

STAFF DEVELOPMENT THROUGH EDUCATION AND TRAINING

I LONG TERM PROGRAMMES:

Name of the Programme: Curriculum Development Centre

Details of Participation:

S No.	Mode of Offering	No. of Participants				Total	Statewise Breakup	Ratio of outgoing and incoming students
		Poly	EC	Ind	Gen			
1	Regular							
2	Modular	-	-	-	-	-	-	-

	Courses Offered	Course Coordinator/Team/outside department	Work Load			Examination Work Completed		Reason thereof
			L	T	P	Completed	Pending	
Regular	1.	i)						
Aug-Dec.		ii)						

	Courses Offered	Course Coordinator/Team/outside department	Work Load			Examination Work Completed		Reason thereof
			L	T	P	Completed	Pending	
Regular	1.	i)						
June-July		ii)						

	Courses Offered	Course Coordinator/Team/outside department	Work Load			Examination Work Completed		Reason thereof
			L	T	P	Completed	Pending	
Modular (June-July)	-	-				--	--	--
			L	T	P	Completed	Pending	
Modular	1.	i)						
Dec.-Jan.		ii)						

STAFF DEVELOPMENT THROUGH EDUCATION AND TRAINING

II SHORT TERM PROGRAMMES:

(a) POLYTECHNICS :

S.No	Name of the Course alongwith dates & place (as per Operational Plan)	No. of Weeks	Name of Coordinator/Team (External expert)	Work load (in hrs.)	Total No. of Participants	Comments
1.	STC on 'Communication Skills' from 20-24 May, 2013 at NITTTR, Chd.	One Week	PK Singla	12	15	-
2.	STC on 'Communication Skills for Effective Curriculum Implementation' from 22-26 July, 2013 at KL Polytechnic, Roorkee	One Week	PK Singla/ SK Gupta	22 5	35	-
3.	STC on "Developing Healthy Work Culture in Technical Institutions" from 24-27 September, 2013 at KC Govt. Polytechnic for Women, Ambala City	One Week	SK Gupta/ P K Singla/ AB Gupta	10 10 2	29	-
4.	STC on "Quality Management Standards and Quality Technology Tools" from 28 th "October to 1 st November, 2013 at Govt. Polytechnic for Women, Kandaghat	One Week	PK Singla	14	32	-
5.	STC on "Quality Management Standards and Quality Technology Tools" from 18-22 November, 2013 at Govt. Polytechnic, Jammu, J&K	One Week	PK Singla AB Gupta	10 6	32	-
6.	STC on "Quality Management Standards and Quality Technology Tools" from 25-29 November, 2013 at KG Polytechnic, Srinagar, J&K	One Week	PK Singla	18	24	-
7.	STC on "Communication Skills" from 27-31 January, 2014 at NITTTR, Chandigarh	One Week	PK Singla	10	19	-
8.	STC on "Project Planning, Execution and Evaluation" from 3-6 February, 2014 at NITTTR, Chandigarh	One Week	SK Gupta PK Singla AB Gupta	15 11 2	5	-

9.	STC on “Developing Practical Skills amongst Students” from 3-7 March, 2014 at NITTTR, Chandigarh	One Week	SK Gupta PK Singla AB Gupta	16 5 6	4	-
10.	STC on “Integrating Employability Skills amongst Students” from 3-7 March, 2014 at DN Polytechnic Meerut	One Week	PK Singla	14	34	-
11.	STC on “ Communication Skills” from 10-14 March, 2014 at NITTTR, Chandigarh	One Week	PK Singla	8	10	-

Total participants = 239

Through ICT	Name of the Course alongwith dates & place (as per Operational Plan)	No. of Weeks	Name of Coordinator/ Team (External expert)	Work load (in hrs.)	Total No. of Participants	Comments
1.	STC on “Curriculum Implementation through ICT, from 25-29 November, 2013 at NITTTR, Chandigarh	One Week	SK Gupta PK Singla AB Gupta	3 2 2	179	-

STAFF DEVELOPMENT THROUGH EDUCATION AND TRAINING

II SHORT TERM PROGRAMMES:

(b) ENGINEERING COLLEGES : NIL

	Name of the Course alongwith dates & place (as per Operational Plan)	No. of Weeks	Name of Coordinator/Team (External expert)	Work load (in hrs.)	Total No. of Participants	Comments
Contact Mode						
	NIL	-	-	-	-	-

(c) NATIONAL SEMINARS/CONFERENCES : NIL

S. No.	Name of the Seminar/ Conference	Name of Coordinator/ Team	Statewise Participation											Total
			CH	DE	HA	HP	JK	PU	RA	UK	UP	IND	OTHER STATES	
-	NIL	-	-	-	-	-	-	-	-	-	-	-	-	-

Faculty of our department delivered lectures in STCs conducted by other departments

- 6 lectures in STC - 9 hrs (PK Singla)
- 22 expert lectures in ICT based Induction Training programmes - 33 hrs. (PK Singla)
- 3-days duration of ½ days soft skills for ME Students under TEQIP - 9 hrs (PK Singla)
- 2 lectures in STC - 3 hrs (SK Gupta)
- 7 lectures in STC - 14 hrs (AB Gupta)
- 9 expert lectures in ICT based Induction Training programmes - 15 hrs. (AB Gupta)

III WORKSHOPS (OTHER THAN CURRICULUM DEVELOPMENT WORKSHOPS):

S. No.	Name of the Seminar/ Conference	Name of Coordinator/ Team	Statewise Participation											Total	
			CH	DE	HA	HP	JK	PU	RA	UK	UP	IND	OTHER STATES		
1.	Orientation workshop on 'Strategic planning for Curriculum Implementation' of diploma programmes revised for the state of Uttarakhand from 6-7 February, 2014 at Dehradun, Uttarakhand	Dr. AB Gupta	-	-	-	-	-	-	-	-	30	-	-	-	30

Number of Students under supervision of Faculty**Ph.D.**

Faculty Name	No. of Ph.D students	Date of registration	Date of completion	Status	%age of Thesis/Dissertation		
					Experimental	Simulation	Any other
NIL	-	-	-	-	-	-	-

M. Tech. Dissertation

Faculty Name	No. of students	Date of registration	Date of completion	Status	%age of Thesis/Dissertation		
					Experimental	Simulation	Any other
NIL	-	-	-	-	-	-	-

Student Project Work (B.Tech.)

Faculty Name	No. of students	Date of registration	Date of completion	Status	%age of Thesis/Dissertation		
					Experimental	Simulation	Any other
NIL	-	-	-	-	-	-	-

4. CURRICULUM REVISED/ DESIGNED

(i) CURRICULUM REVISED

(i) Revised curriculum of diploma programmes for the state of Haryana = 7 Nos.

- Diploma programme in Chemical Engineering
- Diploma programme in Chemical Engineering (Pulp & Paper)
- Diploma programme in Automobile Engineering
- Diploma programme in Mechatronics
- Diploma programme in Computer Engineering
- Diploma programme in Plastic Technology
- Diploma programme in Mechanical Engineering (Tool & Die)

(ii) Revised curriculum of diploma programmes for the state of Uttrakhand = 6 Nos.

- Diploma programme in Civil Engineering
- Diploma programme in Electrical Engineering
- Diploma programme in Automobile Engineering
- Diploma programme in Computer Engineering
- Diploma programme in Information Technology
- Diploma programme in Electronics and Communication Engineering

(iii) Curriculum revision of diploma programme in 'Quantity Surveying & Construction Management' for the state of J&K = 1 No.

(iv) Revised curricula of 25 diploma programmes for the state of Haryana submitted to the SBOTE, Haryana during May, 2013

(ii) CURRICULUM DESIGNED

(i) Designed curriculum of diploma programmes for the state of Punjab = 3 Nos.

- Diploma programme in Food Technology
- Diploma programme in Aeronautical Engineering
- Diploma programme in Tool & Die Making

(ii) Curricula of 14 newly designed diploma programmes for the state of Haryana submitted to the SBOTE, Haryana during May, 2013

C. CURRICULUM DEVELOPMENT WORKSHOPS :

DETAILS OF CURRICULUM REVISION/DESIGN WORKSHOPS FOR THE PERIOD FROM 1.4.2013 to 31.3.2014

S. No.	Name of Workshop	State	Dates/Venue	Industry	Poly	Others	Total	Name of Coordinator
1.	Workshop for Revision of curriculum for diploma programmes in 'Chemical Engineering' and 'Chemical Engineering (Pulp & Paper)'	Haryana	2-3 April, 2013 at NITTTR, Chandigarh	-	7	4	11	Mrs.Rama Chhabra
2.	Workshop for Revision of curriculum for diploma programme in 'Mechanical Engineering (Tool & Die) for the state of Haryana.	Haryana	11-12 April, 2013 at NITTTR, Chandigarh	-	4	4	8	Dr. AB Gupta
3	Workshop for Revision of curriculum for diploma programme in 'Mechatronics' for the state of Haryana.	Haryana	22-23 April, 2013 at NITTTR, Chandigarh	-	5	7	12	Dr. AB Gupta
4	Workshop for Revision of curriculum for diploma programme in 'Computer Engineering' for the state of Haryana.	Haryana	2-3 May, 2013 at NITTTR, Chandigarh	1	7	2	10	Prof. TN Thukral
5.	Workshop for Revision of curriculum for diploma programmes in 'Chemical Engineering' and 'Chemical Engineering (Pulp & Paper)'	Haryana	8 th May, 2013 at NITTTR, Chandigarh	-	4	4	8	Mrs.Rama Chhabra
6.	Workshop for preparing a detailed project report (DPR) for opening a new polytechnic in UT, Chandigarh	UT	17 th May, 2013 at NITTTR, Chandigarh	-	14	16	30	Prof. PK Singla
7.	Workshop for preparing a detailed project report (DPR) for opening a new polytechnic in UT, Chandigarh	UT	19 th June, 2013 at NITTTR, Chandigarh	-	3	10	13	Prof. PK Singla

8.	Workshop for Revision of curriculum for diploma programme in 'Plastic Technology'	Haryana	1 st July, 2013 at NITTTR, Chandigarh	1	3	8	12	Mrs.Rama Chhabra
9.	Workshop for preparing a detailed project report (DPR) for opening a new polytechnic in UT, Chandigarh	UT	18 th July, 2013 at NITTTR, Chandigarh	-	4	6	10	Prof. PK Singla
10.	Workshop for Revision of curriculum for diploma programme in 'Plastic Technology'	Haryana	21 st August, 2013 at NITTTR, Chandigarh	1	2	5	8	Mrs.Rama Chhabra
11.	Workshop for Development of laboratory Manuals in 'Fluid Mechanics'	All State	22-23 August, 2013 at NITTTR, Chandigarh	-	1	8	8	Prof. SK Gupta
12.	Workshop for Development of laboratory Manuals in 'Machine Drawing'	All State	22-23 August, 2013 at NITTTR, Chandigarh	-	1	7	9	Dr. AB Gupta
13.	Workshop for Preparing List of Major Project Works for the diploma programme in 'Civil Engineering' for the state of Punjab	Punjab	30 th August, 2013 at NITTTR, Chandigarh	-	10	2	12	Prof. SK Gupta
14.	Workshop for Development of laboratory Manual in 'Heat Transfer'	All State	3-4 September, 2013 at NITTTR, Chandigarh	-	-	9	9	Prof. PK Singla
15.	Workshop for Preparing List of Major Project Works for the diploma programme in 'Electronics and Communication Engineering' for the state of Punjab	Punjab	6 th September, 2013 at NITTTR, Chandigarh	-	8	2	10	Prof. PK Singla

16.	Workshop for curriculum revision of diploma courses in 'Computer Engineering', 'Information Technology' and 'Electronics & Communication Engineering'	Uttrakhand	4 th October, 2013 at NITTTR, Chandigarh	-	4	6	10	Dr. AB Gupta
17.	Workshop for Preparing List of Major Project Works for the diploma programme in 'Computer Engineering' for the state of Punjab	Punjab	8 th October, 2013 at NITTTR, Chandigarh	-	7	5	12	Prof. PK Singla
18.	Workshop for Preparing List of Major Project Works for the diploma programme in 'Electrical Engineering' for the state of Punjab	Punjab	29 th October, 2013 at NITTTR, Chandigarh	-	9	4	13	Prof. SK Gupta
19.	Workshop for designing the curriculum of diploma programme in 'Tool and Die Making	Punjab	19-20 December, 2013 at NITTTR, Chandigarh	1	3	6	10	Prof. SK Gupta
20.	Workshop for designing the curriculum of diploma programme in 'Food Technology'	Punjab	30-31 December, 2013 at NITTTR, Chandigarh	-	1	9	10	Prof. PK Singla
21.	Workshop for Development of laboratory Manuals in (i) 'Fluid Mechanics' (ii) 'Machine Drawing' (iii) 'Heat Transfer'	All State	24-25 February, 2014 at NITTTR, Chandigarh	-	2	10	12	Dr. AB Gupta/ PK Singla SK Gupta
22.	Workshop for designing the curriculum of diploma programme in 'Aeronautical Engineering'	Punjab	12-13 March, 2014 at NITTTR, Chandigarh	1	-	9	10	Prof. SK Gupta

Total participants = 247

5. INSTRUCTIONAL MATERIAL DEVELOPMENT

S. No.	Programme Title	Coordinator(s)/ Team	Benf. State	Target date of completion	Specific Achievement during the year
1.	Development of laboratory manual in 'Fluid Mechanics'	Prof. SK Gupta	All states	Completed and submitted to authors. Validation workshop being arranged.	Organized workshops for development of lab manuals and sent soft copy to Authors of manuals
2.	Development of laboratory manual in 'Engineering Drawing'	Dr. AB Gupta	All states	Completed and submitted to authors. Validation workshop being arranged.	Organized workshops for development of lab manuals and final document to be prepared by Authors
3.	Development of laboratory manual in 'Heat Transfer'	Prof. PK Singla	All states	Completed and submitted to authors. Validation workshop being arranged.	Organized workshops for development of lab manuals and sent soft copy to Authors of manuals
4.	Preparing List of Major Project Works for the following diploma programmes: (i) Electronics and Communication Engineering (ii) Civil Engineering (iii) Electrical Engineering (iv) Computer Engineering	PK Singla SK Gupta SK Gupta PK Singla	Punjab state	Completed	- Organized workshops for preparing list of major project works - Submitted the reports to SBOTE, Punjab
5.	A pamphlet highlighting department activities.	CDC Faculty	All states	Completed	- Prepared pamphlet by compiling information

List of Contents Developed by the Department and uploaded on NCTEL

S.No.	Title of the Content & Author(s)	Date on which uploaded
1	Classroom Communication Dr. PK Tulsi	31.7.2014
2	Group Discussion and Appearing for an Interview by Ms Meera Anand	31.7.2014
3	Resume Writing by Ms. Suditi Jindal	31.7.2014
4	Reading Skills by Dr. Sunil Dutt	31.7.2014
5	Writing Skills Ms. Suditi Jindal	31.7.2014
6	Oral Communication by Dr. PK Tulsi	31.7.2014
7	Listening Skills by Er. PK Singla	31.7.2014
8	Phonetics for Speaking Effectively Articulation and Pronunciation Dr. Archana R. Singh	31.7.2014
9	Report Writing Er. PK Singla	31.7.2014
10	Presentation Skills Er. PK Singla	31.7.2014
11	Group Discussion by Dr. SP Bedi and Appearing for an interview by Ms. Meera Anand	31.7.2014
12	Communication Part 1	31.7.2014
13	Communication Part 2	31.7.2014
14	Communication Part 3	31.7.2014
15	Communication Skills	31.7.2014
16	Motivation Part 1	31.7.2014
17	Motivation Part 2	31.7.2014
18	Motivation Part 3	31.7.2014
19	Models for Effective communication	31.7.2014
20	Managing Self Part II	31.7.2014
21	Communication Essence of Life	31.7.2014
22	Panel Discussion on Communication	31.7.2014
23	Philosophy of Managing Self Part 1	31.7.2014
24	Philosophy of Managing Self Part 2	31.7.2014
25	Tips on Self Motivation	31.7.2014
26	Stress Management Vivek Sahni	31.7.2014

6. RESEARCH AND DEVELOPMENT

Sr. No.	Name of Project	Team	Specific Responsibility of Team Member	Beneficiary State	Status of Project completed/ progress	Specific work done during the year	Target date of completion	No. of Patent applied for	No. of Patent Granted
A. RESEARCH STUDIES									
1.	Status of Resources in labs and workshop for J&K State	Dr. AB Gupta/ PK Singla/ SK Gupta/	Coordinator (AB Gupta) Co-coordinator (PK Singla/ SK Gupta)	J&K State	Completed	<ul style="list-style-type: none"> - Prepared questionnaire for collecting information - Collected feedbacks from 4 Govt. Polytechnics of J&K State - Analyzed the information - Finalized finding and recommendations - Submitted the report to SBOTE, J&K 	January, 2014	-	-
B. DEVELOPMENT PROJECTS									
-	-	-	-	-	-	-	-	-	-

INTERNAL RESOURCE GENERATION (IRG)

S. No	Name of the Project/Sponsoring Organization	Team Members	Amount Received (in Rs.)
1.	Design of 13 diploma courses for the state of Haryana	CDC faculty	12,90,510/-
2.	Design of one diploma course in 'Fire Technology & Safety' for the state of Haryana	CDC faculty	99,270/-
3.	Revision of 6 diploma courses for the state of Uttrakhand	CDC faculty	4,96,350/-
4.	Revision of 32 Curricula for the State of Haryana	CDC faculty	19,20,000/-
5.	Design of Diploma Programme in Electrical and Electronics Engineering for the state of Punjab	CDC faculty	99,270
6.	Design of 3 diploma courses for the State of Punjab in: (i) Food Technology (ii) Tool and Die Making (iii) Aeronautical Engineering	CDC faculty	5,05,620
7.	Preparing DPR for opening a New Polytechnic in Chandigarh	CDC faculty	5,00,000
TOTAL			Rs. 49,11,020

EXTENSION SERVICES AND CONSULTANCY

Sr. No	Name of Project	Team	Responsibility of Individual Member	Beneficiary Organization	Status of Project Completed/ in Progress	Specific work done during the year
A. EXTENSION SERVICES PROJECTS (including assignments from AICTE/NBA/University etc.)						
Department Level						
1	Preparing DPR for opening of New Polytechnic in Union Territory, Chandigarh.	PK Singla/ SK Gupta/ Dr. AB Gupta	Coordinator (PK Singla) Co-coordinator (SK Gupta/AB Gupta)	UT Admin.	Completed	- Organized workshops - Prepared and submitted DPR
2	Provided assistance to Haryana for Standardization of Books for procurement.	Dr. AB Gupta/ SK Gupta/ PK Singla	Coordinator (AB Gupta) Co-coordinator (SK Gupta/PK Singla)	Haryana	Completed	- Organized meeting with SBOTE, Haryana Officials and prepared standard procedure for procuring books
3.	Service Rules for employees recruited by Technical Education Department, Haryana	Dr. AB Gupta	Coordinator (AB Gupta)	Haryana	Completed	- Coordinated and organized 4 meetings during Feb-March, 2014 with Additional Director, Technical Education, Haryana and finalized the qualifications and service rules. - Submitted the recommendations to Directorate of Technical Education, Haryana

List of Equipment Purchased and utilization

Purchase of Equipment for Communication Skill Lab

S.No.	Name of Equipment	Reason for non-utilization
1.	Computer System = 31 Nos.	--
2.	Printer - 1 No.	--
3.	LCD Projector Sony – 1 No.	--
4.	Board - 1 No.	--
5.	Headphone = 31 Nos.	--
6.	Language Lab Software - 1 No.	--

Renovation Work

S.No.	Place (Classroom/Lab. Workshop/Office Room etc.)	Name of Renovation work	Starting Date	Completion Date	If pending, reason thereof

TRAINING PROGRAMMES ATTENDED BY THE INSTITUTE FACULTY/STAFF

Sr.No.	Title of Training Programme	Period of Training	Venue	Attended by
1.	Management Capacity Enhancement for Administrators	13-17 January, 2014	IIM, Lucknow, Noida Campus	Prof. PK Singla, Associate Professor
2.	Management Capacity Enhancement for Administrators	9-13 June, 2014	IIM, Lucknow, Noida Campus	Prof. SK Gupta, Associate Professor

IN-HOUSE TRAINING PROGRAMMES

Sr.No.	Title of Training Programme	Period of Training	Attended by
1.	Communication Skills	27-31 January, 2014	Sh. Mohan Lal, Assistant

OTHER CONTRIBUTIONS INCLUDING INDIVIDUAL CONTRIBUTION**A. PAPERS/BOOKS PUBLISHED :**

Sr.No.	Name of Paper/Book	Publishers/Name of the Journal in which publishers/month/year/ Vol./No.	Author (s)
--	--	--	--

B. PAPERS(s) PRESENTED/ACCEPTED AT IMPORTANT CONFERENCES/SEMINARS

Sr.No.	Name of the Paper	Name of the Conference/Seminar (venue with date)	Co- Authors
1.	Concept, Issues and Challenges of Social Entrepreneurship'	Paper presented in 14 th International Conference on 'Advances and Challenges in Global Business, Management, Economics, Tourism and Information Technology at Jaipur from 1-2 February, 2014.	Prof. PK Singla

Contribution of Faculty for Preparation of NBA Document

S.No.	Faculty Member	Specific contribution made
1.	Dr. AB Gupta	Attended meetings with various departments heads and assisted in finalizing Pos and PEOs and mapping them.

Additional Workload of Staff

S.No.	Name/Designation of Person	Nature of Work
1	Sh. Yogendra Kaushal, PA	Typing of curriculum reports and other routine letters
2	Sh. Mohan Lal, Assistant	Preparation of TA/DA to workshop participants, honorarium bills, preparing department consumable and non consumable register , Typing of STC Hindi and English certificates etc.
3	Sh. Shammi Kumar, MSA	Assistance in upkeep of Communication Skill Lab

Awards Won

S.No.	Name/Nature of the Award won	Name of the Awarding Organization/Authority	Nature of Work Done	Name of Faculty/Team
-	-	NIL	-	-

(Dr. AB Gupta)
Professor & Head