD	VKS University Ara	Completed
6.	Subodh Kumar	ME	NITTTR chandigarh	Persuing
7.	Neha Kumari	PhD	IIT Dhanbad	Persuing

6 FACILITIES AND TECHNICAL SUPPORT (100)

6.1 Availability of adequate, well equiped classrooms to meet the curriculum requirements (10)

Total number of classrooms: 03

The classrooms are provided with the following amenities:

- Smart boards available in every classroom
- Sufficient seating arrangements using dual desks
- Adequate lighting and a proper number of ceiling fans
- Projector facilities along with whiteboards for presentations
- Audio systems including speakers and sound equipment
- Internet access through both LAN and Wi-Fi connections
- A podium is provided for effective lecture delivery.
- Classrooms are equipped with both whiteboards and green boards for marker and chalk use.
- An auditorium with a seating capacity of 110 is available, equipped with an overhead projector, computer system, sound system, electronic podium, and internet connectivity.
- A dedicated drawing hall is provided for academic activities.
- A seminar hall with a seating capacity of 35 is available and equipped with a smart board.

All the above-mentioned facilities are accessible to students across all three years of the program.

6.2 Availability of adequate and well-equipped workshops, Laboratories and Technical manpower to meet the curriculum requirements (40)

A. Adequacy (10)

S.NO.	Name of the Laboratory	No of Experiment	Availability of Equipment for experiment	Adequacy	Remarks
1.	Applied Physics Lab-I	12	Available	Satisfactory	
2.	Applied Chemistry Lab	12	Available	Satisfactory	Visual studio is available
14.	Induction, Synchronous and Special Electrical Machines Laboratory	11	Available	Satisfactory	
15.	Industrial Drives laboratory	08	Available		
16.	MATLAB	09	Available		
	Electric		Available	Satisfactory	

3.	Communication Skills in English Lab	**21**	**Available**	**Satisfactory**	
4.	Applied Physics Lab-II	**14**	**Available**	**Satisfactory**	
5.	Introduction to IT Systems Lab	**12**	**Available**	**Satisfactory**	
6.	Fundamental Electrical & Electronics Engg. Lab	**09**	**Available**	**Satisfactory**	
7.	Engg. Mechanics Lab	**12**	**Available**	**Satisfactory**	
8.	Introduction to electric power generation laboratory	**7**	**Available**	**Satisfactory**	
9.	Electrical Circuits Laboratory	**14**	**Available**	**Satisfactory**	
10.	Web Technology Lab	**9**	**Available**	**Satisfactory**	
11.	Electrical and Electronic Measurements Laboratory	**15**	**Available**	**Satisfactory**	
	Electric Motors and		**Available**	**Satisfactory**	
17.	Vehicles Lab (Basics)	**04**			
18.	Microcontroller Applications Laboratory	**09**	**Available**	**Satisfactory**	
19.	Energy Conservation and Audit	**08**	**Available**		
20.	Illumination Practices Laboratory	**04**	**Available**		
21.	Electric Vehicles (Advance) Lab	08	**Available**	**Satisfactory**	

12.	Transformers Laboratory	**14**			
13.	Power Electronics Laboratory	**07**	**Available**	**Satisfactory**	

B. Quality of Labs/workshop (20)

S. No.	Name of the Laboratory	No.of student per setup (Batch Size)	Name of the important equipment (costing more than Rs.30,000)	Weekly utilization status(all the course for which the lab is utilized)	Technical Manpower Support		
					Name of the technical staff	Designation	Qualification
1.	Applied Physics Lab(I&II)	30	All Types of Machines Materials, and Equipments used in Applied Physics Lab	100	Suraj Kumar	Lab Assistant	B. Sc in Physics
2.	Applied Chemistry Lab(I&II)	30	All Types of Machines Materials, Chemicals and Equipments used in Applied Chemistry Lab	100	Kumar Bhaskar	Lab Assistant	M. Sc in Chemistry
3.	Communication Skills in English Lab	30	No. of Computers – 5No. of licensed software – 50 (uTalk, Sky Pronunciation, Sanako Pronounce, Tense Tester, and Sanako Study 1200)No. of Webcams – 50No. of Headphones – 50LCD Screen – 0White Board – 1Power Backup System (UPS) – 10 KVA	100	Ritu Rashmi		
4	ICT Tool Lab/ Web Technology Lab/ Python Programming Lab/ Introduction to IT Systems Lab	30	All system equipped with latest ICT Tool, MS Office, Python Programming, F it & C Programming.	100	Rahul Kumar	Lab Assistant	Diploma in Computer Science & Engg.

5	Fundamental of Electrical & Electronics Engg. Lab	30	All Types of Machines and Equipments used in Basic Electrical and Electronics Engg. Lab	100	Rahul Kumar	Lab Assistant	Diploma in Electrical & B.Tech in Electronics Engg.
6	Engg. Drawing Lab	30	Drawing Board	100	Amit Pratap	Lab Assistant	Diploma in Mechanical Engg.
7	WELDING Lab	30	Virtual and Reality Welding Simulator(All types of Welding) Electric Arc Welding m/c, Spot Welding m/c, Gas Welding Machine	100	Mr. Shashant Kumar	Instructor	ITI
8	CARPENTRY SHOP	30	Power Hacksaw Machine, Carpentary Bench Vice &Tools Related to Carpentary Shop	100	Mr. Shidhant Kumar	Instructor	ITI
9	Fitting Shop	30	Bench Drilling Machine, Bench Grinding Machine, Bench Vice, and Tools Related to Fitting Shop	100	Shri Bipin Kumar Singh& Shri Nikhil Kumar	Instructor	ITI
10	MACHINE SHOP	30	Manual Lathe Machine, Shaper Machine, Universal Milling Machine, Power Hacksaw, Surface Grinding, Grinder, Vertical Drilling Machine, Pillar Drilling Machine	100	Amit Pratap	Lab Assistant	Diploma in Mechanical Engg
11.	Engineering mechanics Lab	30	Compound Pendulum, Jib Crane, Screw Jack, Moment of Inertia of Flywheel, Triangle & Parallelogram of forces Apparatus, Universal	100	Priyanka Kumari	Lab Assistant	B.Tech in Mechanical Engg.

			Force Table (slotted weights & pulleys.), Deflection of Beam Apparatus (With Weights), Friction Slide Apparatus, Combined Inclined Plane and Friction Slide Combined Inclined Plane and Friction Slide Apparatus, Pulley System Different Type Pulley System, Worm & Worm Wheel. Single With Weight, Worm & Worm Wheel. Double With Weight, Wheel & Differential Axel - 30cm With Weight, Whinch Crab Single Purchage with Weight, Whinch Crab Double Purchase with Weight,				
12	Robotics	30	8051 Microcontroller Kit, Conveyor with PLC Trainer, Mobile Robot Platform, Ultimate Code Robotic Platform, 6 axis ARM, Robotic Research Platform, Robotic Platform With Arm, Robotic Advance Kit, Robotic Junior Kit, Robotic Self Learning Kit, Waspmote Kit, Swarm Robot, Diagnostic Software for all Reasearch Robot.	100	Amit Pratap	Lab Assistant	Diploma in Mechanical Engg

13	Power Electronics lab		Thyristor (SCR) Trainer Kit, Step Up Chopper Trainer Kit, Step Down Chopper Trainer Kit, I-S Parallel Inverter Trainer Kit Using SCR, I-S Series Inverter Trainer Kit Using SCR ,Battery Charger Experimental Kit Using SCR ,Experimental Kit For Speed Controlled Dc Series Motor SCR Based,Nd Converters Experimental Kit, Characteristics of IGBT Trainer Kit, Characteristics of Traic Trainer Kit, Forced commuatation Circuit (A,B,C,D and E) Trainer Kit, IGBT, SCR		Ankit Kumar Patel	Lab Assistant	Diploma in Electrical Engg
14	MP &MC Lab		MICROPROCESSOR TRAINING KIT – 8086, MICROCONTROLLER TRAINING KIT – 8051		Rahul Kumar	Lab Assistant	Diploma in Electrical Engg. & B. Tech in Electronics Engg
15	Electrical Measurement and Instrumentation lab		Industrial kelvin double bridge, Wheatstone bridge ,Dual range single phase dynamometer type portable wattmeter, DC Ammeter, DC Voltmeter, AC Voltmeter, AC Ammeter, Single Phase Variac , Moving Iron Ammeter, Moving Coil Ammeter, Moving Iron Voltmeter ,Moving Coil Voltmeter, Digital/energy meter, Potential Transformer, Megger, Maxwell bridge, Scherings Bridge, Digital Voltmeter, Galvanometer		Rahul Kumar	Lab Assistant	Diploma in Electrical Engg. & B. Tech in Electronics Engg
16.	Electric Machine lab		Control panel for SINGLE PHASE Transformer for OC and SC test, Single phase transformer-2,Autotransformer,Loading rheostat 2kw single phase		Ankit Kumar Patel	Lab Assistant	Diploma in Electrical Engg

			in 8 steps, Control panal for DC Shunt generator, Control panel for DC Series generator, MG SET -2, DOL Starter (for Induction Motor) trainer kit, induction motor, Experimental kit for speed control of Induction motor PWM/CSI, Control Panel for loa d test of SCIM With motor, Load test of DC Series motor panel with motor, to Plot V curve of a Synchronous motor with motor,3 phase transformer 3 KVAC ,Control Panel for star delta connection on 3 phase transformer trainer, loading Rheostat three phase 1.5 kw in four step, variable Auto Transformer (3 phase), control panel for load test on single phase transformer trainer,				
17.	Electrical Circuits lab.		Thevenin theorem kit, Super position theorem kit, CRO, multimeter		Ankit Kumar Patel	Lab Assistant	Diploma in Electrical Engg
18.	Switch Gear & protection lab.		Miniature Circuit breaker trainer kit,IDMT over current relay testing kit,Circuit breaker trainer kit, Air circuit breaker trainer kit,MOCB trainer kit			Lab Assistant	
14	Electric Vehicle Lab(Basic & advance)	30	EV Training System, BLDC Training Motor, PMDC Trainer Motor, Battery Characteristics Trainer, Battery Management System Trainer.	100	Rahul Kumar	Lab Assistant	Diploma in Electrical Engg. & B. Tech in Electronics Engg.

C. Technical Manpower support –Eligible and Adequate (10)

Sl. NO.	Technical Manpower Support		
	Name of the technical staff	Designation	Qualification
1.	Mr. kumar harsh	Lab Assistant	Diploma+ B.Tech.(EEE)(Leave institute on Date-05.05.2025)
2.	Mr. Rahul Kumar	Lab Assistant	Diploma+ B.Tech.(ECE)
3.	Mr. Ankit Kr. Patel	Lab Assistant	Diploma
4.	Miss. Priyanka Kumari	Lab Assistant	B. Tech in Mechanical Engg.
5.	Mr. Amit Pratap	Lab Assistant	Diploma in Mechanical Engg.
6.	Shri Kumar Bhaskar	Lab Assistant	M. Sc in Chemistry
7.	Shri Rahul Kumar	Lab Assistant	Diploma in CSE
8.	Shri Suraj Kumar	Lab Assistant	B. Sc in Physics
9.	Shri Rahul Raj	Lab Assistant	Diploma in Electronics Engg.
10.	Shri Nikhil Kumar	Instructor	ITI
11.	Mr. Shidhant Kumar	Instructor	ITI
12.	Mr. Shashant Kumar	Instructor	ITI
13	Shri Bipin Kumar Singh	Instructor	ITI
14	Shri Chandan Kumar Ray	Instructor	ITI
15	Shri Bibhash Kumar	Instructor	ITI

16	Shri Manikant Kumar	Instructor	ITI

Sr. No	Name of the Laboratory	Number of students per set up(Batch Size)	Name of the Important Equipment(Costing more than Rs.30,000)	Weekly utilization status(all the courses for which the lab is utilize
1	DC MACHINES	30	DC SERIES GEN	4H
2	DC MACHINES	30	DC SHUNT GEN	4H
3	AC MACHINES	30	LOADING TEST	4H
4	DC MACHINES	30	OC AND SC TES	4H
5	AC MACHINES	30	V CURVE ON SY	4H
6	DC MACHINES	30	STUDY OF DC S	4H

6.3 Additional facilities created for improving the quality of learning experience in laboratories (20)

A. Facilities (10)

S. No.	Facility Name	Details
1	Industrial Visit	Substation, railway workshop
2	Centre of Excellence	Electric Vehicle(Spoke) & Robotics(Hub)
3	E-Yantra Lab	3D Printings Robotics
4	KYP Lab	Learning of Soft skill and basic computer knowledge

5	Spoken Tutorial	Learning of Different tools related to Engg. Skills.
6	CISCO	Learning of Foundational Knowledge and Practical Skills in Building configuring and troubleshooting Network

B. Effective Utilization (5)

S. No.	Facility Name	Details	Reason(S) for creating facility	Utilization
1	CAD Lab	Computer-aided design facilities for 2D and 3D drafting and analysis	To enable students to use advanced computer-aided drafting and design software for engineering applications	Research activities, UG projects, product designing, and engineering analysis
2	Industrial Visit	Exposure to various mechanical and manufacturing industries	To familiarize students with real-time industrial practices and working environments	Practical learning, industry exposure, and experiential understanding
3	Centre of Excellence	Electric Vehicle and Robotics systems	To enhance students' advanced technical knowledge in Electric Vehicles and robotic system design	Hands-on training, skill development, and advanced experimentation in EV and robotics
4	E-Yantra Lab	3D printing and robotics facilities	To develop students' expertise in additive manufacturing and robotic applications	Practical training in 3D printing technology and robotics

5	KYP Lab	Soft skills training and basic computer education	To improve communication skills and strengthen fundamental computer literacy	Development of soft skills, personality development, and basic IT proficiency

C. Relevance to POs/PSOs (5)

S. No.	Facility Name	Details	Reason(s) for Creating facility	**Relevance to POs/PSOs**
1	CAD Lab	Computer-aided design facilities for 2D and 3D drafting and analysis	To enable students to use advanced computer-aided drafting and design software for engineering applications	PO1, PO2, PO3, PO4, PO5, PO7, PSO1, PSO2
2	Industrial Visit	Exposure to various mechanical and manufacturing industries	To familiarize students with real-time industrial practices and working environments	P01, PO2,PO3, PO4,PO5, PO7 PSO1,PSO2
3	Centre of Excellence	Electric Vehicle and Robotics systems	To enhance students' advanced technical knowledge in Electric	

			Vehicles and robotic system design	P01, PO2,PO3, PO4,PO7,PSO1,PSO2
4	E-Yantra Lab	3D printing and robotics facilities	To develop students' expertise in additive manufacturing and robotic applications	P01, PO2,PO3, PO4
5	KYP Lab	Soft skills training and basic computer education	To improve communication skills and strengthen fundamental computer literacy	PO1, PO6,PO7

Sr. No	Facility Name	Details	Reason(s) for creating facility	Utilization	Areas in which students are expected to have enhanced l
1					

6.4 Laboratories: Maintenance and overall ambiance (10)

1.Maintenance of Laboratory Equipment

Entry and exit registers are properly maintained to monitor and record laboratory usage.

Laboratories are kept open beyond regular working hours whenever required to support student academic activities.

All computers and laboratory equipment are clearly numbered and labeled for easy identification and maintenance.

Annual internal stock verification is carried out, and action reports are prepared to resolve any identified discrepancies.

Computer laboratories are provided with uninterrupted power supply (UPS) systems to safeguard data and equipment during power fluctuations.

Laboratory manuals are developed and made available to students for effective guidance and reference.

Software and system upgrades are implemented periodically to meet curriculum requirements and keep pace with technological advancements.

Informative technical charts are displayed within laboratories to enhance student understanding.

Laboratories are equipped with appropriate hardware and software in line with the prescribed curriculum and syllabus.

Required consumables are procured each academic year to ensure the smooth conduct of laboratory experiments.

Updated antivirus software is installed and regularly maintained to protect systems from malware and security threats.

Innovative student projects are displayed in laboratories to motivate and engage learners.

Registers are maintained for issuing and tracking consumables to ensure efficient inventory management.

Laboratory equipment is regularly serviced and maintained to ensure optimal working condition.

2. Overall ambiance

Practical session timetables, experiment lists, equipment lists, and safety measures are prominently displayed in all laboratories.

All laboratories are designed with sufficient windows to ensure proper illumination and ventilation, creating a comfortable working environment.

Safety measures :

The floors are regularly cleaned to maintain a dust-free environment conducive to laboratory work.

Laboratories have clearly identified gangways to facilitate safe navigation.

6.5 Availability of computing facility in the department (10)

Sr. No	No Of Computer terminals	Students Computer Ratio	Details of Legal Software	Details of Networking
1	30	1:1	ms office 365	500MB/S

6.6 Language lab (10)

Language lab is available for the students of the 1st & 2nd semesters with the following facilities:

- **No. of Computers – 50**

- No. of licensed software – 50 (uTalk, Sky Pronunciation, Sanako Pronounce, Tense Tester, and Sanako Study 1200)
- No. of Webcams – 50
- No. of Headphones – 50
- LCD Screen – 0
- White Board – 1
- Power Backup System (UPS) – 10 KVA

No. of Computer Terminals	Computer Ratio	No. of Hours / Week	Beneficiaries
50	1:1	3 Hours	2nd Semester Students

7 CONTINOUS IMPROVEMENT (75)

7.1 Actions taken based on the resultsof evaluation of each of the POs and PSOs (25)

POs Attainment Levels and Actions for Improvement- (2024-25)

POs	Target Level	Attainment Level	Observations
PO 1 : Basic and Discipline specific knowledge			
PO 1	2.5	2.38	1: PO1 attainment is marginally below target. 2: Weak fundamentals and varied entry-level knowledge are
Action 1: Remedial classes and bridge courses conducted for slow learners Action 2: Conducted regular assessments to promptly address areas of difficulty for timely intervention and support.			
PO 2 : Problem analysis			
PO 2	2.4	2.28	1: Attainment is marginally below target 2.Students faced difficulty in analyzing application-based
Action 1: Problem-based learning (PBL) sessions are introduced. Action 2: Case studies and numerical problem-solving assignments included.			
PO 3 : Design/ development of solutions			

PO 3	2.3	2.20	1: Low attainment observed in design-oriented courses 2: Students got limited real-life problem exposure

Action 1: Students are ispired to use AutoCAD and simulation software to enhance design skills and foster interest in developing mini projects.
Action 2: Design-based assignments and model development activities included.

PO 4 : Engineering Tools, Experimentation and Testing

PO 4	2.2	2.28	1: Target is achieved successfully. 2. Adequate laboratory and tool-handling skills are achiev

Action 1: Target need to be increased.

PO 5 : Engineering practices for society, sustainability and environment

PO 5	1.9	1.83	1. Attainment is marginally below target 2: Students showed limited awareness of safety and sustain

Action 1: To know industry needs and social aspects, students visit industries to enrich their reasonable information.
Action 2: Students are encouraged to indulge in projects, in which global and environmental Issues are improved during their Minor & Major Project.

PO 6 : Project Management

PO 6	1.8	1.69	1: Attainment is below target due to limited understanding 2: Students showed difficulty in adhering to project timel resulting in delays and incomplete project deliverables.

Action 1:Structured project management guidelines were introduced, including defined team roles and work breakdown structure for minor projects and major projects.
Action 2: Periodic project reviews, peer evaluation, and rubric-based assessment were implemented to monitor individual contributions and improve accountability.

PO 7 : Life-long learning

PO 7	2.3	2.27	1: Attainment is slightly below the target due to low part 2: Limited motivation towards independent learning is obse

Action 1: Students encouraged to enroll in MOOCs and certification courses
Action 2: Library sessions are planned to include in the timetable.
Action 3: Students are encouraged to join professional bodies and technical forums for life long learning.

PSOs Attainment Levels and Actions for Improvement- (2024-25)

PSOs	Target Level	Attainment Level	Observations
PSO 1 : Maintenance and control of various types of static and rotating electrical machineries and electrical power system components.			
PSO 1	2.4	2.42	1: PSO1 attainment achieved the target.

Action 1: Target need to be increased.

PSO 2 : Understand the impact of engineering solutions in societal and environmental context, commit to professional ethics and communicate effectively

PSO 2	2.45	2.43	1. Attainment is slightly below the target due to limited implications. 2. Deficiencies were observed in technical communication s

Action 1: Awareness programs on professional ethics, environmental sustainability, and social responsibility were organized.
Action 2: Structured presentation activities and group discussions were incorporated into coursework to improve communication skills.
Action 3: Students are enrolled in Language lab to improve language skill.

7.2 Improvement in Success Index of Students without the backlog (10)

Items	Latest Passed out Batch (2022-23)	Latest Passed out Batch minus 1 (2021-22)	
Success Index (from 4.2.1)	0.21	0.23	0.18

7.3 Improvement in Placement and Higher Studies (10)

Items	Latest Passed out Batch (2022-23)	Latest Passed out Batch minus 1 (2021-22)	
Placement Index (from 4.6)	0.99	1.21	1.09

7.4 Improvement in Academic Performance in Final year (10)

Items	Latest Passed out Batch (2022-23)	Latest Passed out Batch minus 1 (2021-22)	

Academic Performance Index (from 4.3)	5.82	7.65	8.10

7.5 Internal Academic Audits to Review Complete Academics & to Implement Corrective Actions on Continous Basis (10)

Items	2024-25 (CAYm1)	2023-24 (CAYm2)	2022-23 (CAYm3)
Internal Academic Audits	Conducted Intern	Conducted Intern	Conducted Intern

7.6 New Facility created in the Program (10)

Items	2024-25 (CAYm1)	2023-24 (CAYm2)	2022-23 (CAYm3)
New Facility Created	Hardware Lab	Smart Classroom	Electric Vehicle L

8 STUDENT SUPPORT SYSTEMS (50)

8.1 Mentoring system to help at individual level (10)

A structured mentoring system plays an important role in supporting students by providing personal attention and proper guidance. It helps students identify their academic needs, personal development, and future career goals. All departmen growth.

Mentors guide students in academic improvement, career planning, professional development, and laboratory-related skills. They also motivate students to take part in extracurricular and co-curricular activities, helping them build confidence

The mentoring process includes academic guidance, career advancement support, professional orientation, and lab-specific development.

Key points of the departmental mentoring system are as follows:

- Students are divided into groups of 10–15, and one faculty member is assigned as a mentor to each group.
- Mentors regularly meet with students to monitor their academic progress, personal growth, and address their concerns.
- Feedback from mentoring sessions is recorded to improve mentoring practices and meet students' evolving needs.
- Mentors maintain detailed records of each mentee, including academic performance and personal information such as address, contact number, and parents' phone numbers.Bottom of Form

Mentors' Roles and Responsibilities

Mentors play a key role in guiding students throughout their academic journey and overall development. Their responsibilities include the following:

- Mentors conduct orientation sessions to explain the mentoring process and to build a positive relationship between the institute and students.
- They guide students in planning and setting strategies to achieve their academic and career goals.
- Mentors identify students' strengths and support them in improving areas where development is required.
- They share their own experiences and success stories to motivate and inspire students.
- Mentors help students understand professional behavior, workplace ethics, and effective communication skills.
- They also support students in developing better thinking abilities, problem-solving skills, and decision-making capacity.

Mentoring Committee:

There is a "Student Mentorship Cell" (SMC) has been established for the betterment of quality of life and education of our engineering students. For smooth conduct of the Student Mentorship Cell, the following committee has been constitu

Student Mentoring Cell (SMC) – **Institute Level Committee**

Sl. No.	Name	Designation / Position	Role in SMC	Department	Email Id	
1	Dr. R. K Ranjan	Principal	Patron / Chief Advisor	Mech. Engg.	gp.lakhi@gmail.com	7974888700
2	Shri Suraj Kumar	Senior Faculty Member(HOD Mech. Engg.)	Institute SMC Coordinator	Mech. Engg.	Suraj10m26@gmail.com	7766887621
3	Shri Snjeev Kumar	HOD	Member	Civil Engg.	Sanjeevbegusarai08@gmail.com	9470409122
4	Shri Rajesh Kumar	HOD/TPO	Member	Electrical Engg.	Rajeshbit070620@gmail.com	9576811989
5	Shri Saurav Kumar	HOD	Member	Electronics Engg.	sauravbdce@gmail.com	8709592250
6	Dr. Pankaj Kr. Baitha	Student Counselor	Member	Physics	pankajbaitha1@gmail.com	8051112264
7	Dr. Rakesh Ranjan	Administrative Officer	Member	Mathematics	90.ranjan@gmail.com	9471800402

Student Mentoring Cell (SMC) – **Department Level Committee**

Sl. No.	Name	Designation / Position	Role in SMC	Department	Email Id	Mobile No.

1	Shri RajeshKumar	HOD (EE). Engg.) Senior Faculty Member	Chairperson cum Department SMC Coordinator	Electronics Engg.	rajeshbit070620@gmail.com	9471924928
2	Shri Vikash kumar	Class Coordinators	Member	Electrical Engg	kumarvikashese@gmail.com	9113442983
3	Shri Gaurav Kumar	Faculty Mentors	Member	Electrical Engg	grv6450@gmail.com	6201185194
4	Shri Rajkumar	Lab In-charge	Member	Electrical Engg	Raj44504@gmail.com	7979077039
5	Shri Abhisek kumar	Department Counselor	Member	Electrical Engg.	Abhishekbabbu25@gmail.com	7979941923

8.2 Feedback analysis and reward/ corrective measures taken, if any (10)

Feedback collected for all courses: YES/NO; Specify the feedback collection process; Average Percentage of students who participate; Specify the feedback analysis process; Basis of reward/ corrective measures, if any; Indices used for meas learning and summary of the index values for all courses/teachers; Number of corrective actions taken.

A. Methodology being followed for feedback collection, analysis and its effectiveness (5)

A. Methodology being followed for feedback collection, analysis and its effectiveness (5 Marks)

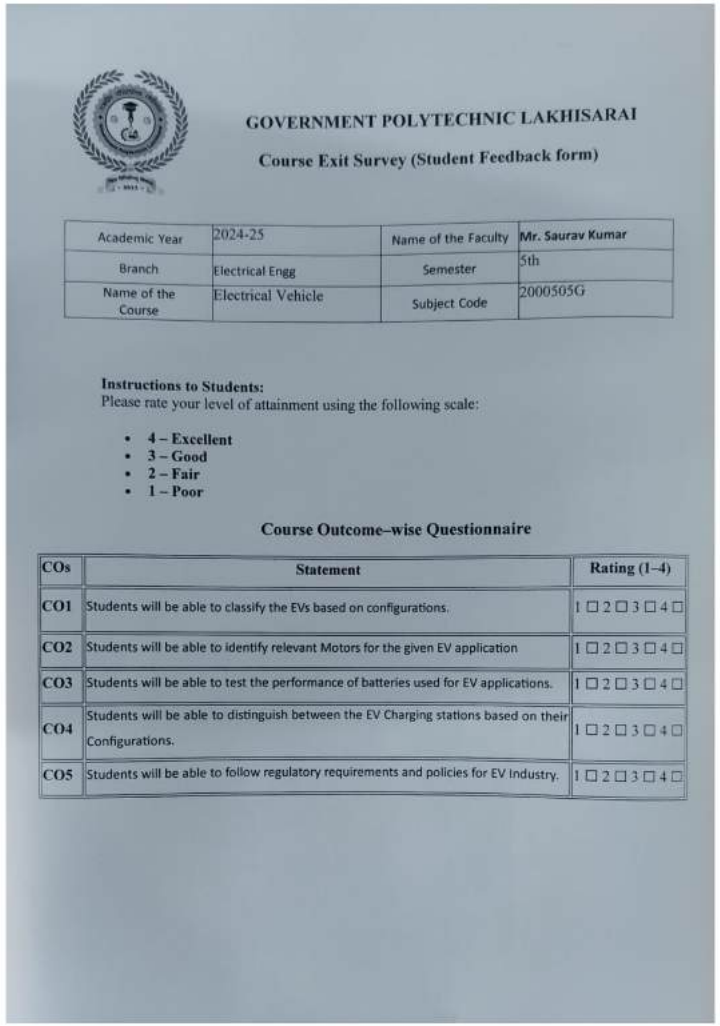
Feedback is important process and it is taken for all courses of all departments.

Methodology for collecting feedback

- Feedback is collected from students at the end of each semester using a standard feedback format.
- The feedback is analyzed by the concerned committee to identify improvement areas.
- Corrective actions are implemented based on the analysis.
- The effectiveness of actions taken is reviewed for continuous improvement.

Students' feedback form for a particular faculty

STUDENTS FEED BACK FORM



GOVERNMENT POLYTECHNIC LAKHISARAI

Course Exit Survey (Student Feedback form)

Academic Year	2024-25	Name of the Faculty	Mr. Saurav Kumar
Branch	Electrical Engg	Semester	5th
Name of the Course	Electrical Vehicle	Subject Code	2000505G

Instructions to Students:
Please rate your level of attainment using the following scale:

- **4 – Excellent**
- **3 – Good**
- **2 – Fair**
- **1 – Poor**

Course Outcome–wise Questionnaire

COs	Statement	Rating (1–4)
CO1	Students will be able to classify the EVs based on configurations.	1 ☐ 2 ☐ 3 ☐ 4 ☐
CO2	Students will be able to identify relevant Motors for the given EV application	1 ☐ 2 ☐ 3 ☐ 4 ☐
CO3	Students will be able to test the performance of batteries used for EV applications.	1 ☐ 2 ☐ 3 ☐ 4 ☐
CO4	Students will be able to distinguish between the EV Charging stations based on their Configurations.	1 ☐ 2 ☐ 3 ☐ 4 ☐
CO5	Students will be able to follow regulatory requirements and policies for EV Industry.	1 ☐ 2 ☐ 3 ☐ 4 ☐

B. Record of corrective measures taken (5)

The feedback is designed on 4-point scale. It is expected that in all case average score will come more than 2. In case of score less than 2, in-depth assessment is made to take correct it through the discussion with the Head of dep department (if required).

8.3 Feedback on facilities (5)

A. Student feedback on facilities, analysis and corrective action taken (5)

A. Student feedback on facilities, analysis and corrective action taken (5 Marks)

Feedback on Institute facilities such as the library, hostel, class rooms, internet, and sports facilities is collected once in every semester to support continuous improvement. Students are requested to rate the following aspects on a scale of 1 to

Format of feedback on facilities

GOVERNMENT POLYTECHNIC LAKHISARAI

FEEDBACK FORM ON INFRASTRUCTURE AND FACILITIES

As part of Continuous Quality Improvement, your feedback is valuable as it helps us to develop and improve our standards on facilities and services.

1. Name of the student (Optional) :_____
2. Registered Number (Optional) :_____
3. Year of graduation :_____
4. Branch :_____
5. Please give a rating of your course on the following:-
   Where 5: Excellent, 4: Very Good, 3: Good, 2: Average, 1: Poor

INFRASTRUCTURE AND FACILITIES			
S.No	**Facility**	**Feedback**	**Remarks**
1.	**Class Room**		
a.	PC & Projectors		
b.	Cleanliness		
2.	**Computer Labs**		
a.	No. of Computers/ Connectivity/ Anti-Virus		
b.	Availability of Software/ Maintenance		
3.	**Wi-Fi and Internet Facility**		
a.	Accessibility of Wi-Fi & Net Speed		
4.	**Canteen**		
a.	Food Prices/ Quantity/ Hygienic Food		
b.	Service		
c.	Timings		
d.	Adequate sitting arrangement		
5.	**Washroom & Drinking water**		
a.	Cleanliness/ Lighting of Washroom all the time		
b.	Quality of drinking Water		
6.	**Extra-Curricular activities**		
a.	Availability of free time for extra-curricular activities		
b.	Enough space available to play sports in college		
	Gym		
a.	Availability of Gym equipments/ Gym Instructor		
b.	Timings		
INFRASTRUCTURE AND FACILITIES			
S.No	**Facility**	**Feedback**	**Remarks**
7.	**Mentoring System**		
a.	Regularity in counseling		

b.	Motivation to the students to participate in Co-curricular and Extra- curricular activities.		
8.	**Library**		
a.	Availability of books/Journals		
b.	Utilizing Digital Library		
c.	Timings		
9.	**Medical**		
a.	Availability of Doctor and Medicines/ Timings		
10.	**Overall Impression on the Institution**		

Any other suggestions for improvement: _____

_____

_____

Signature

******Thank you for your participation and completing this feedback form *******

Feedback collection process and analysis process

Standard facility wise feedback form with questionnaire is provided to students to take feedback on different facilities at the end of each semester. Collected feedback is analyzed by the Institute Feedback Committee and used for corrective a feedback.

● The suggestion box is placed in the departments and the College office wherein students post their

feedback regarding facilities and other issues.

● Feedback on all aspects is collected from alumni during Alumni Meet. Feedback is analyzed and corrective actions are taken.

● Any issues related to basic amenities, sports and games are reported to the principal through the faculty advisor and the Head of the Department for necessary action.

● For feedback of Administrative building, rating is based upon the availability of basic facility, electricity, drinking water etc.

● Feedback is obtained from parents during parents meeting and it is reviewed by the respective Head of the Department who proposes action for the improvement.

Corrective measure taken

Corrective Actions Based on Student Feedback

- Classroom facilities were upgraded and smart classrooms were established.
- Library facilities were improved by extending library hours and increasing the number of books.
- Sports infrastructure was enhanced by developing a new basketball court and organizing indoor, outdoor, and computer games.
- Campus-wide Wi-Fi access was provided for academic use.
- Toilets, washrooms, and common rooms were renovated to improve hygiene and comfort.

8.4 Career Guidance, Training, Placement (20)

A. Availability (05 Marks)

B. Management (10 Marks)
C. Effectiveness (05 Marks)

The institute has a well-structured Career Guidance, Training and Placement Cell that works continuously to enhance students' employability and career readiness. The cell provides systematic career guidance, professional counseling, and sk

Regular training programs on technical skills, soft skills, aptitude, communication, and interview preparedness are organized to meet industry expectations. The cell facilitates internships, industrial training, expert lectures, and campus placer organizations.

Through focused mentoring and continuous support, the cell motivates students to pursue higher studies, entrepreneurship, and gainful employment, ensuring a smooth transition from academic life to professional careers.

Training Placement cell:- Training and Placements cell play a major role in shaping up the career goals of students. The Training and Placement Cell is headed by Concerned Officers and supported by departmental coordinators.

A. Availability

- The institute has a dedicated Training and Placement Cell (TPC) with clearly defined objectives.
- Faculty coordinators and support staff are assigned for smooth functioning of the cell.
- Necessary infrastructure and facilities are available to conduct training and placement activities.

B. Management

- The TPC is managed through a structured committee with defined roles and responsibilities.
- Annual training and placement plans are prepared and implemented systematically.
- The cell organizes technical training, soft skill development, aptitude training, and interview preparation sessions.
- Regular interaction is maintained with industries, training agencies, and alumni.
- Student data, training records, and placement details are properly documented and reviewed.

C. Effectiveness

- The cell enhances employability skills of students through continuous training programs.
- Students are facilitated for internships, industrial training, and campus placements.
- Guidance provided by the cell supports students in securing employment, higher studies, and career advancement.

TPO Cell

Sl No.	Name of the officer	Designation	Role in TPO Cell
1	Dr. R.K Ranjan	Principal	Chairperson
2	Shri Rajesh Kumar	TPO cum HOD Elect. Engg.	Coordinator
3	Shri Suraj Kumar	HOD Mech. Engg./ Senior Faculty Members	Member
4	Shri Snjeev Kumar	HOD Civil Engg.	Member
5	Shri Saurav Kumar	HOD Ec. Engg.	Member
6	Shri Angad Kumar	Alumni Coordinator	Member
7	Dr. Rakesh Ranjan	Administrative Officer	Member

Following facilities are available at the Training and placement cell.

- Seminar hall available for training programs, workshops, and expert lectures.
- Separate rooms for group discussions and interviews to support recruitment activities.
- Computer systems with internet connectivity for online tests, training, and placement processes.

Following are the activities taken place through training placement cell.

- Career counseling is provided to guide students for higher studies and job opportunities.
- Pre-placement training is conducted through mock group discussions and interviews.
- Employability skill training is organized with the help of industry and subject experts.
- Required infrastructure and support are provided for smooth placement activities.

8.5 Entrepreneurship Cell/Technology Business Incubator (5)

A. Availability (01 Marks)

B. Management (02 Marks)

C. Effectiveness (02 Marks)

A. Availability:-

The institute has a functional Entrepreneurship Development Cell (EDC) / Start-up Cell with defined objectives, faculty coordinators, and necessary infrastructure to promote entrepreneurship and innovation among students.

B. Management:-

EDC provides a supportive platform for students to explore entrepreneurial activities and offers technical guidance to convert innovative ideas into viable products and services for the benefit of society. Aspiring entrepreneurs are supported a mentoring, and execution of start-up ventures.

C. Effectiveness:-

To strengthen start-up culture within the institute, a dedicated Start-up Cell has been established with faculty coordinators. The details of the faculty coordinators are given below.

प्राचार्य का कार्यालय
राजकीय पोलिटेकनिक, लखीसराय।

पत्रांक– 853 लखीसराय/दिनांक– 06.12.2025

प्रेषक,

प्राचार्य
राजकीय पोलिटेकनिक, लखीसराय।

सेवा में,

सहायक उद्योग निदेशक
स्टार्ट–अप कोषांग, बिहार, पटना।

विषय– बिहार स्टार्ट–अप नीति, 2022 अन्तर्गत राज्य के शिक्षण संस्थानों में स्टार्ट–अप स्थापित करने हेतु प्रस्ताव के संबंध में।

प्रसंग– भवदीय का पत्रांक– 3403, दिनांक–27.11.2025

महाशय्

उपर्युक्त विषय के संबंध में कहना है कि स्टार्ट–अप परिस्थितिकी को बढ़ावा देने के उद्देश्य से लागू बिहार स्टार्ट–अप नीति, 2022 के तहत राजकीय पोलिटेकनिक, लखीसराय में स्टार्ट–अप सेल की स्थापना हेतु विहित प्रपत्र में प्रस्ताव भेजा जा रहा है।

अग्रेतर कार्यवाई हेतु भवदीय को प्रेषित।

अनुलग्नक– यथोक्त।

06.12.2025
प्राचार्य
राजकीय पोलिटेकनिक, लखीसराय
Principal
Govt. Polytechnic, Lakhisarai

Data to be collected from Department of Science & Technology for start-Up Cell establishment

Sl. No.	College Name	Principal Name and contact	Name of Faculty In-Charge and their contact details. (Nominated by College)	Name of two students representative and their contact details (For be nominated by college)	Infrastructure and lab facilities available for prototype development
1	Government Polytechnic, Lakhisarai	Dr. Rajesh Kumar Ranjan Mobile -7974888700	Mr. Suraj Kumar, Lecturer in Mechanical Engineering-Co-Ordinator Mobile-7667955867, 9631563111 Emaill-suraj10m26@gamil.com Mr. Mithlesh Kumar, Lecturer in Civil Engineering Mobile- 8920518446 Email- krmithlesh401@gmail.com	Miss. Ful Kumari- Mechanical Engineering Mobile- 9341458929 Email- fuljha35@gmail.com Mr. Sachin Kumar Verma Civil Engineering Mobile- 7549757118 Email-seniorsachin2006@gmail.com	1. Work Shop- equipped with major m/cs 2. Electric Vehicle Lab-Centre of Excellence (spoke) 3. Robotics Lab- Centre of Excellence (Hub). 4. Other Supporting Labs under Civil, Mechanical, Electrical and Electronics Engineering available.

Principal
Govt. Polytechnic, Lakhisarai

Principal
Govt. Polytechnic, Lakhisarai

Different activities are organized through the startup cell. Details of the activities are below

Sl No.	Program Type	Name of Program	Date	No. of Paticipants
1	Start-up Outreach Program	Bihar Start-up Policy	26.07.2024	24
2	Start-up Outreach Program	Bihar Start-up Policy	19.11.2024	60
3	Start-up Outreach Program	Bihar Idea Festival 2025	07.08.2025	50

9 GOVERNANCE, INSTITUTIONAL SUPPORT AND FINANCIAL RESOURCES (75)

9.1 Organization, Governance and Transparency (25)

9.1.1 State the Vission and Mission of the Institute (5)

Vision :

Equipping young people with a comprehensive education and cutting-edge skills so they can contribute significantly to the state and country.

Mission :

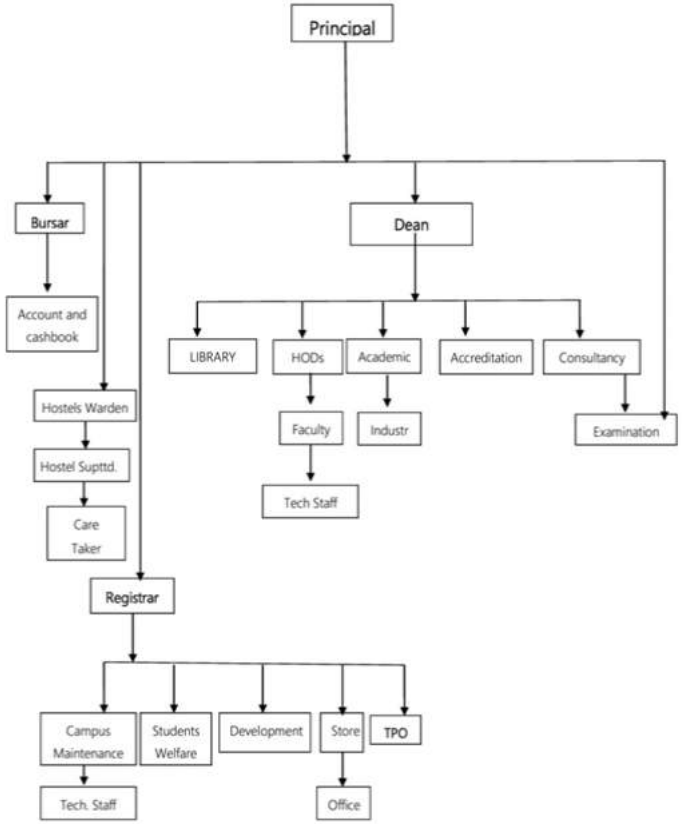
M1 To produce technically proficient engineers with moral and ethical principles by offering professional education. M2 To educate students and equip them with cutting-edge tools to tackle issues facing business and society. M3 To inspire social, and physical well-being.

9.1.2 Governing body, administrative setup, functions of various bodies, define rules procedures, recruitment and promotional policies (5)

A. List the Governing Body Composition; their memberships, functions, and responsibilities

The institute is a Government institute functioning as per the directions of the Department of Science, Technology, and Technical Education, Bihar, which governs administrative and financial policies, while the State Board of Technical Educ authority to implement these policies and report to the higher authorities.

Administrative Setup



Abbreviations:

HOD: Head of Department

TPO : Training Placement officer

Roles and Responsibilities

1. Principal

Responsibilities:-

Principal is Chief Academic and Executive Officer of the Institute who has the prime responsibility to run the Institute as per the directions of the State Government. His main duties are as follows:-

- Provide leadership to make Institution an institution of State/National Repute.
- To plan for the holistic development of institution.
- Setting up of Vision and Mission of the Institution

- Identify the resource persons for every activity of the institution
- Identify training needs of employees.
- Ensure effective teaching learning process.
- Observe discipline and culture in Institution.
- To conduct the affairs of the Institute with utmost integrity. Chief academic and executive officer of the institute who has the prime responsibility to run the instituteand reporting to the State Govt./Board of Governors.
- Annual magazine and report publication.
- Ensure compliance to NBA and prepare documentation.
- Conduct periodic Monitoring of academic process
- Prepare Academic Calendar
- Preparing budget for each dept. with the help of HOD
- Compliance of AICTE, DST and SBTE or any other regulatory authority of GOI/GOB's Direction
- Public relations and coordinating AICTE, DST and SBTE.
- Approve leave policy
- Approve expenses and propose budgetary requirement
- Inform defaults in conduct
- Encourage project and consultancy to faculty
- Recommend advances to discharge responsibility
- Approve industrial visit and recommend expenses
- Assigning work to faculty about academics
- Issue certificates such as bonafide, character certificate, provisional, passing certificate and all other student related work.
- Any work/direction assigned by DST, GOB, GOI or other regulatory authorities

2. Dean Academic or Academic In charge

Dean Academic is Academic in charge of the Institute who has the prime responsibility to run the academic work of the Institute as per the directions of the State Government/ university/SBTE, Bihar.

- To plan academic affairs of institution holistically.
- Publication of Academic Calendar.
- Identify training needs of staff and student.
- Ensure effective teaching learning process.
- Maintain discipline and culture in Institution.
- Publication of Annual magazine and report.
- Ensure compliance to NBA and prepare documentation.
- Conduct periodic Monitoring of academic process.
- Compliance of AICTE, DST and SBTE or other regulatory authorities.
- Public relations and coordinating AICTE, DST and SBTE.
- Encourage project and consultancy to faculty.
- Assigning work to faculty about academics.
- Any work assigned by the principal in the interest of institute.

3. Registrar

Registrar is administrative Officer of the Institute who has the prime responsibility to run the Institute as per the directions of the State Government. The Registrar is the disciplinary authority for all employees of the Institution other than the

- To plan for the maintenance and development of institution.
- Manage the resource persons for every activity of the institution
- Observe employee conduct.
- Public relations and coordinating AICTE, DST and SBTE
- Peruse leave of non-teaching staff.
- Administer expenses and prepare budgetary requirement
- Encourage project and consultancy to faculty
- Recommend advances to discharge responsibility
- Preparation of certificates such as bonafide, character certificate, provisional passing certificate and all other student welfare work
- Any work assigned by the principal in the interest of institute

4. Professor Incharge of Examination/ Controller of Examination

- Is a coordinator between the SBTE and Institute
- To conduct regular class test and term end examination for the students' during the semester
- To forward marks of internal/external examination to SBTE

- Prepare and display supervision time table examination results and invite applications for verification, reassessment of mark and forward it to SBTE.
- To maintain a database of the record of current students as well as passed out students in order to convey the information as per requirement
- Any other duties/ work assigned from time to time
- Any work assigned by the principal in the interest of institute

5. Training And Placement Officer/Incharge

- Appraise the student for job opportunities available
- Arrange in and out campus interviews
- Arrange visits to the industries/training for the students during the academic year
- Arrange expert lectures for students on technical or general topics
- Coordinate the training programs for technical and non- technical staff
- Maintain database of passed out, recruited and opted for higher studies students for further communication
- Any work assigned by the principal in the interest of institute

6. Head of Department

- To review progress in syllabus, laboratory resources in the department
- To implement college policies and procedures
- Ensure effective teaching and learning activities
- Propose evaluation methods of assessment of students
- To actively monitor and promote students
- To submit staff appraisal report to Principal
- To counsel the students and organize parent-teacher meeting
- To analyze the students feedback and take action for corrective measure from faculty and motivate the faculty for better performance
- To recommend the faculty for their excellent performance at higher authorities
- Maintenance of equipment, furniture in the lab/office/classroom
- To assist the principal in timely procurement of equipment
- Annual physical verification of departmental laboratories, stores, shops. Get list prepared for write off, obsolescence removal etc.
- Smooth conduct of SBTE Internal, External Practical, Oral examinations
- Enhancing capability of faculty through Career Development Program
- Interaction with industries and professional bodies
- To participate in the interview process for teaching post
- Any other assignments given by the principal or administration
- Maintain the records of departmental activities and achievements
- Any work assigned by the principal in the interest of institute

7. Lecturer

- Teaching Diploma courses including lectures, laboratory & tutorials.
- Students' Assessment & Evaluation including Examination work of the Technical institution/ Technical Board.
- Planning & implementation of Curriculum, Developing Resource Material & Design & development of laboratory instructions
- Participation in the Co-curricular & Extracurricular activates, Student guidance & counselling & helping their character development, innovation in Technical Education
- Promoting & coordinating Continuing Education Activates.
- Self-development through Up-gradation of Knowledge & skills.
- Any work assigned by the Principal in the interest of institute

8. **Administration**

- Assisting in Institution / Department Administration. Planning & its implementation. Organizing R & D work in industrial problems & projects.
- Academic & Administrative management of institution Preparation of project proposals for funding.
- Providing Academic & Administrative leadership by participating development, administration & management of institutional facilities.
- Monitoring & Evaluation of academic activities in the institution.
- Participation policy & system planning at State, Regional & National level for development of Technical Education Assisting in resource mobilization for the institution
- Maintaining Accountability, Developing, Updating & Maintaining MIS Conduct performance appraisal.

9. Technical Staff

- Erection/installation/commissioning of equipment
- Procurement, storage, accounting of raw materials, fools and instruments
- Planning, scheduling, organizing, coordinating and monitoring workshop instructions and task.

- Issue of raw materials, tools and equipment for workshop jobs.
- Plan, deliver and evaluate theoretical and workshop instruction.
- Guide the students in performance of practical tasks and skill exercises and evaluate their performance.
- Arrange for preventive and breakdown maintenance of institute machinery.
- Assist students and faculty members in the fabrication of their project work.
- Participate in professional development activities
- Assist the workshop superintendent in certain functions as and when necessary.
- Inculcate safety procedures and safety practices among students
- Any other duties/work assigned from time to time.

10. Peon

- Cleaning and arranging in order all equipment and furniture in the assigned shop.
- To maintain neatness and tidiness in the section/departments.
- To deliver the correspondence & files to the respective department & to collect similar correspondence.
- To arrange tables, cupboard in order as per instructions of the Superiors.
- To convey the messages to and from as instructed by the Superiors.
- To carry out miscellaneous job such as display notice etc.
- To carry out routine tasks as closing of windows, locking of gates etc.
- To take Xerox and cyclostyling work as per instructions of the Superiors.
- Any other duties/work assigned from time to time.

B. Minutes of the meeting and action taken report

Sl. No.	Academic Year	Date	Authority	Issue Discussed	Action Taken
1	2025-2026	15/07/2025	Principal	1. Status of NBA 2. Requirement of new equipment's for Lab, Workshop and various works for different departments. 3. Proposal for development and requirements of funds for other activities like Partition of big Hall for creating facilities like lab rooms and classrooms.	1. Mechanical, Civil and Electrical departments are Apply for NBA. 2. Purchase of lab equipment done as per lab requirements of existing curriculum. 3. Partition of big Hall for creating facilities like lab rooms and classrooms.
2	2024-2025	15/07/2024	Principal	1. NBA guidelines and motivation for completion. 2. Proposal for development and requirements of funds for other activities like Maintenance of Workshop. 3.Organizing Smart Bihar	1. Mechanical, Civil and Electrical departments are preparing for NBA to Apply for Academic Year 2025-2026. 2. Maintenance of Workshop like Painting, Window glasses etc.

				Hackathon in the Campus of GP Lakhisarai at Division Level.	3. Organizing Smart Bihar Hackathon in the Campus of GP Lakhisarai at Division Level.
3	2023-2024	10/07/2023	Principal	1. NBA guidelines and motivation for completion. 2. Requirement of new equipment's for Lab, Workshop and various works for different departments.	1. Mechanical, Civil and Electrical departments are preparing for NBA. 2. Purchase of lab equipment done as per lab requirements of existing curriculum.
4	2022-2023	11/07/2022	Principal	1. Regarding NBA preparations 2. Requirement of new equipment's and various works for different departments.	1. Mechanical, Civil, Electrical and Electronics departments are preparing for NBA. 2. Purchase of lab equipment done as per lab requirements of existing curriculum.

C. The published service rules, policies and procedures with year of publication (01Marks)

C. The published Service Rules, policies and procedures with year of publication

I. Service Rules:-

Government Polytechnic Lakhisarai is an institute of the Government of Bihar. Hence, the institute is governed by the rules and regulations of the State Government **and also follows the norms and guidelines** of the All India Council for Te Technology. The brief information of rules and regulations is given below.

1. Bihar Polytechnic Education Services (General Conditions of Services) Rules.

2. Bihar Polytechnic Education Services (Pay) Rules for Administrative and supporting staff.
3. AICTE Pay Scales for Academic faculty and staff.
4. Bihar Polytechnic Education Services (Joining Time, Foreign Service and Payments during Suspension, Dismissal and Removal) Rules.
5. Bihar Polytechnic Education Services (Leave) Rules.
6. Bihar Polytechnic Education Services (Pension) Rules.
7. Bihar Polytechnic Education Services Honoraria, Fees, Compensatory local and House Rent Allowances) Rules.
8. Bihar Polytechnic Education Services (Occupation of Government Residences) Rules.
9. Bihar Polytechnic Education Services (Travelling Allowances) Rules.

II. Recruitment Rules and Recruitment

Recruitment of teaching staff mentioned in the above paragraph is done by the Bihar Public Service Commission (BPSC). It is a constitutional body established under **Article 315 of the Constitution of India**, which ensures smooth and effic candidates for various posts.

III. Promotional Policies

In accordance with AICTE Notification F. No. 61-1/RIFD/7th CPC/2016-17 dated 12 February 2019, the Council has laid down regulations governing pay scales, service conditions, and minimum eligibility requirements for teachers and oth working in technical institutions. These regulations also specify measures to ensure the maintenance and enhancement of quality standards in technical education, as stipulated under the AICTE Regulations, 2019.

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

NOTIFICATION

New Delhi, the 1st March, 2019

AICTE REGULATIONS ON PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF SUCH AS LIBRARY AND PHYSICAL EDUCATION PERSONNEL IN TECHNICAL INSTITUTIONS AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN TECHNICAL EDUCATION – (DIPLOMA) REGULATION, 2019.

F. No. 61-1/RIFD/7th CPC/2016-17.—In exercise of the powers conferred under sub-section (1) of Section 23 read with Section 10(g), (h) and (i) of the All India Council for Technical Education Act, 1987 (52 of 1987) and after approval of the Government of India vide No. 1 - 37/2016 – TS. II, Dated 23rd January, 2019 and letter of even no. dated 12th February 2019, the All India Council for Technical Education makes the following regulation; namely:—

1.0 Short Title, Application and Commencement

1.1 Short Title

These Regulations shall be called the All India Council for Technical Education Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and other Academic Staff such as Library and Physical Education Personnel in Technical Institutions and Measures for the Maintenance of Standards in Technical Education – (Diploma) Regulation, 2019.

1.2 Categories of Institutions to whom the regulations apply

These regulations shall apply to all diploma level technical institutions imparting technical education and such other courses / programs approved by AICTE and areas as notified by the council from time to time.

1.3 Date of Effect

a) **Pay Scales and DA:** The revised pay-scales shall be effective from 01-01-2016

b) **Other Allowances:** Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, House Building Allowance, Travelling Allowance etc. shall be applicable from the date as notified by the Central Government / respective State and UT Government from time to time.

1.4 Effective date of application of Service Conditions

a) All other service conditions including Qualifications, Experience, Recruitment, Promotions etc. shall come into force with effect from the date of this Gazette Notification.

b) The Qualifications, Experience, Recruitment and Promotions etc. during 01-01-2016 till the issue of this Gazette Notification shall be governed by All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Diploma) Regulation, 2010 dated 5th March 2010 and subsequent notifications issued from time to time.

c) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.

d) It may be noted that no further extension would be given beyond 31st July, 2022 and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.

e) In cases, wherein interviews are already conducted either for direct recruitment or for promotions but candidates did not join, such candidates may be allowed to join. Their further up-gradation will be governed by this notification.

f) In cases, where advertisement was published, applications invited but interviews have not been conducted till publication of this notification, the institutes / employers are required to publish corrigendum and processing of applications must be done in accordance with the provisions given in this notification.

2.0 General

2.1 Revised Designations and Mode of Appointments

There shall be only three designations in respect of teachers in the diploma level institutes/polytechnics namely **Lecturer, Head of the Department** and **Principal** as given below in **Table 1**. Also there shall be no change in the present designations in respect of **Library** and **Physical Education** personnel at various levels.

Following mode of appointment shall henceforth be used

Table 1: Cadre Structure and Mode of Appointment

Sr. No.	Designations of Teaching Faculty	Entry Pay (Rs.)	Level	Mode of Appointment
1	Lecturer	56,100	9A	Direct Recruitment
2	Lecturer	57,700	10	Promotion / Direct Recruitment
3	Lecturer (Senior Scale)	68,900	11	Promotion
4	Lecturer (Selection Grade -I)	79,800	12	Promotion
5	Lecturer (Selection Grade -II)	131,400	13A1	Promotion
6	Head of the Department (HoD)	131,400	13A1	Direct Recruitment
7	Principal	131,400	13A1	Promotion / Direct Recruitment

2.2 New Pay Structure

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in **Annexure - I**. The pay matrix shall comprise of two dimensions – a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 9A to 13A1 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a "Cell". Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be based on annual increments till the time of his /her next promotion. When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

2.3 Levels and Cells

The method followed by the 7th CPC shall be adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 9A, 10, 11, 12 and 13A1 corresponding to the present AGP of Rs. 5400, 6000, 7000, 8000 and 9000 respectively.

2.4 Pay Matrix and Fixation of Revised Pay

For Fixation of pay of an Employee in the Pay Matrix as on 1st January 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a **factor of 2.57,** rounded off to the nearest Rupee and the figure so arrived at will be located in that level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix. If the figure arrived at in this manner is less than the first Cell in that Level, then the pay shall be fixed at the first Cell of that Level of Pay Matrix (See **Annexure-I**).

2.5 Date of Increment

(i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.

(ii) There shall be two dates of increment i.e. 1st January and 1st July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial upgradation.

(iii) The increment in respect of an employee appointed or promoted during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July**.**

2.6 Annual Process of Promotion

Every College / DTE shall ensure that the selection process for direct recruitment for various positions is carried out annually so as to maintain required faculty numbers and cadre ratio as per AICTE norms so that no loss is caused to students. Process for the Screening / promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates who do not fulfill the minimum requirement proposed in the Regulation, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he / she satisfies all the minimum requirements and successfully reassessed.

The constitution of the Screening Committee/Promotion committee/Selection Committee as applicable at different stages are enumerated in **Annexure-II.** Various stages of screening/promotion / direct recruitment are given in the **Table 2**.

Table 2: Stages of Screening/Promotion/Direct Recruitment and Mode of Selection

Stage	Designation	Mode of Selection
Entry Level, Stage-I	Lecturer	Direct recruitment
Stage-II	Lecturer (Senior Scale)	Promotion by Screening
Stage-III	Lecturer (Selection Grade -I)	Promotion by Screening
Stage-IV	Lecturer (Selection Grade -II)	Promotion by Selection Committee
Stage-V	Head of the Department (HoD)	Direct recruitment
Stage-VI	Principal	Direct recruitment / Promotion

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma as evolved by the concerned College / DTE duly supported by all credentials to the HoD / Principal of the College, within three months in advance of the due date, that he / she fulfils all requisite qualifications.

2.7 Research Promotion Grant

The thrust has to be given for improving quality by augmenting the research and development in the institutions. Therefore, all technical institutions should provide financial assistance for strengthening research activities.

2.8 Financial Support for implementation of 7th CPC Scale.

The entire liability on account of revision of pay scales etc. of Polytechnic teachers shall be that of the State Government.

2.9 Age of Superannuation

The age of superannuation of all faculty members and Principals of institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

2.10 Health Insurance Scheme

Wherever full health coverage for self and family is not provided for by the government, individual institutions shall implement Contributory Group Health Insurance Schemes for faculty members and other academic staff to extend social security to them and to help attract and retain them for longer association with respective institutions. The Group Health Insurance option may also be extended to the retired faculty members.

2.11 Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits

All pensionary benefits including leave encashment shall be extended to faculty members and other academic staff as per the revised norms recommended by the 7th CPC and implemented by the State Governments.

2.12 Industrial Training

Since a requirement of industrial training has been stipulated for vertical movement of faculty members, the AICTE, State Governments / DTEs, in consultation with the Confederation of Indian Industries (CII), FICCI, NASSCOM and other such industry bodies, devise a suitable mechanism for facilitating all faculty members to undergo industrial training.

2.13 Teaching Engagement

The faculty members working in technical institutions under the purview of AICTE shall have a teaching engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project/ research/ administration may be distributed among the faculty members as per the need and availability of staff.

The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in **Table 3**.

Table 3: Teaching Engagement of Faculty Members in Diploma Level Institutions

Designation	(Teaching / Laboratory Hours)/ Week
Lecturers	18
HoD	16
Principal	6

2.14 Incentives for New Entrants

New entrants as well as existing faculty members shall be provided with a desktop computer/ laptop/ office furniture and a printer with internet connectivity in their office to make faculty members computer savvy and to enable them to have access to the latest technology.

2.15 Grants for Professional Development

All faculty members may be given a grant up to Rs. 25,000/- per year on reimbursement basis, which may be permitted to be accumulated up to 3 years towards acquiring the membership of Professional Societies and for participating in National /International conferences/workshops etc.

2.16 Consultancy

(i) Consultancy work may be undertaken by members of the faculty to generate resources either for the institutions or for themselves.

(ii) Not only the faculty members should be encouraged to undertake consultancy work, but also an appropriate conducive environment be created by the state governments / managements of institutions to facilitate faculty members to undertake such work.

(iii) Suitable parameters for sharing the generated resources between the institution and individual faculty member may be evolved and adopted by the institutions where consultancy work is undertaken by faculty members.

(iv) The faculty members engaged in consultancy/ industry interaction / research / start-up activities / community services may be allowed some adjustment in teaching time table without compromising their teaching contact hours.

2.17 Sabbatical Leave for Faculty

To encourage interface between technical education and industry, the faculty members in Technical Institutions shall be given sabbatical leave of six months for working in industry / professional development, subject to the condition that the faculty has a teaching experience of minimum five years. Such leave, however, shall be available to a teacher only twice in his /her teaching career.

2.18 Start-up

Presently, the institutions are ranked based on academic performance and placement of students. In future it may be also based on number of start-ups and entrepreneurs created by the institute. Therefore, technology incubation centres shall be established and frequent interactions between entrepreneurs / industrialists / alumni and students shall be arranged to motivate students to initiate start-up.

2.19 Incentives for Ph. D. / M. Phil. and other Higher Qualification

(i) Five non-compounded advance increments shall be admissible at the entry level of a recruitee as a lecturer possessing a degree of Ph.D. awarded in the relevant discipline by a recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. under National Doctoral Fellowship program of AICTE / Prime Minister's Research Fellowship program.

(ii) Those possessing Master's degree in Engineering/ Technology/ Architecture/ Planning/ Pharmacy/ Design/Town Planning etc. recognized by the relevant statutory body / council, shall be entitled to two non-compounded advance increments at the entry level.

(iii) Teachers who complete their Ph.D. degree while in service as Lecturer shall be entitled to three non-compounded increments fixed at increment applicable at entry level as Lecturer only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under Quality Improvement Program (QIP) / Teacher Research Fellowship (TRF).

2.20 Statutory Reservation

The statutory reservation policy for recruitment and promotion of SC / ST / OBC / EBC / PWD / Women candidates must be adhered to as per the respective state government rules.

2.21 Quality Improvement Programme (QIP) Scheme for Teachers in Technical Institutions

With a view to improve the quality of technical education, all DTEs and Secretaries of Higher Education of all the states are directed to implement QIP scheme for all the eligible teachers working in Government and Government aided institutions. Managements of self-financing institutions are also directed to encourage their faculty members to participate in QIP scheme.

2.22 Counting of Past Services for Direct Recruitment and Promotion

Previous regular service, whether national or international, as Lecturer, Assistant Professor/Associate Professor/HOD/Workshop Superintendent etc. in a University, College, equivalent post in National Laboratories or other scientific / professional organizations such as the CSIR, ICAR, DRDO, UGC, AICTE, ICSSR, ICHR, ICMR. DBT or state PSUs etc., shall be counted for direct recruitment and promotion of a teacher as Lecturer, Head of the Department, Principal or any other nomenclature provided that:

a) The qualifications for the post held should not be lower than the qualifications prescribed by the AICTE for Lecturer, Head of the department and Principal as the case may be.

b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Lecturer, Head of the department and Principal.

c) The candidate for direct recruitment has applied through proper channel only.

d) The concerned person should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Lecturer, Head of the department and Principal, as the case may be.

e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the State Government / Central Government / concerned institution, for such appointments.

f) The previous appointment was not as guest lecturer for any duration or ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service can be counted provided that:

1. The period of service was of more than one year duration;
2. The incumbent was appointed on the recommendation of duly constituted Selection Committee.
3. The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service.
4. An artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on permanent basis shall be given the benefit of entire service rendered by him with effect from the date of initial appointment (temporary/contract/ad-hoc) notwithstanding the artificial break / breaks in service.
5. The incumbent was drawing total gross emoluments not less than the monthly gross salary at initial stage of a regularly appointed Lecturer, Head of the department and Principal, as the case may be; and
6. At the time of selection, the negotiated terms and conditions clearly mention the period of experience, nature of experience and same has been consented by the employer.

g) No distinction should be made with reference to the nature of management of the institution where -previous service was rendered (private/local body/Government) for counting past services under this clause.

2.23. Equivalence of Experience of Diploma Level Institutions and Degree Level Institutions

Experience at degree level institutions shall be considered equivalent to experience in the diploma level institutions at appropriate level, as applicable provided, scale of pay, qualifications, experience and research contributions are same for the post under consideration as per the present notification.

2.24 Cadre Structure

The "Cadre Structure" in diploma level institutions imparting technical education is *as* given in **Table 2**. The following guidelines are to be taken care of while promoting faculty members in different cadres.

- Incumbent faculty members shall be upgraded to higher position, after being eligible, through a process of selection to be held annually irrespective of availability of vacancies in that cadre.
- The incumbent so upgraded to a higher cadre shall be re-designated as Lecturer (Senior Scale) / Lecturer (Selection Grade - I) / Lecturer (Selection Grade - II) as the case may be.
- With this cadre structure, all faculty members may become Lecturer (Selection Grade - II).
- The entry post of Lecturer can be treated as vacant once the incumbent moves on higher cadre / post through promotion or through direct recruitment by keeping total sanctioned posts fixed.

2.25 Fixation of Pay

The fixation of pay and designations of incumbents in the revised pay scales shall be as given in **Annexure - I**.

Incumbent faculty members / principals who are in AGP of 10,000/- as per 6th CPC, shall be fixed in the appropriate cell corresponding to Level 14 of pay matrix table recommended by 7th CPC.

2.26 Position of Principals

1. Principal of AICTE approved institution has to be a full time faculty selected in accordance with the due process of selection to be adopted by the concerned State Government / DTE / Public Service Commission / respective Board of Governors / Board of Management etc., by taking into consideration the qualifications and other requirements as laid down by AICTE from time to time.
2. This position shall be of contractual in nature for a term of 5 years and can be extended for one more term depending upon the performance; and after completing the term the incumbent shall join back his/her parent organization in the previous designation from where he / she proceeded.
3. In an institution where several programmes under technical education approved by AICTE are running, the Principal shall be from one of the programmes preferably from a programme with maximum student strength.

3.0 Mandatory Teacher Trainings

1. Every teacher appointed / promoted to any position here onwards with effect from the publication of this gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
2. No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
3. The requirement of completing these modules as envisioned in this gazette is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
4. The requirement of completing these modules, however, shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.

4.0 Minimum Qualifications for Direct Recruitment as Lecturer in Diploma Level Institutions

Direct recruitment on the post of lecturer shall be made at two different levels of pay in diploma level institutions based on the qualifications of the candidate at the time of application. Minimum qualification, experience, research contributions, feedback and requisite training requirements for

different levels for direct recruitment, screening and promotions for the faculty members are as follows.

4.1 For Direct Recruitment of Lecturer (Level – 9A, Entry Pay 56,100/-)

Those possessing a minimum of 4-year Bachelor's degree shall be placed in Level 9A at entry pay of Rs.56,100/-

(a) Engineering / Technology

B. E. / B. Tech. / B. S. in relevant discipline with First Class or equivalent.

(b) Pharmacy

B. Pharm. with First Class or equivalent.

(c) Hotel Management and Catering Technology

A minimum 4-year Bachelor's Degree in HMCT with First Class or equivalent.

(d) Architecture

B.Arch. or a 4-year Degree in an allied field with First Class or equivalent.

(e) Fine Arts

Bachelor's degree in appropriate discipline of Fine Arts (Applied Arts, Painting and Sculpture) or equivalent with First Class or equivalent.

(f) Design

Bachelor's degree in design or a minimum 4-year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First Class or equivalent

(g) Sciences and Humanities

Master's degree in appropriate subject with First Class or equivalent at Bachelor's or Master's level.

4.2 For Direct Recruitment of Lecturer (Level – 10, Entry Pay 57,700/-)

(a) For Technical Disciplines

Bachelor's and Master's Degrees in relevant disciplines with First Class in either of the two at the time of selection.

(b) For Sciences and Humanities

A Master's degree with First Class or equivalent in a relevant subject and, must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET.

(c) For Promotion of incumbent Lecturer in Level 9A to Level 10

(i) Candidates from technical disciplines shall be placed in Level 10 at suitable cell as and when the candidates acquire the Master's degree in relevant technical discipline.

(ii) Candidates of Sciences and Humanities shall be placed in Level 10 at suitable cell as and when the candidates clear the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET.

(iii) In case candidates do not acquire relevant Master's degree in the case of technical disciplines and in case of candidates from Sciences and Humanities do not clear National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET, they shall be placed in appropriate cell of level 10 only after completion of 5 years.

4.3 Minimum Qualifications for Lecturer (Senior scale) (Level – 11, Entry Pay 68900/-)

1) Qualifications as prescribed for the post of Lecturer.

AND

2) Three weeks of industrial training at the level of Lecturer.

AND

3) Two weeks of Faculty Development Programme (FDP) recognised by AICTE/UGC/TEQIP/NITTTR/ Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT)/IISc/IIT /University/Govt. and out of which at least one of the FDPs shall be in advanced Pedagogy

OR

3) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.

OR

3) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

4) Minimum 5 years of experience and an average 360° feedback score between 8 to 10 on the scale of 10 in the cadre of Lecturer.

OR

4) Minimum 6 years of experience and an average 360° feedback score between 5 to < 8 on the scale of 10 in the cadre of Lecturer.

4.4 Minimum Qualifications for Lecturer (Selection Grade - I) (Level – 12, Entry Pay 79800/-)

1) Qualification as prescribed for the post of Lecturer (Senior Scale) necessarily with a Master's Degree in relevant discipline in First Class or equivalent either at Bachelor's or at Master's level.

AND

2) Three weeks of industrial training at the level of Lecturer (Senior Scale)

AND

3) Two weeks of Faculty Development Programme (FDP) recognised by AICTE/UGC/TEQIP/NITTTR/ Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT)/IISc/IIT /University/Govt.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

4) Minimum 5 years of experience with an average 360° feedback score between 8 to 10 on the scale of 10 in the cadre of Lecturer (Senior Scale).

OR

4) Minimum 6 years of experience with an average 360° feedback score between 5 to < 8 on the scale of 10 in the cadre of Lecturer (Senior Scale).

4.5 Minimum Qualifications for Lecturer (Selection Grade - II) (Level – 13A1, Entry Pay 131400/-)

1) Qualifications as prescribed for the post of Lecturer (Selection Grade - I).

AND

2) Three weeks of industrial training at the level of Lecturer (Selection Grade - I)

AND

3) Two weeks of Faculty Development Programme (FDP) recognised by AICTE/UGC/ TEQIP/NITTTR/Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT)/IISc/IIT /University/Govt.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

4) Ph. D. in relevant discipline with minimum 3 years of experience, 2 research publications in SCI journals / UGC / AICTE/ CoA/ PCI approved list of journals and an average 360° feedback score between 8 to 10 on a scale of 10, all in the cadre of Lecturer (Selection Grade - I) Level - 12.

OR

Ph. D. in relevant discipline with minimum 4 years of experience, 2 research publications in SCI Journals / UGC / AICTE. CoA/ PCI approved list of journals and an average 360° feedback score between 5 to < 8 on a scale of 10, all in the cadre of Lecturer (Selection Grade-I) Level - 12.

OR

Minimum 6 years of experience with an average 360° feedback score between 8 to 10 on a scale of 10, all in the cadre of Lecturer (Selection Grade-I) Level - 12.

OR

Minimum 8 years of experience with an average 360° feedback score between 5 to < 8 on a scale of 10, all in the cadre of Lecturer (Selection Grade-I) Level - 12.

Note: 360° Feedback

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
2. In case the candidate fails to achieve the minimum specified feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

4.6 Minimum Qualifications for Head of the Department (Level – 13A1, Entry Pay 131400/-)

For Direct Recruitment

Ph. D. in relevant field and First Class at Bachelor's or Master's level in the relevant discipline; minimum of 12 years of experience in Teaching/ Research/ Industry, out of which at least 2 years shall be post Ph.D. experience minimum at the level of Lecturer (Selection Grade-I).

OR

Bachelor's and Master's Degree in relevant discipline with minimum of 15 years of experience in Teaching / Research / Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade - II).

4.7 Qualifications for Principal

(Level – 13A1, Entry Pay 131400/- with the special allowance of Rs. 4500/- per month)

(a) Direct Recruitment

Ph.D. and First Class at either Bachelor's or Master's level in the relevant discipline with minimum of 16 years of experience in Teaching / Research/ Industry, out of which at least 3 years shall be post Ph.D. experience and 5 years of experience not below the level of HoD.

OR

First Class at Bachelor's or Master's level in the relevant discipline and minimum of 20 years of experience in Teaching / Research/ Industry, out of which 5 years of experience not below the level of HoD.

(b) For promotion of the Incumbent

Ph.D. and First class at Bachelor's or Master's level in the relevant discipline with minimum of 16 years of experience in Teaching / Research/ Industry out of which 5 years shall be at the level of HoD and 3 years shall be post Ph.D. Experience; An average 360° feedback score of 5 to < 8 out of 10 for last 5 years.

OR

First class at Bachelor's or Master's level in the relevant discipline; minimum of 20 years of experience in Teaching / Research/ Industry, out of which 7 years shall be not below the level of HoD. An average 360° feedback score of 8 to 10 out of 10 for last 5 years.

Note:

1. Existing designations pay and scale of incumbent faculty, Head of the Department and Principals shall be protected and may be placed in appropriate cell in the level corresponding to their AGP drawn on 31-12-2015.
2. Lecturer (Selection Grade-II) can be given-charge of HoD on rotation basis as per seniority for three years subject to availability of vacant posts of HoD.

5.0 Minimum Qualifications for Direct Recruitment and Promotion of other Academic Staff

5.1 Minimum Qualifications for direct recruitment of Assistant Librarian (Level – 9A,Entry Pay 56100/-)

1. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
2. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

5.2 Minimum Qualifications for direct recruitment of Assistant Director (Physical Education - Level – 9A, Entry Pay 56100/-)

1. Master's Degree in Physical Education or Master's Degree in Physical Education Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University / Institute.
2. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;
3. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
4. Record of organizing such events as student's convener or in later part of life.

5.3 For Direct Recruitment of Assistant Director (Physical Education) and Assistant Librarian (Level – 10, Entry Pay 57,700/-)

A Master's degree with First Class or equivalent and have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET.

5.4 For Promotion of incumbent Assistant Director (Physical Education) and Assistant Librarian in Level 9A to Level 10

(i) Assistant Director (Physical Education) shall be placed in Level 10 at suitable cell as and when the candidates clear the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET.

(ii) In case candidates do not clear National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test acredited by the UGC, like SLET / SET, they shall be placed in appropriate cell of level 10 only after completion of 5 years.

5.5 Methodology of further Promotions for Assistant Director (Physical Education) and Assistant Librarian

The qualifications for promotions for Assistant Director (Physical Education) and Assistant Librarian shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018.

6.0 Additional Requirements

6.1 Research Publications

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

a) For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.

b) In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.

c) In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

6.2 Equivalence for Ph.D. / Eligibility of direct Ph.D. after B.E. / B.Tech

6.2.1 Equivalence for Ph.D

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

6.2.2 Eligibility of direct Ph.D. after B.E./ B.Tech

The qualification of Ph.D acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognised University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/ NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

6.3 Class / Division

If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

6.4 Nomenclature of relevant degrees

The qualifications for various faculty posts specify that the degree shall be in the appropriate / relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F. No. 27/RIFD/Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / Director of Technical Education / Public Service Commission / University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications / specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

6.5 Incumbent faculty Members with previous qualifications

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 5th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

6.6 Faculty Members on deputation

Any Faculty Member on deputation to some Government Organization /Autonomous Bodies such as DTE /AICTE / UGC /MHRD /DST / Universities etc .on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360o feedback. If the faculty has secured at least Very Good rating, it shall be considered equivalent to 8 points on a 10 point scale of 360o feedback in reference to this notification for the period of deputation.

Disclaimer: Notification Language

The notification is published in English and Hindi languages. Utmost care is taken to translate notification from English to Hindi. However, in case of any kind of discrepancy in interpretation, English version shall prevail.

Annexure-I

Pay Matrix Table for Diploma Level Technical Institutions

PAY MATRIX						
(All figures are in Rupees (`))						
Pay Band VI CPC		**15600-39100**				**37400-67000**
Cadre Title VII CPC		**Lecturer**	**Lecturer**	**Lecturer (Senior scale)**	**Lecturer (Selection Grade-I)**	**Lecturer (Selection Grade-II) / HoD / Principal**
Academic Grade Pay - VI CPC		**5400**	**6000**	**7000**	**8000**	**9000**
Entry Pay		**21000**	**21600**	**25790**	**29900**	**49200**
Cell No.	**Level**	**9A**	**10**	**11**	**12**	**13A1**
1		56100	57700	68900	79800	131400
2		57800	59400	71000	82200	135300
3		59500	61200	73100	84700	139400
4		61300	63000	75300	87200	143600
5		63100	64900	77600	89800	147900
6		65000	66800	79900	92500	152300
7		67000	68800	82300	95300	156900
8		69000	70900	84800	98200	161600
9		71100	73000	87300	101100	166400
10		73200	75200	89900	104100	171400
11		75400	77500	92600	107200	176500
12		77700	79800	95400	110400	181800
13		80000	82200	98300	113700	187300
14		82400	84700	101200	117100	192900
15		84900	87200	104200	120600	198700
16		87400	89800	107300	124200	204700
17		90000	92500	110500	127900	
18		92700	95300	113800	131700	
19		95500	98200	117200		
20		101100	120700	139800		
21		104100	124300	144000		
22		107200	128000	148300		
23		110400	131800	152700		
24		113700	135800	157300		
25		117100	139900	162000		
26		120600	144100	166900		

27	124200	148400	171900		
28	127900	152900	177100		
29	131700	157500	182400		
30	135700	162200	187900		
31	139800	167100	193500		
32	144000	172100	199300		
33	148300	177300	205300		
34	152700	182600	211500		
35	157300	188100			
36	162000	193700			
37	166900	199500			
38	171900	205500			
39	177100				
40	182400				

Note: The end-points of any column do not signify the end points of the pay received at that level. As was the case in the earlier provision of traditional pay scales, the last point does not represent the maximum pay of that level for calculation purposes. The end-points of the column should not be treated as the maximum and minimum of a pay scale to calculate the average pay for any level.

Annexure–II

Constitution of Committee for Direct Recruitment, Screening and Promotion

The AICTE has evolved following guidelines on:

(a) Constitution of Screening Committees for promotion to Lecturer (Level 10), Lecturer (Senior Scale), Lecturer (Selection Grade-I).

(b) Constitution of Promotion Committees for Lecturer (Selection Grade - II) and Principal.

(c) Constitution of Selection Committees for direct recruitment of Lecturer (Level 9A), Head of Department (Level 13A1) and Principal.

Selection Proceedings:

All the screening / selection procedures shall be completed immediately after the screening / selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected / promoted candidates in order of merit, duly signed by all members of the committee.

I. Constitution of Committee for Direct Recruitment and Promotion:

The Selection Committee for the post of Lecturer and Head of Department, including Private Colleges shall have the following composition:

i) Director, Technical Education to be the Chairperson of the Selection Committee.

ii) The Principal of the College.

iii) Three nominees of the Secretary, Technical Education of concerned state out of which two should be a subject-expert.

iv) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by Director, Technical Education.

II. Constitution of Screening Committee:

The Screening Committee for the promotion of Lecturers at all levels shall have the following composition:

i) The Principal of the College to be the Chairperson of the Screening Committee.

ii) One Nominee of Director, Technical Education

iii) Two subject-experts nominated by Secretary, Technical Education.

iv) Head of the concerned department

III. Constitution of Committee for Selection of Principal:

The Selection Committee for the post of Principal of polytechnics shall have the following composition:

i) Secretary, Technical Education as Chairperson.

ii) Two members of the Governing Body of the college to be nominated by the chairman of whom one shall be an expert in academic administration.

iii) One nominee of Minister of Technical Education.

iv) Two academicians not below the level of Professor in Technical Education.

Note:

1. State where public service commission does the recruitment, shall follow the AICTE guidelines for deciding the composition of recruitment committee.
2. The report of screening committee shall be approved by the concerned Director of Technical Education.
3. Criterions for screening the proposals for promotion shall be devised by the respective Director, Technical Education. However, conditions for screening / promotion such as 360° feedback, industrial training, FDPs etc. laid down by AICTE through this gazette be adopted.

Annexure - III

CALCULATLION OF 360° FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

a. Teaching Process (Maximum Point 25)

b. Students' Feedback (Maximum Point 25)

c. Departmental Activities (Maximum Point 20)

d. Institute Activity (Maximum Point 10)

e. ACR (10 Points)

f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, classes actually held. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

D. Extent of awareness among employees/ students

The overall policies and rules can be classified into three categories: general employee-related policies, policies and rules related to the Department of Science, Technology and Technical Education, Government of Bihar, and policies and rul regulations pertaining to general employees are accessible on the website of the Government of Bihar and are also available in the Gazette of Bihar. The rules and policies concerning the Department of Science, Technology, and Technical Ed regulations and policies related to the institute and its departments are accessible on the institute's website.

9.1.3 Decentralization in working and grievance redressal mechanism (5)

A. List the names of the faculty members who have been delegated powers for taking administrative decisions:-

The institute follows a decentralized operational framework to enhance effective decision-making, promote staff motivation, and encourage experiential learning. In this system, key functionaries such as Heads of Departments and Section In entrusted with the responsibility of managing academic, administrative, and human resources within their respective departments. Accordingly, the Principal delegates necessary administrative and academic powers, excluding financial autho functioning and achievement of institutional objectives. Additionally, institute-level committees are constituted to strengthen service delivery and address stakeholder needs effectively.

· Principal

· Dean

· Head of Department, Faculty and supporting staff.

· Examination controller

· Registrar – Office superintendent and supporting staff

A. List the names of the Faculty members who have been delegated powers for taking administrative decisions

In every academic year the various activities are assigned to faculties. The list of such portfolio distribution is shown below by office order.

प्राचार्य का कार्यालय
राजकीय पोलिटेकनिक लखीसराय – 811311

कार्यालय आदेश संख्याः– 019 लखीसराय/दिनांक– 04.01.2024

कार्यालय आदेश

संस्थान के क्रियाकलाप का समुचित संचालन हेतु निम्नलिखित व्याख्याता को नोडल पदाधिकारी/Lecturer in charge अगले आदेश तक नामित किया जाता है –

क्र०सं०	प्रभार का नाम	व्याख्याता का नाम
01	AICTE संबंधित	श्री अमित रंजन
02	SPORTS	डा० राकेश रंजन श्री मिथलेश कुमार
03	SPOKEN TUTORIALS (उप नोडल पदाधिकारी)	श्री रितेश कुमार
04	ट्रेनिंग एवं प्लेसमेंट (उप नोडल पदाधिकारी)	श्री अमन कुमार
05	लाइब्रेरी (उप नोडल पदाधिकारी)	श्रीमती साक्षी कुमारी
06	काउंसेलिंग सेल	श्रीमती नूरूस्सबाह सुश्री रितु सिन्हा
07	परख (AICTE)	श्री सूरज कुमार श्री अमित रंजन
08	NATS (उप नोडल पदाधिकारी)	श्री मधु राज कुमार
09	MOOC/NPTEL/OTHER TRAINING	श्री अमित रंजन
10	कॉन्फ्रेन्स/सेमिनार	श्री अमित रंजन श्री अनुज कुमार
11	संस्थान विकास सोसाइटी	श्री अमित रंजन श्री अनुज कुमार
12	स्कॉलरशिप (उप नोडल पदाधिकारी)	सुश्री सिमरन भारती
13	पहल	सुश्री रितु सिन्हा
14	LMS (उप नोडल पदाधिकारी)	श्री अनुज कुमार
15	NSS (उप नोडल पदाधिकारी)	सुश्री रितु सिन्हा
16	NASSCOM	श्री सौरभ कुमार
17	CONSULTANCY	श्री संजीव कुमार (असैनिक विभाग) श्री मिथलेश कुमार
18	ACADEMIC I/C	डा० राकेश कुमार श्री सूरज कुमार

Principal
Govt. Polytechnic, Lakhisarai

निम्नलिखित व्याख्याताओं के लिए पूर्व में निर्गत कार्यालय आदेश भी अगले आदेश तक यथावत् बना रहेगा –

क्र०सं०	प्रभार का नाम	व्याख्याता का नाम
01	परीक्षा नियंत्रक	श्री सूरज कुमार
02	KYP CO-ORDINATOR	श्री संजीव कुमार (CSE)
03	BBAS	श्री संजीव कुमार (CSE)
04	CISCO	श्री सौरभ कुमार श्री राजेश कुमार
05	SPOKEN TUTORIAL	डा० पंकज कुमार बैठा
06	लाइब्रेरी	डा० पंकज कुमार बैठा
07	ट्रेनिंग एंड प्लेसमेंट ऑफिसर	श्री राजेश कुमार
08	NATS – CO-ORDINATOR	श्री राजेश कुमार
09	E- YANTRA CO-ORDINATOR	श्री राजेश कुमार
10	NSS – CO-ORDINATOR	श्री राजेश कुमार
11	कम्प्यूटर सेंटर	श्री संजीव कुमार (CSE)
12	स्कॉलरशिप	श्री सूरज कुमार
13	BIS	श्री संजीव कुमार
14	NBA	श्री सौरभ कुमार
15	LMS	श्री सौरभ कुमार
16	COE	श्री सूरज कुमार श्री सौरभ कुमार
17	Institute Magazine/News Letter	सुश्री प्राची गुप्ता सुश्री रितु सिन्हा
18	Literary Club	सुश्री प्राची गुप्ता (नोडल पदाधिकारी) सुश्री रितु सिन्हा (उप नोडल पदाधिकारी)
19	Media	सुश्री प्राची गुप्ता
20	Mathematical Society	डा० राकेश रंजन
21	Science Society	डा० पंकज कुमार बैठा

ह०/–
प्राचार्य
राजकीय पोलिटेकनिक, लखीसराय

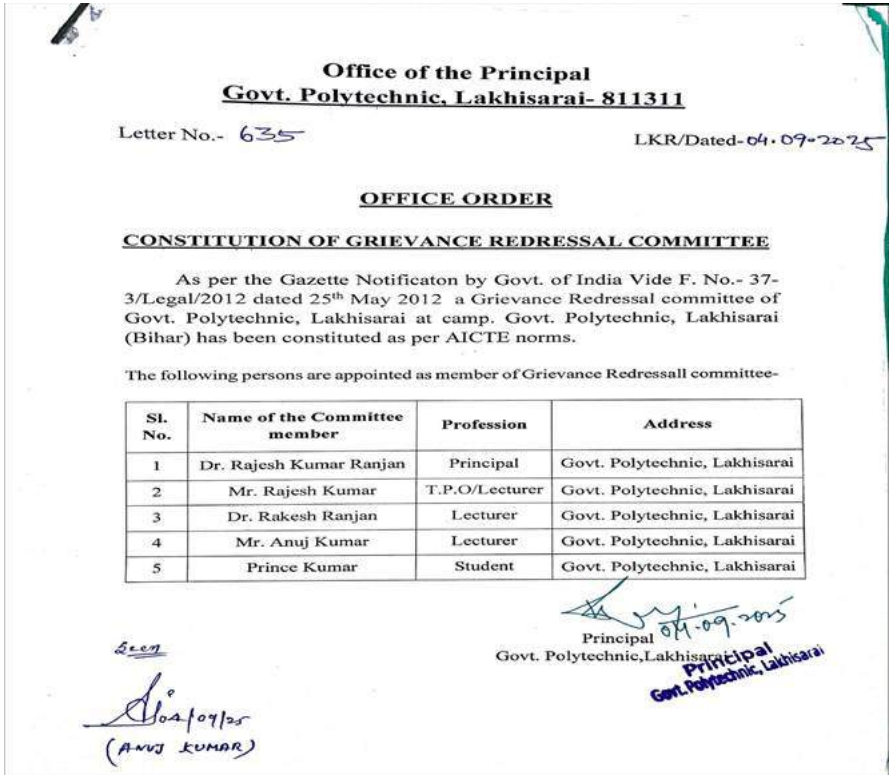
ज्ञापांक – 019 दिनांक – 04.01.2024
प्रतिलिपि :–
1. सबंधित व्याख्याताओं को सूचनार्थ प्रेषित।

04.01.2024
प्राचार्य
राजकीय पोलिटेकनिक, लखीसराय
Principal
Govt. Polytechnic, Lakhisarai

B. Specify the mechanism and composition of the grievance redressal cell including Anti Ragging Committee & Sexual Harassment Committee

Grievance Redressal Cell (GRE Cell)

The institute has an active mechanism for addressing student grievances through a dedicated Grievance Redressal Committee. Student concerns related to academic matters, health and hygiene, drinking water, and other welfare issues are atte
transparent, and accountable institutional environment and to ensure a conducive learning atmosphere, the Student Guidance, Grievance, and Redressal Cell has been established. The composition of the committee for the academic session 2(



Office of the Principal
Govt. Polytechnic, Lakhisarai- 811311

Letter No.- 635 LKR/Dated-04.09.2025

OFFICE ORDER

CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

As per the Gazette Notificaton by Govt. of India Vide F. No.- 37-3/Legal/2012 dated 25th May 2012 a Grievance Redressal committee of Govt. Polytechnic, Lakhisarai at camp. Govt. Polytechnic, Lakhisarai (Bihar) has been constituted as per AICTE norms.

The following persons are appointed as member of Grievance Redressall committee-

Sl. No.	Name of the Committee member	Profession	Address
1	Dr. Rajesh Kumar Ranjan	Principal	Govt. Polytechnic, Lakhisarai
2	Mr. Rajesh Kumar	T.P.O/Lecturer	Govt. Polytechnic, Lakhisarai
3	Dr. Rakesh Ranjan	Lecturer	Govt. Polytechnic, Lakhisarai
4	Mr. Anuj Kumar	Lecturer	Govt. Polytechnic, Lakhisarai
5	Prince Kumar	Student	Govt. Polytechnic, Lakhisarai

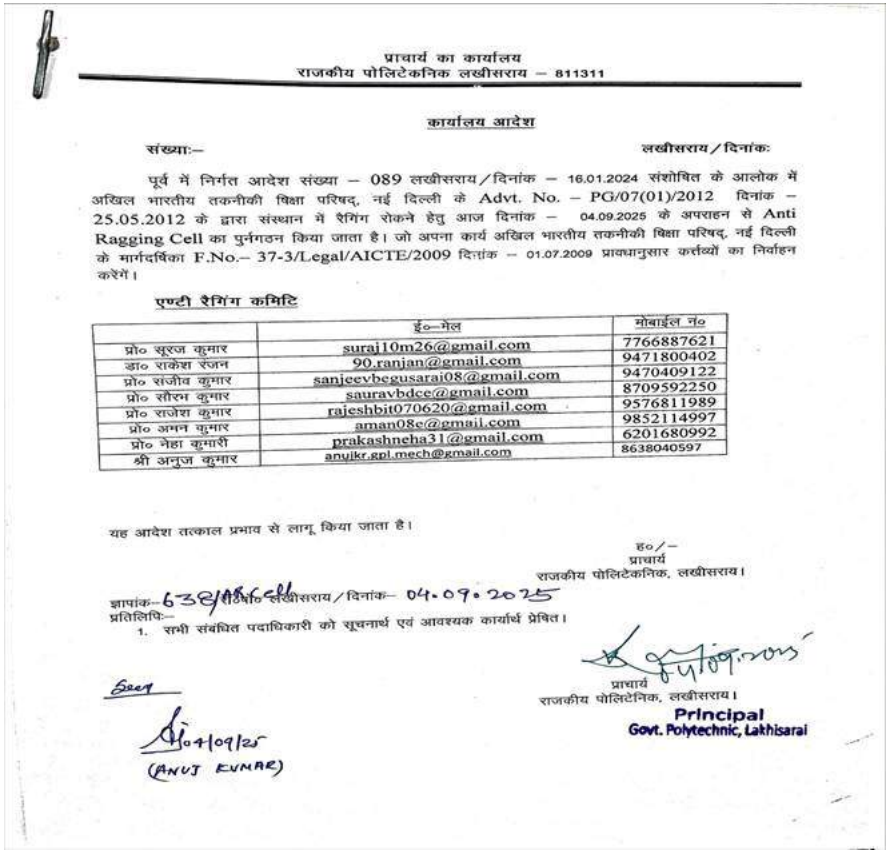
Principal 04.09.2025
Govt. Polytechnic,Lakhisarai

Principal
Govt. Polytechnic, Lakhisarai

Seen
04/09/25
(ANUJ KUMAR)

Anti-Ragging Committee: -

With a firm commitment to creating a safe and nurturing academic environment, the institute has established an Anti-Ragging Committee to prevent, prohibit, and eliminate ragging in all its forms. Any act involving teasing, harassment, intin
to students is strictly prohibited. The committee actively works to promote mutual respect, dignity, and discipline on campus, thereby ensuring the overall physical, emotional, and psychological well-being of every student.



प्राचार्य का कार्यालय
राजकीय पोलिटेकनिक लखीसराय – 811311

कार्यालय आदेश

संख्या:– लखीसराय / दिनांक:

पूर्व में निर्गत आदेश संख्या – 089 लखीसराय / दिनांक – 16.01.2024 संशोधित के आलोक में अखिल भारतीय तकनीकी शिक्षा परिषद्, नई दिल्ली के Advt. No. – PG/07(01)/2012 दिनांक – 25.05.2012 के द्वारा संस्थान में रैगिंग रोकने हेतु आज दिनांक – 04.09.2025 के अपराहन से Anti Ragging Cell का पुनर्गठन किया जाता है। जो अपना कार्य अखिल भारतीय तकनीकी शिक्षा परिषद्, नई दिल्ली के मार्गदर्शिका F.No.– 37-3/Legal/AICTE/2009 दिनांक – 01.07.2009 प्रावधानुसार कर्त्तव्यों का निर्वाहन करेंगें।

एण्टी रैगिंग कमिटि

	ई–मेल	मोबाईल नं०
प्रो० सूरज कुमार	suraj10m26@gmail.com	7766887621
डा० राकेश रंजन	90.ranjan@gmail.com	9471800402
प्रो० संजीव कुमार	sanjeevbegusarai08@gmail.com	9470409122
प्रो० सौरभ कुमार	sauravbdce@gmail.com	8709592250
प्रो० राजेश कुमार	rajeshbit070620@gmail.com	9576811989
प्रो० अमन कुमार	aman08e@gmail.com	9852114997
प्रो० नेहा कुमारी	prakashneha31@gmail.com	6201680992
श्री अनुज कुमार	anujkr.gpl.mech@gmail.com	8638040597

यह आदेश तत्काल प्रभाव से लागू किया जाता है।

ह०/–
प्राचार्य
राजकीय पोलिटेकनिक, लखीसराय।

ज्ञापांक–638/ARC-cell पटना० लखीसराय / दिनांक– 04.09.2025

प्रतिलिपि:–
1. सभी संबंधित पदाधिकारी को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

प्राचार्य
राजकीय पोलिटेकनिक, लखीसराय।
Principal
Govt. Polytechnic, Lakhisarai

04/09/25
(ANUJ KUMAR)

Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) plays a pivotal role in ensuring a safe, respectful, and inclusive workplace by addressing and resolving complaints related to sexual harassment. Constituted as a statutory body in compliance with th and Redressal) Act, 2013, the ICC functions as an independent and empowered mechanism mandated for organizations to uphold dignity, equality, and justice at the workplace.

प्राचार्य का कार्यालय
राजकीय पोलिटेकनिक लखीसराय – 811311

कार्यालय आदेश संख्याः– 639 /ICC लखीसराय / दिनांक– 04.09.2023

कार्यालय आदेश
संशोधित –पत्र

पूर्व में निर्गत आदेश संख्या – 639 (B) लखीसराय / दिनांक – 08.09.2023 संशोधित के आलोक में भारत सरकार के गजट नोटिफिकेशन सं० – F.No. – 37-3/Legal/2012, दिनांक – 25.05.2012 एवं AICTE के प्रावधान के अनुसार राजकीय पोलिटेकनिक, लखीसराय में संस्थान स्तरीय Internal Complaint Committee का पुर्नगठन किया जाता है। जो निम्न है–

1. श्री संजीव कुमार, व्याख्याता, असैनिक अभियंत्रण – अध्यक्ष
2. श्री अनुज कुमार, व्याख्याता, यांत्रिकी अभियंत्रण – सदस्य – अनुसूचित जाति / जनजाति
3. डा० राकेश रंजन, व्याख्याता, गणित – सदस्य
4. श्री सूरज कुमार, व्याख्याता, यांत्रिकी अभियंत्रण – सदस्य
5. श्री सौरभ कुमार, व्याख्याता, इलेक्ट्रॉनिक्स अभियंत्रण – सदस्य
6. सुश्री प्रियंका कुमारी, अ०प्र०स०, यांत्रिकी अभि०, – सदस्य (Non - teaching staff)
7. मृत्युंजय, डाटा इन्ट्री ऑपरेटर – सदस्य (Non - teaching staff)

छात्र / छात्रा का नाम

1. सचिन कुमार वर्मा
2. फूल कुमारी
3. रानी कुमारी

04.09.2023
प्राचार्य
राजकीय पोलिटेकनिक, लखीसराय
Principal
Govt. Polytechnic, Lakhisarai

Internal Quality Assurance Cell-

The Internal Quality Assurance Cell (IQAC) is a key institutional body that promotes a culture of continuous quality improvement. It plans, monitors, and reviews academic and administrative processes to ensure effectiveness, transparency, a and quality objectives.

राजकीय पोलिटेकनिक, लखीसराय

Internal Quality Assurance Cell (IQAC)

बैठक की कार्यवाही

पत्रांक – 497/IQAC लखीसराय, दिनांक – 19.07.2025

दिनांक – 18.07.2025 को 3:00 बजे कांफ्रेंस हॉल में IQAC की बैठक आयोजित की गयी। सर्वप्रथम अध्यक्ष द्वारा उपस्थित समस्त सदस्यों का स्वागत किया गया। एजेंडा पर विस्तृत चर्चा की गयी एवं प्रमुख बिन्दुओं पर सहमति बनी।

प्रमुख चर्चा –

1. **नमांकन (सत्र 2025–26)**

कुल उपलब्ध सीट (120+12=132) के विरूद्ध शत्–प्रतिशत आवंटन हुआ। 14 से 17 जुलाई तक संचालित प्रथम चरण कुल नामांकन की वर्तमान स्थिति–

क्र०सं०	शाखा	नामांकित छात्र/छात्राओं की संख्या	अपग्रेड	कुल रिपोर्ट (संस्थान स्तर)
1	असैनिक अभियंत्रण	25	03	28
2	यांत्रिकी अभियंत्रण	14	07	21
3	विद्युत अभियंत्रण	17	12	29
4	इलेक्ट्रॉनिक्स अभियंत्रणण	11	05	16
	कुल	**67**	**27**	**94**

द्वितीय चरण एवं तृतीय चरण के नामांकन में सभी रिक्त शीट पर नामांकन होने की उम्मीद है। नामांकन में किसी तरह की समस्या उत्पन्न नहीं हुई।

2. **NBA की तैयारी**

SBTE, पटना द्वारा कई चरणों में संस्थान के व्याख्याताओं को प्रशिक्षण दिया जा रहा है। प्रत्येक व्याख्याता को इस प्रशिक्षण में भाग लेना अनिवार्य है। विभागाध्यक्ष से शेष व्याख्याताओं की सूची उपलब्ध कराने को कहा जाय, जिन्होंने अब तक NBA/OBE पर SBTE, पटना द्वारा आयोजित प्रशिक्षण में भाग नहीं लिया है। 07 से 09 जुलाई तक NGP, पटना, – 13 में NBA की ट्रेनिंग आयोजित की गयी। संस्थान के NBA-Coordinator, श्री सौरभ कुमार के निर्देशन में प्रत्येक शाखा के NBA-Coordinator यथा यांत्रिकी श्रीमती सिमरन भारती, विद्युत – श्रीमती बबली कुमारी (NBA-Coordinator की अनुपस्थिति में), असैनिक – श्रीमती प्राची गुप्ता और इलेक्ट्रॉनिक्स – डा० मधु राज कुमार ने भाग लिया) इस संदर्भ में सहमति बनी कि सभी Coordinator मिलकर

समस्त व्याख्याताओं एवं प्रयोगशाला सहायक को प्रशिक्षण देने हेतु तय तिथि को एक कार्यशाला आयोजित की जाय।

3.लैंग्वेज लैब

विभागीय आदेशानुसार संस्थान में निम्न कार्य कराया जाना है।

1. लैंग्वेज लैब की आधारभूत संरचना को सुदृढ़ बनाना।
2. इस सत्र से अंग्रेजी के अलावा फ्रेंच, जर्मन एवं जैपनीज लैंग्वेज का ऑनलाइन प्रशिक्षण।

4.हैकाथॉन –

गत वर्ष के समरूप इस वर्ष भी हैकाथॉन इवेंट दो चरणों में आयोजित करना है।

1. संस्थान स्तर पर
2. नोडल स्तर पर

अगस्त माह में संस्थान स्तर पर हैकाथॉन का आयोजन का प्रस्ताव पर सहमति बनी। प्रतियोगिता में भाग लेने वाले छात्र/छात्राओं को प्रोजेक्ट बनाने हेतु वित्तीय सहायता प्रदान की जाएगी। इस प्रतियोगिता में चयनित छात्र/छात्राओं के ग्रुप को नोडल स्तर पर भाग लेने हेतु प्रायोजित किया जाएगा।

5. **IQAC का विस्तार**

वर्त्तमान स्थिति में कार्य प्राथमिकता के आधार पर IQAC का विस्तार करने की आवश्यकता है।

नए नामित सदस्य

1. डा० मधु राज कुमार, व्याख्याता, इलेक्ट्रॉनिक्स अभियंत्रण
2. श्री अमन कुमार, व्याख्याता, विद्युत अभियंत्रण
3. श्री सौरभ कुमार, व्याख्याता, इलेक्ट्रॉनिक्स अभियंत्रण
4. डा० राकेश रंजन, व्याख्याता, गणित

अंत में अध्यक्ष (IQAC) द्वारा आमंत्रित सदस्य एवं वर्त्तमान सदस्यों का धन्यवाद ज्ञापन के उपरान्त बैठक की कार्यवाही समाप्त हुई।

ज्ञापांकः–

लखीसराय, दिनांकः –

प्रतिलिपि – समस्त सदस्य

21.07.25
श्री संजीव कुमार

Madhuraj Kumar 19/07/2025
डा० मधु राज कुमार

Rakesh Ranjan 19/07/2025
डा० राकेश रंजन

19/07/25
श्री अमन कुमार

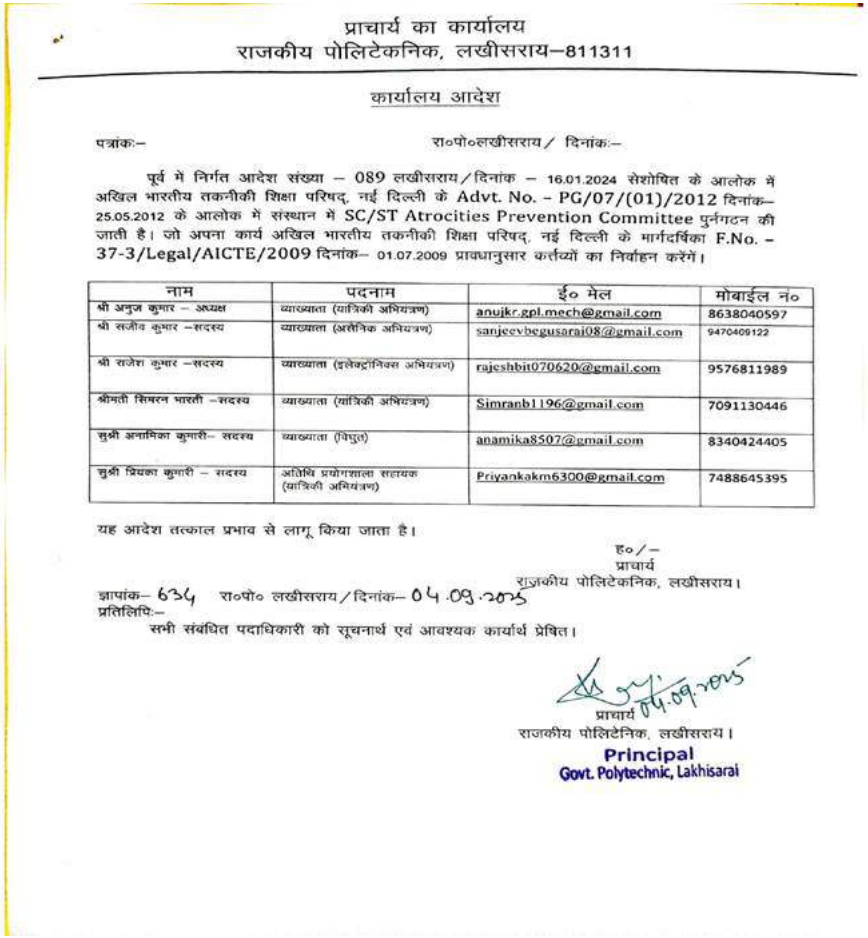
19/07/2025
श्री सौरभ कुमार

19.07.25
डा० राजेश कुमार रंजन (अध्यक्ष)

Principal
Govt. Polytechnic, Lakhisarai

SC/ST committee

The SC–ST Committee is constituted in the institution to ensure social justice, inclusiveness, and equal opportunities for students and staff belonging to Scheduled Castes and Scheduled Tribes. The committee safeguards their rights, addresse academic environment in accordance with government norms, thereby fostering equity, dignity, and harmonious campus life.



प्राचार्य का कार्यालय
राजकीय पोलिटेकनिक, लखीसराय–811311

कार्यालय आदेश

पत्रांक:– रा०पो०लखीसराय/ दिनांक:–

पूर्व में निर्गत आदेश संख्या – 089 लखीसराय/दिनांक – 16.01.2024 संशोधित के आलोक में अखिल भारतीय तकनीकी शिक्षा परिषद्, नई दिल्ली के Advt. No. - PG/07/(01)/2012 दिनांक– 25.05.2012 के आलोक में संस्थान में SC/ST Atrocities Prevention Committee पुर्नगठन की जाती है। जो अपना कार्य अखिल भारतीय तकनीकी शिक्षा परिषद्, नई दिल्ली के मार्गदर्शिका F.No. - 37-3/Legal/AICTE/2009 दिनांक– 01.07.2009 प्रावधानुसार कर्त्तव्यों का निर्वाहन करेंगें।

नाम	पदनाम	ई० मेल	मोबाईल नं०
श्री अनुज कुमार – अध्यक्ष	व्याख्याता (यांत्रिकी अभियंत्रण)	anujkr.gpl.mech@gmail.com	8638040597
श्री संजीव कुमार –सदस्य	व्याख्याता (असैनिक अभियंत्रण)	sanjeevbegusarai08@gmail.com	9470409122
श्री राजेश कुमार –सदस्य	व्याख्याता (इलेक्ट्रॉनिक्स अभियंत्रण)	rajeshbit070620@gmail.com	9576811989
श्रीमती सिमरन भारती –सदस्य	व्याख्याता (यांत्रिकी अभियंत्रण)	Simranb1196@gmail.com	7091130446
सुश्री अनामिका कुमारी– सदस्य	व्याख्याता (विद्युत)	anamika8507@gmail.com	8340424405
सुश्री प्रियंका कुमारी – सदस्य	अतिथि प्रयोगशाला सहायक (यांत्रिकी अभियंत्रण)	Priyankakm6300@gmail.com	7488645395

यह आदेश तत्काल प्रभाव से लागू किया जाता है।

ह०/–
प्राचार्य
राजकीय पोलिटेकनिक, लखीसराय।

ज्ञापांक– 634 रा०पो० लखीसराय/दिनांक– 04.09.2025
प्रतिलिपि:–
सभी संबंधित पदाधिकारी को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

04.09.2025
प्राचार्य
राजकीय पोलिटेकनिक, लखीसराय।
Principal
Govt. Polytechnic, Lakhisarai

9.1.4 Delegation of financial powers (5)

The Principal also functions as the Drawing and Disbursing Officer (DDO) of the institution. The Heads of Departments prepare the annual budget based on departmental requirements such as laboratory equipment, consumables, furniture, b lectures, and industrial visits. The consolidated budget is reviewed and forwarded by the Principal to the Department of Science, Technology, and Technical Education (DSTTE) for approval and necessary financial sanction.

The budget is sanctioned by the State Government for the Department of Science, Technology, and Technical Education. A portion of the approved budget is allocated and transferred to the institution through the prescribed financ

9.1.5 Transparency and availability of correct/unambiguous information in public domain (5)

A. **Information on the policies, rules, processes to be made available on website**

The details of the different website which includes rules, policies etc. are as follows

Sl No.	Category of Rules/Policies	Website link
1	General Administrative rule	https://state.bihar.gov.in/gad/CitizenHome.html
2	Rules related to DSTTE, Bihar	https://state.bihar.gov.in/dst/CitizenHome.html
3	Rules and policies related to institute formed at institute level	https://www.gplakhisarai.in/

B. **Dissemination of the information about student, faculty and staffs**

Sl No.	Name of the Department	Link of website for Information
1	Civil Engineering	Faculty, Students and other relevant information is available on Institute Website https://www.gplakhisarai.in/
2	Electrical Enineering	
3	Electronics Engineering	
4	Mechanical Engineering	

Right to Information Act 2005 (RTI)

The institute adheres to the provisions of the Right to Information (RTI) Act, 2005 to ensure transparency, accountability, and openness in its administrative and academic processes. Necessary information is proactively disclosed, and a desig applications, thereby promoting ethical governance and public confidence in the institution.

In our institute, the Principal has been designated as the Public Information Officer under the RTI Act, 2005.

RTI Chairperson	RTI/PIO officer
Dr. Rajesh Kumar Ranjan Principal, Mo. No- 7974888700	Shree Sanjeev Kumar, Lecture, Civil Engg. Mo. No. - 9470409122

Right to Service Act 2015 (RTS)

The institute upholds the Right to Service Act, 2015, ensuring timely and transparent delivery of academic and administrative services. Dedicated officers monitor service standards and resolve grievances promptly, promoting efficiency and s

Citizen Charter

Citizen Charter is a list of facilities and services rendered by the institute, along with defined standards and time limits for delivering such facilities and services to the general public. The charter serves as a proactive response to address the e public service systems. The key principles underlying the charter and good governance are transparency, accountability, and responsiveness of the administration.

9.2 Budget Allocation, Utilization, and Public Accounting at Institute level (10)

Summary of current financial year's budget and actual expenditure incurred(for the institution exclusively)in the three previous financial years

The summary of current financial year's budget and actual expenditure incurred for the previous three financial years are as follows:

The Institution's budget allocation procedure is follows:

1. The college budget is prepared in the first week of April every year for the ensuing academic year commencing in June. The budget preparation meeting reviews the utilization of the previous year's funds and focuses on the projected acad year.

2. The Heads of Departments and administrative offices, under the guidance of the Principal, prepare the budget based on the specific requirements of each department, covering academic activities, laboratory needs, infrastructure, and other

- Lab equipment
- Computers and software
- Lab consumables
- Maintenance and service
- Research and Develop
- Academic related expenses
- Printing and stationery

3. The budget is sent to the Management through Principal for approval and fund allocation.

4. Based on the approval, the Principal allocates a budget to each department under various heads

Table 1- CFYm1 2024-25

Total Income- 72679153/-				Actual expenditure(till…)-- 67984452/-			Total No. Of Students-302
Fee	Govt.	Grants	Other sources(specify)	Recurring including salaries	Non Recurring	Special Projects/Anyother, specify	Expenditure per student
536303	72142850	0	0	47367269	20617183	0	225114.08

Table 2- CFYm2 2023-24

Total Income- 60390765				Actual expenditure(till…)-- 51722984/-			Total No. Of Students-298
Fee	Govt.	Grants	Other sources(specify)	Recurring including salaries	Non Recurring	Special Projects/Anyother, specify	Expenditure per student
341530	**60049235**	0	0	31901914	**19821070**	0	173567.06

Table 3- CFYm3 2022-23

Total Income- 43132430/-				Actual expenditure(till…)-- 38467764/-			Total No. Of Students-386
Fee	Govt.	Grants	Other sources(specify) Kyp , IRG	Recurring including salaries	Non Recurring	Special Projects/Anyother, specify	Expenditure per student
498430	**42634000**	0	0	27874687	**10593077**	0	99657.42

Table 1 - CFYm1 2024-25

Total Income 72679153				Actual expenditure(till…): 67984452		
Fee	Govt.	Grants	Other sources(specify)	Recurring including salaries	Non Recurring	Special Projects/Anyother, specify
536303	72142850	0	0	47367269	20617183	0

Table 2 - CFYm2 2023-24

Total Income 60390765				Actual expenditure(till…): 51722984		
Fee	Govt.	Grants	Other sources(specify)	Recurring including salaries	Non Recurring	Special Projects/Anyother, specify
341530	60049235	0	0	31901914	19821070	0

Table 3 - CFYm3 2022-23

Total Income 43132430				Actual expenditure(till…): 38467764		
Fee	Govt.	Grants	Other sources(specify)	Recurring including salaries	Non Recurring	Special Projects/Anyother, specify
498430	42634000	0	0	27874687	10593077	0

9.2.1 Adequacy of Budget Allocation (4)

Expenditures are done at institute level. Those are as follows:

Recurring expenditure (salary of faculty and staff, security etc.)

Non-recurring expenditure (purchase of instruments, maintenance etc.)

The budget allocation for institute is done by the DSTTE, Bihar based upon the requirement. Allocation of the recurring expenditure is done on the basis of the strength of the institute. The process of budget allocation and utilization of non-r

1. College budget is prepared in the first week of the month of April of every year for the ensuing academic year, which starts from June. Meeting focuses on previous year Funds and Expenditure report and upcoming year requirements.

2. Heads of the departments and office under the guidance of the Principal will prepare the budget according to the requirements of each and every department cove

Lab equipment

Computers and software

Lab consumables

Maintenance and service

Research and Develop

Academic related expenses

Printing and stationery

3. The budget is sent to the Management through Principal for approval and fund allocation.

4. Based on the approval, the Principal allocates a budget to each department under various heads

9.2.2 Utilization of allocated funds (4)

Expenditure/utilization details of previous financial years are as follows.

Table 1- CFYm1 2024-25

Total Income- 72679153/-				Actual expenditure(till…)-- 67984452/-			Total No. Of Students-302
Fee	Govt.	Grants	Other sources(specify)	Recurring including salaries	Non Recurring	Special Projects/Anyother, specify	Expenditure per student
536303	72142850	0	0	47367269	20617183	0	225114.08

Table 2- CFYm2 2023-24

Total Income- 60390765				Actual expenditure(till…)-- 51722984/-			Total No. Of Students-298
Fee	Govt.	Grants	Other sources(specify)	Recurring including salaries	Non Recurring	Special Projects/Anyother, specify	Expenditure per student
341530	**60049235**	0	0	31901914	**19821070**	0	173567.06

Table 3- CFYm3 2022-23

Total Income- 43132430/-				Actual expenditure(till…)-- 38467764/-			Total No. Of Students-386
Fee	Govt.	Grants	Other sources(specify)	Recurring including salaries	Non Recurring	Special Projects/Anyother, specify	Expenditure per student
498430	**42634000**	0	0	27874687	**10593077**	0	99657.42

9.2.3 Availability of the audited statements on the institute's website (2)

Financial expenditure is done on regular basis. All the audit report is uploaded on the website of the institute. The sample of audit report is shown below.

NIRBHAYA & ASSOCIATES
CHARTERED ACCOUNTANTS

Branch Office Address:
H.No.668, Bakshi Bandh
Road, Near Popular Club,
Dumka, Jharkhand-814101
Mb:8860988467

ANNEXURE - G
FORM GFR 19 A
FORM OF UTILISATION CERTIFICATE

Sr. No.	Sanction Letter No. and Date	Amount
01	As per data received from CFMS portal	7,21,42,850/-

1. Certified that out of the Rs. 7,21,42,850/- of grants-in-aid sanctioned during the year 2024-25 in favour of Principal, Govt. Polytechnic, Lakhisarai under this Ministry/Department Letter No. given in the margin and Rs. NIL on a account of unspent balance of previous year, a sum of Rs.6,79,84,452/- has been utilized for the purpose for which it was sanctioned and that the balance of Rs.41,58,398/- remaining unutilized at the end of the year has been surrendered to the Government of Bihar (via CFMS portal-auto surrender process).

2. Certified that I have satisfied myself that the conditions on which grants-in-aid sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised
1. Checking of Bills and Vouchers
2. Payment Slip

For NIRBHAYA & ASSOCIATES
Chartered Accountants

(Kumar Nishikant)
Partner
M.No. 538686
UDIN: **25538686BMIKWY7427**
Date: 10-12-2025
Place: Lakhisarai

Principal
Signature with seal
Principal
Govt. Polytechnic, Lakhisara

Head Office: 204, SAGAR PLAZA, LAXMINAGAR, NEW DELHI 110092
Tel: 011-22053407 Fax: 011-43073139, Email: Info@canirbhaya.com, Website: www.canirbhaya.com

NIRBHAYA & ASSOCIATES
CHARTERED ACCOUNTANTS

Branch Office Address:
H.No.668, Bakshi Bandh
Road, Near Popular Club,
Dumka, Jharkhand-814101
Mb:8860988467

ANNEXURE - G

FORM GFR 19 A

FORM OF UTILISATION CERTIFICATE

Sr. No.	Sanction Letter No. and Date	Amount
01	As per data received from CFMS portal	6,00,70,235/-

1. Certified that out of the Rs. 6,00,70,235/- of grants-in-aid sanctioned during the year 2023-24 in favour of Principal, Govt. Polytechnic, Lakhisarai under this Ministry/Department Letter No. given in the margin and Rs. NIL on a account of unspent balance of previous year, a sum of Rs. 5,17,22,984/- has been utilized for the purpose for which it was sanctioned and that the balance of Rs. 83,47,251/- remaining unutilized at the end of the year has been surrendered to the Government of Bihar (via CFMS portal-auto surrender process).

2. Certified that I have satisfied myself that the conditions on which grants-in-aid sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised
1. Checking of Bills and Vouchers
2. Payment Slip

For NIRBHAYA & ASSOCIATES
Chartered Accountants

(Kumar Nishikant)
Partner
M.No. 538686
UDIN: **25538686BMIKWZ8299**
Date: 10-12-2025
Place: Lakhisarai

12/12/2025

Principal
Signature with seal
Principal
Govt. Polytechnic, Lakhisarai

NIRBHAYA & ASSOCIATES
CHARTERED ACCOUNTANTS

Branch Office Address:
H.No.668, Bakshi Bandh
Road, Near Popular Club,
Dumka, Jharkhand-814101
Mb:8860988467

ANNEXURE - G

FORM GFR 19 A

FORM OF UTILISATION CERTIFICATE

Sr. No.	Sanction Letter No. and Date	Amount
01	As per data received from CFMS portal	4,26,34,000/-

1. Certified that out of the Rs. 4,26,34,000/- of grants-in-aid sanctioned during the year 2022-23 in favour of Principal, Govt. Polytechnic, Lakhisarai under this Ministry/Department Letter No. given in the margin and Rs. NIL on a account of unspent balance of previous year, a sum of Rs.3,84,67,764/- has been utilized for the purpose for which it was sanctioned and that the balance of Rs.41,66,236/- remaining unutilized at the end of the year has been surrendered to the Government of Bihar (via CFMS portal-auto surrender process).

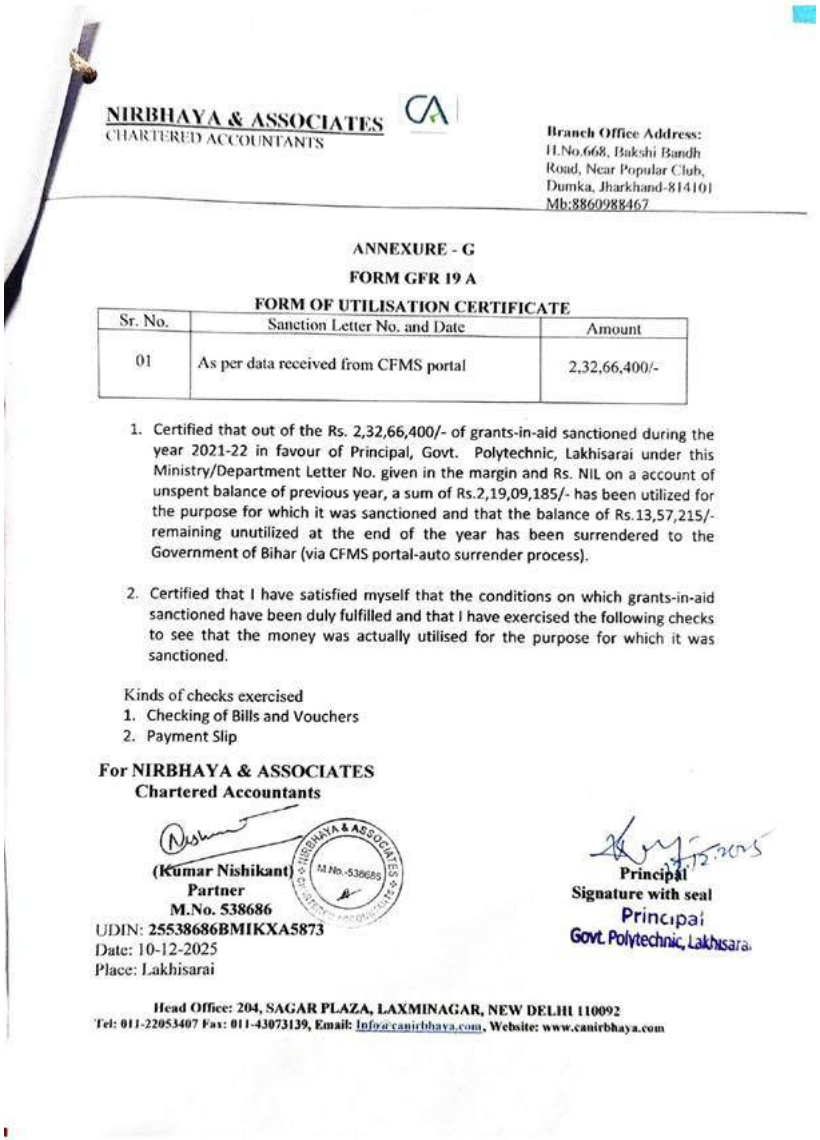
2. Certified that I have satisfied myself that the conditions on which grants-in-aid sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised
1. Checking of Bills and Vouchers
2. Payment Slip

For NIRBHAYA & ASSOCIATES
Chartered Accountants

(Kumar Nishikant)
Partner
M.No. 538686
UDIN: 24538686BKBOPO1561
Date: 16-01-2024
Place: Lakhisarai

16.01.2024
Principal
Signature with seal
Principal
Govt. Polytechnic, Lakhisarai



NIRBHAYA & ASSOCIATES
CHARTERED ACCOUNTANTS

Branch Office Address:
H.No.668, Bakshi Bandh
Road, Near Popular Club,
Dumka, Jharkhand-814101
Mb:8860988467

ANNEXURE - G

FORM GFR 19 A

FORM OF UTILISATION CERTIFICATE

Sr. No.	Sanction Letter No. and Date	Amount
01	As per data received from CFMS portal	2,32,66,400/-

1. Certified that out of the Rs. 2,32,66,400/- of grants-in-aid sanctioned during the year 2021-22 in favour of Principal, Govt. Polytechnic, Lakhisarai under this Ministry/Department Letter No. given in the margin and Rs. NIL on a account of unspent balance of previous year, a sum of Rs.2,19,09,185/- has been utilized for the purpose for which it was sanctioned and that the balance of Rs.13,57,215/- remaining unutilized at the end of the year has been surrendered to the Government of Bihar (via CFMS portal-auto surrender process).

2. Certified that I have satisfied myself that the conditions on which grants-in-aid sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised
1. Checking of Bills and Vouchers
2. Payment Slip

For NIRBHAYA & ASSOCIATES
Chartered Accountants

(Kumar Nishikant)
Partner
M.No. 538686
UDIN: **25538686BMIKXA5873**
Date: 10-12-2025
Place: Lakhisarai

Principal
Signature with seal
Principal
Govt. Polytechnic, Lakhisarai

Head Office: 204, SAGAR PLAZA, LAXMINAGAR, NEW DELHI 110092
Tel: 011-22053407 Fax: 011-43073139, Email: Info@canirbhaya.com, Website: www.canirbhaya.com

9.3 Department Specific Budget Allocation, Utilization (5)

Expenditures are done at Department level. Those are as follows:

Recurring expenditure (salary of faculty and staff, security etc.)

Non-recurring expenditure (purchase of instruments, maintenance etc.)

The budget allocation for institute is done by the DSTTE, Bihar based upon the requirement. Allocation of the recurring expenditure is done on the basis of the strength of the institute. The process of budget allocation and utilization of non-r

1. College budget is prepared in the first week of the month of April of every year for the ensuing academic year, which starts from June. Meeting focuses on previous year Funds and Expenditure report and upcoming year requirements.

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Computers and software

Lab consumables

Maintenance and service

Research and Develop

Academic related expenses

Printing and stationery

3. The budget is sent to the Management through Principal for approval and fund allocation.

4. Based on the approval, the Principal allocates a budget to each department under various heads.

Table 1 :: CFY 2025-26

Total Budget 10788450		Actual expenditure (till…): 7993993	
Non Recurring	Recurring	Non Recurring	Recurring
3236535	7551915	2398198	5595795

Table 2 :: CFYm1 2024-25

Total Budget 10821428		Actual expenditure (till…): 10197668	
Non Recurring	Recurring	Non Recurring	Recurring
3246429	7574999	3059301	7138367

Table 3 :: CFYm2 2023-24

Total Budget 9007385		Actual expenditure (till…): 7758448	
Non Recurring	Recurring	Non Recurring	Recurring
3602954	5404431	3103380	4655068

Table 4 :: CFYm3 2022-23

Total Budget 6395100	Actual expenditure (till…): 5770165

Non Recurring	Recurring	Non Recurring	Recurring
1790628	4604472	1615647	4154518

9.3.1 Adequacy of Budget Allocation (2)

Budget requirements are collected from all departments and sections prior to the commencement of the financial year. Allocations are made based on the availability of funds, and expenditure is closely monitored to ensure judicious utilizatio The institution systematically reviews and controls expenses so that essential needs are met without disrupting the smooth functioning of the institute. This efficient financial management practice over the past several years has ensured that tl operations.

9.3.2 Utilization of allocated funds (3)

Sl No.	Financial Year(Rs)	Budget Proposed(Rs)	Budget Sanctioned(Rs)	Actual Expenditure(Rs)	Utilization(%)
1	2025-26	80917000	71923000	53293286(Till Date-26.01.2026)	74.09(Till Date-26.01.2026)
2	2024-25	79498310	72142850	67984452	94.23
3	2023-24	64349635	60049235	51722984	86.13
4	2022-23	51778980	42634000	38467764	90.22

Funds are allocated by the Management. Department Heads/Section-in-charges are intimated of the extent of funds allocated against their budget proposals. Major works like construction, upgradation and renovation are executed by the Man housekeeping services, procurement of furniture, laboratory equipment, books and journals, computers, etc. are managed centrally. Proposals for procurement of laboratory equipment, up-gradation of existing laboratory facilities and purchas funds are released on a case-by-case basis.

9.4 Library and Internet (20)

(It is assumed that zero deficiency report was received by the institution, Effective availability and utilization to be demonstrated)

9.4.1 Quality of learning resources (hard/soft) (10)

A. Availability of relevant learning resources including e-resources and Digital Library (7 Marks)

Learning resources are available in the library of the institute for study and reference purpose for students, faculty and staff. All these learning resources are useful **for engineering and technology education by** gaining information, knowled capabilities of the learners. The resources available comprise standard textbooks and reference materials from reputed national and international publishers such as Prentice Hall, McGraw-Hill, CRC Press, Oxford University Press, Tata McG Co., Dhanpat Rai & Son, Laxmi Publication, Pearson Education, FPH,……etc. **with details provided in the table.**

Table: Learning resources available last three-year academic years

Sl No.	Learning Resources	CFY(2025-26)	CFYm1(2024-25)	CFYm2(2023-24)	CFYm2(2022-23)
1	Books	10915	10243	8122	6645

Table: Print learning resources

Sl. No.	Learning Resources	No. of Titles	No. of Volumes
1	Books	2444	10915
2	Journals/Periodicals	48	48

B. Accessibility to students (3 Marks)

- The library ensures availability of essential facilities such as a dedicated reading room and daily newspapers for students.
- Both printed and online study resources are accessible to students, faculty members, and staff for academic use.
- An open-access digital library facility is provided to all users to support e-learning and research activities.
- As per the library circulation policy, students are permitted to issue 2-3 books at a time for a specified period.

Library Working Hours:

Timing : 10.00 am to 5:00 pm

Week days: Except Sundays and holidays as per DSTTE, Bihar and SBTE, Bihar, Patna

Other facility available in Library

Reading room facility

Computer and internet access

Competitive Books & Magazines and **News paper**

Digital Library

9.4.2 Internet (10)

Name of the Internet provider	BSNL
Available band width	500 MBPS
WiFi availability	Available
Internet access in labs, classrooms, library and offices of all Departments	Available
Security arrangements	Available

9.5 Institutional Contribution to the Community Development (5)

Students and Staff members are encouraged to organize the Programmes such as

- Tree plantation and environmental awareness programme
- Beti Bachao Beti Padhao Abhiyan
- Yoga & Meditation
- She Box Portal Programme
- National Deworming Day Programme
- Road safety awareness programme
- HIV/AIDS awareness programme
- Disaster Management awareness
- Earth- Quake Awareness programme
- Students Credit Card programme
- MSME Program
- Anti Fire/Fire Safety Program
- Nasha Mukti Abhiyan
- Gender Equalization Awareness programme

National Service Scheme(NSS)

The NSS aims to support individuals in need by extending assistance that helps improve their quality of life and uphold human dignity. It provides an effective platform for students to actively serve the community and the nation, fostering so general awareness, various outreach and social development programs were organized under the guidance of NSS Coordinators, as outlined below.

- Swachh Bharat Abhiyan (cleanliness drives)
- Tree plantation and environmental awareness programme
- Health and hygiene awareness programme
- Awareness programs on road safety and traffic rules
- Voter awareness and electoral participation programme
- Literacy and education support programme
- Women empowerment and gender equality awareness programme
- Disaster management and relief activities

9.6 Alumni Performance and Connect (10)

Alumni related activities can be highlighted as follows.

- A formal Alumni Association is constituted, with all passed-out students enrolled as members. The association actively contributes to institutional development and student motivation.
- Alumni interaction meetings are organized every academic year to obtain constructive feedback and suggestions, particularly for the enhancement of institutional infrastructure and academic practices.
- Experienced alumni are engaged as resource persons for guest lectures, workshops, and training programs to enhance students' professional skills, attitude, and domain knowledge.
- Alumni are connected through the WhatsApp group.
- Alumni contribute to curriculum enrichment by sharing industry expectations and emerging trends.
- Support from alumni is received for student internships, industrial visits, and project guidance.
- Alumni assist in career guidance, higher studies counseling, and placement-related activities.
- Interaction with alumni helps in strengthening industry–institute linkage.
- Alumni feedback is utilized for continuous improvement in teaching–learning processes.
- Distinguished alumni are invited for mentoring and motivational sessions.

Annexure I

(A) PROGRAM OUTCOME (POs)

1. **Basic and Discipline specific knowledge:** Apply knowledge of basic mathematics, science and engineering fundamentals and engineering specialization to solve the engineering problems.
2. **Problem analysis:** Identify and analyse well-defined engineering problems using codified standard methods.
3. **Design/ development of solutions :** Design solutions for well-defined technical problems and assist with the design of systems components or processes to meet specified needs.
4. **Engineering Tools, Experimentation and Testing:**Apply modern engineering tools and appropriate technique to conduct standard tests and measurements.
5. **Engineering practices for society, sustainability and environment:**Apply appropriate technology in context of society, sustainability, environment and ethical practices.
6. **Project Management:** Use engineering management principles individually, as a team member or a leader to manage projects and effectively communicate about well-defined engineering activities.
7. **Life-long learning:**Ability to analyse individual needs and engage in updating in the context of technological changes.

(B) PROGRAM SPECIFIC OUTCOME (PSOs)

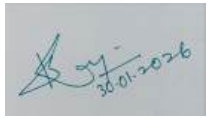
PSO1	Maintenance and control of various types of static and rotating electrical machineries and electrical power system components.
PSO2	Understand the impact of engineering solutions in societal and environmental context, commit to professional ethics and communicate effectively

Declaration

The head of the institution needs to make a declaration as per the format given -

- I undertake that, the institution is well aware about the provisions in the NBA's accreditation manual concerned for this application, rules, regulations, notifications and NBA expert visit guidelines inforce as on date and the institutes hall fully abide by them.
- It is submitted that information provided in this Self Assessment Report is factually correct.
- I understand and agree that an appropriate disciplinary action against the Institute willbe initiated by the NBA. In case, any false statement/information is observed during pre-visit, visit, postvisit and subsequent to grant of accreditation.

Head of the Institute
Name : Rajesh Kumar Ranjan
Designation : Principal
Signature :



Seal of The Institution :

Place : Lakhisarai
Date : 30-01-2026 10:49:31