

## **Mandatory Disclosure**

- 1 Name and address of the Institution : Faculty of Diploma Engineering (Neotech Education)  
At. Virod, Harni – Virod Road,  
Vadodara – 390022 (Guj.)  
Contact No.: 9913365000 / 9978365000  
Email: info@neotech.ac.in: principal@neotech.ac.in
- 2 Name and address of the Parent Organization : Neotech Education Foundation  
18, Saptgiri Complex, Opp. Gateway Hotel,  
Akota, Vadodara – 390005 (Guj.)
- 3 Name and Address of the Principal : Dr. Y. B. Shukla  
E/95, Shivanjali Society, Opp. Bansal Mall,  
New Gotri – Vasna Road,  
Vadodara – 390021 (Guj.)  
**Contact No.:** 9825510034  
**Email:** principal@neotech.ac.in
- 4 Name of the affiliating University : Gujarat Technological University  
Ahmedabad (Guj.)

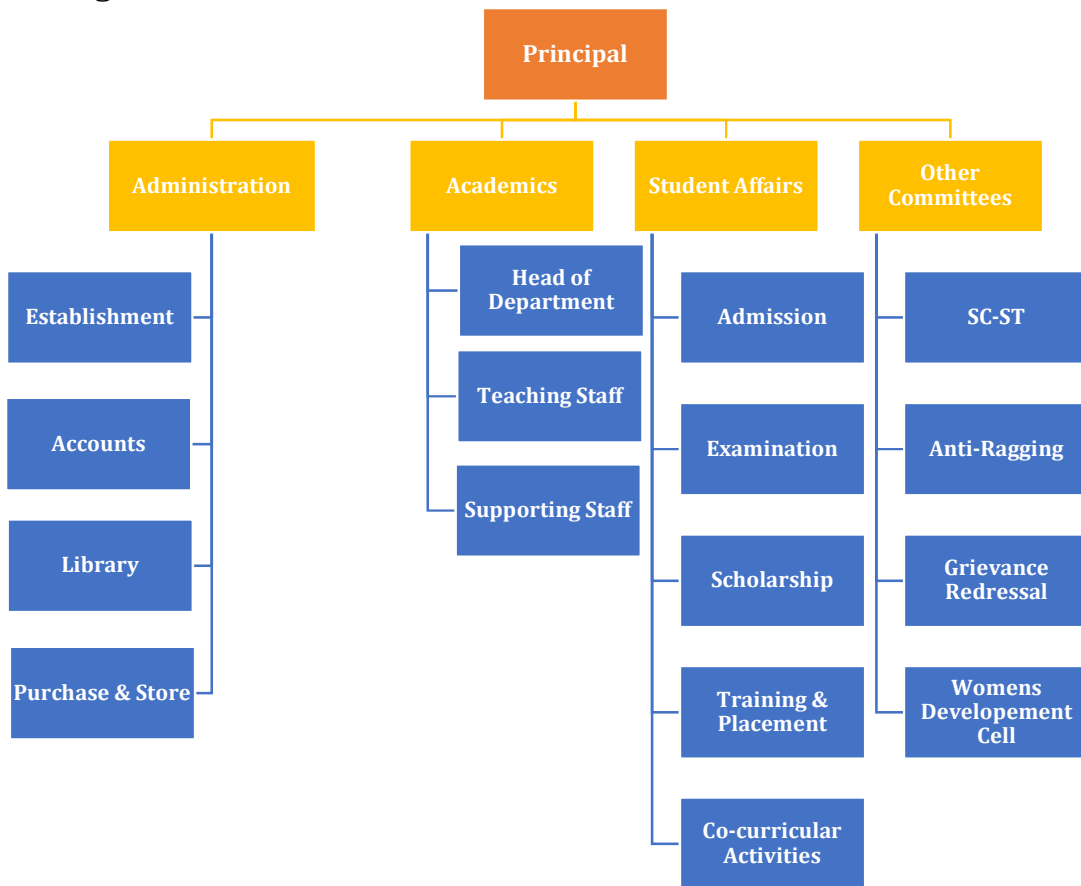
5 **Governing Body** :

**A. Members of the Board of Governance (BoG)**

SN	Name	Designation	Functions & Responsibility
1	Mrs. Ansuyaben P. Patel	Chairperson	<ul style="list-style-type: none"><li>To formulate the policies related to academics and to ensure effective implementation of the same.</li><li>To prepare &amp; approve the annual budgetary allocation towards infrastructure, academics &amp; development needs.</li><li>Effective human resource management.</li><li>To make sure the implementation of recommendation.</li></ul>
2	Mr. Vishal M. Shah	Executive Member	
3	Mr. Manish B. Shah	Executive Member	
4	Mr. Vihang C. Shah	Executive Member	
5	Mr. Bimal Roy	Executive Director	
6	Mr. Betualla Khan	Industrialist	
7	Mr. Rajnikant Mandavia	Industrialist	
8	Dr. Y. B. Shukla	Principal – Diploma	

**Frequency of Board of Governance Meeting: Twice a year**

**Local Organization Chart:**



**\* Nature and Extent of involvement of Faculty & students in academic affairs/improvements:**

**Details of faculties delegated powers for taking administrative decisions**

S N	Activities Detail	Faculty Name (With Designation)	Delegated Authorities
<b>A. Academics</b>			
1	Head of Department	Ms. Viral Lad Head, Civil Engineering Ms. Manalee Thakore Head, Computer Engineering Mr. Nishith Shahu Head, Electrical Engineering Mr. Nitin Pawar Head, Mechanical Engineering Mr. Jayendra Parmar Head, Science & Humanities	<ul style="list-style-type: none"> <li>To ensure the quality of the academics at the department level.</li> <li>Coordination among various departments to ensure optimum utilization of the Institute level resources.</li> <li>To provide academic related data as per the needs of AICTE and University.</li> <li>Taking care of the AICTE compliance, University affiliation, NBA requirements.</li> <li>To prepare required data for academic audit.</li> </ul>

<b>B. Student Affairs</b>			
1	Admissions	Mr. Kishan Chandarana Lecturer & GTU Coordinator Mechanical Engineering	<ul style="list-style-type: none"> <li>To counsel the students about the admission procedure w.r.t. eligibility criteria, documentation and procedure there off.</li> <li>To facilitate the students as per the guidelines issued by State Level Diploma Admission Committee for operating help centers / Cyber space.</li> </ul>
		Ms. Sherin Christian Lecturer, Civil Engineering	
2	Exam Section	Mr. Kishan Chandarana Lecturer & GTU Coordinator Mechanical Engineering	<ul style="list-style-type: none"> <li>To conduct the Internal and End Semester University Exams in effective manner.</li> <li>To liaison with university for exam &amp; student related matters.</li> </ul>
3	Scholarship	Mr. Himanshu Prajapati Lecturer, Electrical Engineering	<ul style="list-style-type: none"> <li>To counsel the students about available scholarship schemes, form the government.</li> <li>To help the students for availing the scholarships.</li> </ul>
4	Training & Placement	Mr. Vipul Gajipara Lecturer, Mechanical Engineering	<ul style="list-style-type: none"> <li>To provide necessary training &amp; counselling to the final year students for better placement opportunity in industries and/or higher studies.</li> <li>To identify the needs of industries regarding quality of engineering students and to build a fruitful &amp; beneficial relationship at both ends.</li> </ul>
<b>C. Other Cells &amp; Committees</b>			
1	Anti-Ragging Committee	Dr. Y. B. Shukla Principal	<ul style="list-style-type: none"> <li>Anti-Ragging Squad will be working under the Monitoring of Anti Ragging Committee.</li> <li>The functions of Anti-Ragging Squad is to keep vigilance &amp; stop the incidences of Ragging.</li> <li>The Squad also educate the students by adopting various means about the menace of Ragging and related Actions.</li> </ul>
		Mr. N. J. Shahu Head, Electrical Engineering	
		Mr. Jayendra Parmar Head, Science & Humanities Department	
	Anti-Ragging Squad	Mr. Dipen Shah Lecturer, Electrical Engineering	
		Mr. Himanshu Pranami Lecturer, Computer Engineering	
		Mr. Darshan Chauhan Lecturer, Civil Engineering	

2	Grievance Redressal	Dr. Y. B. Shukla Principal	<ul style="list-style-type: none"> <li>To provide a mechanism for Redressal of students'/Staff grievances and ensure the prevention of unfair practices.</li> <li>To look into the complaints lodged by any student/Staff, and judge its merit.</li> <li>The Grievance cell is also empowered to look into matters of harassment.</li> </ul>
		Mr. N. J. Shahu Head, Electrical Engineering	
		Ms. Viral Lad Head, Civil Engineering	
3	SC / ST Committee	Mr. Himanshu Prajapati Lecturer, Electrical Engineering	<ul style="list-style-type: none"> <li>To implement Reservation Policy and Sought for information under the SC ST Cell and college/institute level as per the guidelines of Gujarat Technological University vide circular no. GTU SC-ST Cell/2013 dated 24/11/2013.</li> </ul>
		Mr. Himanshu Pranami Lecturer, Computer Engineering	
		Mr. Dishit Shah Lecturer, Mechanical Engineering	
		Mr. Darshan Chauhan Lecturer, Civil Engineering	
		Mr. Pratik Kahar Lecturer, Computer Engineering	
4	Woman's Development Cell	Ms. Viral Lad Head, Civil Engineering	<ul style="list-style-type: none"> <li>To prevent &amp; determine the commission of any means of female abuse.</li> <li>To provide equally favorable environment and forum to share and exchange of ideas to women in the campus.</li> </ul>
		Ms. Niharika Barot Lecturer, Mechanical Engineering	
		Ms. Manalee Thakore Head, Computer Engineering	

Various other Committees are also framed. The details of the same are mentioned as under:

S N	Committee Detail	Convener	Delegated Authorities
1	<b>Sports (Indoor + Outdoor)</b>	Mr. Vipul Gajipara Lecturer, Mechanical Engineering	<ul style="list-style-type: none"> <li>To organize various outdoor &amp; indoor sports activities (Cricket, Volleyball, Kabaddi, Kho-Kho, Carom, Badminton, Chess, etc.) as per the institute academic calendar.</li> </ul>
2	<b>Prize Distribution</b>	Ms. Ayushi Pandya Lecturer, Computer Engineering	<ul style="list-style-type: none"> <li>To finalize the list of awardees and necessary giveaways for felicitation during annual prize distribution ceremony.</li> </ul>

3	<b>Annual Fest Neofest (Tech + Cultural)</b>	Mr. Divyang Patel Lecturer, Mechanical Engineering	<ul style="list-style-type: none"> <li>To finalize the technical &amp; cultural events for the celebration of NEOFEST along with formation of various sub committees and their roles and responsibilities.</li> </ul>
		Mr. Himanshu Pranami Lecturer, Computer Engineering	
4	<b>NSS &amp; Social Activity Cell</b>	Mr. Darshan Chauhan Lecturer, Civil Engineering	<ul style="list-style-type: none"> <li>To coordinate with government recognized NGO's for blood donation camp, thalassemia testing and counselling for each student of 1st year &amp; Platelets donor's identification.</li> <li>To create social awareness &amp; to plan the schedule distribution of grains and cloths to needy peoples in nearby vicinity.</li> </ul>
		Ms. Niharika Parmar Lecturer, Mechanical Engineering	
5	<b>Library</b>	Mr. Meet Thakkar Lecturer, Electrical Engineering	<ul style="list-style-type: none"> <li>To issue the books to students and staff as per the rules of institute &amp; to distribute and maintain the records related to book bank facility.</li> </ul>
6	<b>Student Mentorship (Assessment, Discipline)</b>	Mr. Sherin Christian Lecturer, Civil Engineering	<ul style="list-style-type: none"> <li>To maintain discipline amongst students of institute in the manner of dressings, behavior and general etiquettes.</li> <li>To provide counselling and guidance related to academic, personal and career to the students.</li> </ul>
		Mr. Dipen Shah Lecturer, Electrical Engineering	
		Ms. Niharika Parmar Lecturer, Mechanical Engineering	
7	<b>AICTE, GTU, NBA, FRC, PMKVY MHRD &amp; UBA Portal</b>	Mr. Nishith Shahu Head, Electrical Engineering	<ul style="list-style-type: none"> <li>To handle the mandatory portals for Central and State Level approvals of institute, Accreditation of eligible programs, tuition fees approval and vocational courses approval within the stipulated timelines.</li> <li>To handle the MHRD portal for All India Survey on Higher Education.</li> </ul>
		Mr. Nitin Pawar Head, Mechanical Engineering	
		Mr. Kishan Chandarana Lecturer, Mechanical Engineering	
		Mr. Himanshu Prajapati Lecturer, Electrical Engineering	
8	<b>Website</b>	Ms. Ayushi Pandya Lecturer, Computer Engineering	<ul style="list-style-type: none"> <li>To ensure unambiguous information is displayed on website.</li> </ul>
9	<b>Student &amp; Staff Chapter (SWAYAM, ISTE)</b>	Mr. Nitin Pawar Head, Mechanical Engineering	<ul style="list-style-type: none"> <li>To enroll the students for ISTE student Chapter and to organize various student oriented activities.</li> </ul>
		Mr. Nishith Shahu Head, Electrical Engineering	

10	<b>Fire Safety</b>	Mr. Nitin Pawar Head, Mechanical Engineering	<ul style="list-style-type: none"> <li>To look after the installations for fire safety in the institute and to get the renewal of fire certificate annually.</li> </ul>
11	<b>Campus Maintenance (Computer + Electrical)</b>	Mr. Vipul Gajipara Lecturer, Mechanical Engineering	<ul style="list-style-type: none"> <li>To look after the maintenance of reported Computer peripherals, electrical appliances, power supply, DG sets at institute level.</li> </ul>
		Mr. Pratik Kahar Lecturer, Computer Engineering	
12	<b>Industry Institute Interaction Cell</b>	Dr. Y. B. Shukla Principal, NFDE	<ul style="list-style-type: none"> <li>To build convergence with industry &amp; research groups from diverse disciplines through MOUs.</li> <li>To encourage faculty &amp; student to participate in research.</li> </ul>
		Mr. N. J. Shahu Head, Electrical Engineering	

**\* Grievance Redressal mechanism for Faculty, staff and students**

Grievance Redressal Cell & Internal Complaint Committee:

**Grievances Redressal Cell for Physically Disabled:**

S N	Name	Designation	Role
1	Dr. Y. B. Shukla	Principal, NFDE	Chairman
2	Mr. N. J. Shahu	Head, Electrical Engg.	Coordinator
3	Mr. Nitin Pawar	Head, Mechanical Engg.	Member

**Grievances Redressal Cell for Staff (Internal Complaint Committee):**

S N	Name	Designation	Role
1	Dr. Y. B. Shukla	Principal, NFDE	Chairman
2	Mr. N. J. Shahu	Head, Electrical Engg.	Coordinator
3	Mr. Nitin Pawar	Head, Mechanical Engg.	Member

**Grievances Redressal Cell for Students (Internal Complaint Committee):**

S N	Name	Designation	Role
1	Dr. Y. B. Shukla	Principal, NFDE	Chairman
2	Mr. N. J. Shahu	Head, Electrical Engg.	Coordinator
3	Mr. Nitin Pawar	Head, Mechanical Engg.	Member

**Responsibilities of Grievance Redressal Cell:**

- \* Addressing the grievance of the students and staff.
- \* Implementation of the corrective steps to be taken to address the grievances and other related matters.

### **Grievance Redressal mechanism**

- \* Staffs and students can raise grievance through web portal.
- Contact numbers, email IDs of the staff in charge of Grievance Redressal cell are
- \* given on student portal, students can contact any of them if they have any grievances.
- \* On receipt of specific complains/ grievance from a student, the redressal cell meets, analyze the matter and corrective measures are taken wherever necessary.
- \* All-important institutional information is displayed on college website.
- \* In case of urgent issue, one can meet concerned officer at any time.

### **Internal Complaint Committee:**

- \* The college has formed an Internal Complaints Committee (Sexual harassment of women at work place prevention prohibition and redressal act 2013). The composition is as given below:
- \* ICC is constructed and working for the prevention, prohibition and Redressal of sexual harassment of women/ any kind of grievances at work place as per the guidelines given by the Supreme Court and statutory mandate prohibiting gender discrimination and gazette of India, MHRD (AICTE) dated 10/06/2016.
- \* Women faculties and girl's students may report to ICC members at any time (24X7 hours) at the time of incidence. ICC information is displayed at the prominent places.

### **Functions of Anti Ragging Committee:**

- \* To ensure that there is no ragging in the campus or hostel.
- \* Implementation of Govt./University directives against the menace of ragging.
- \* To hold periodical meetings with first year student.
- \* Periodical and surprise visits to hostels.
- \* Documentation of action taken by the committee.
- \* Any other related matter.



**FACULTY OF DIPLOMA ENGINEERING**

Approved by AICTE | Affiliated to GTU



Ref. No.: NFDE/ESTA/2021/23

Date: 11/02/2022

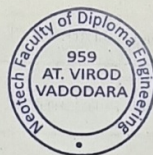
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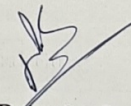
All HODs/ I/C HODs, Convener, Co-convener and members are hereby informed to take note of the details furnished here about the SC-ST Cell and plan accordingly for implementation of Reservation Policy and Sought for information at institute level. This committee will be in force till the changes are made in future.

**Objectives SC – ST Cell:**

To implement Reservation Policy and Sought for information under the SC ST Cell and college/institute level as per the guidelines of Gujarat Technological University vide circular no. GTU SC-ST Cell /2013 dated 24/ 11/2013.

Sr. No.	Position	Name of Member	Designation
1.	Convener	Mr. Nishith Shahu	I/c. Principal & HOD, Electrical Engg.
2.	Co-convener	Mr. Himanshu Prajapati	Lecturer, Electrical Engg.
3.	Member	Mr. Himanshu Pranami	Lecturer, Computer Engg.
4.	Member	Mr. Darshan Chauhan	Lecturer, Civil Engg.
5.	Member	Mr. Divyang Patel	Lecturer, Mechanical Engg.

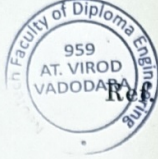


  
**Principal**  
NFDE – 959  
NTC, Virod – Vadodara



FACULTY OF DIPLOMA ENGINEERING

Approved by AICTE | Affiliated to GTU



Ref. No.: NFDE/ESTA/2021/24



Date: 25/10/2021

CIRCULAR

All HODs/ I/C HODs, Convener, Co-convener and members are hereby informed to take note of their responsibilities as a convener / member of Internal Quality Assurance Cell (IQAC).

**Objectives of IQAC:**

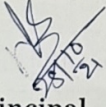
1. To ensure continuous improvement in the entire operation of the college, and
2. To assure the stakeholders connected with higher education – namely students, parents, teachers, staff, employer, funding agencies and society in general – of the accountability of the college for its own quality and integrity.

**The functions of the IQAC are:**

1. Development & application of quality benchmark/parameters for various academic and administrative activities of the college.
2. Dissemination of the information on the various quality parameters.
3. Organization of workshops, seminars on quality related themes.
4. Documentation of the various programs/ activities leading to quality improvement.

**Members of IQAC:**

Sr. No.	Position	Name of Member	Designation
1.	Chairperson	Mr. Nishith Shahu	Principal & HOD, Electrical Engineering
2.	Convener	Mr. Nitin Pawar	HOD, Mechanical Engineering
3.	Co-convener	Mr. Jayendra Parmar	HOD, AS & D Department
4.	Co-convener	Ms. Viral Lad	HOD, Civil Engineering
5.	Member	Ms. Manalee Thakore	HOD, Computer Engineering

  
Principal  
Neotech Faculty of Diploma Engineering (959)  
NTC – Virod, Vadodara.

**6 Name of Programmes approved by AICTE:**

**Fees** : 32,000 Rs. / Year (As approved by FRC, Ahmedabad)

**Placement Facility** : Industry Institution Cell, Board Room, Counselling sessions.

**Name of Program** : **Diploma in Civil Engineering**

**Number of Seats** : 60 seats / year

**Duration** : 3 Years

**Cut off Marks/Ranks of admission during last three years:**

Particulates	2021-22	2020-21	2019-20
OPEN	41785	37365	105043

**Campus placement in last three years:**

Particulates	2021-22	2020-21	2019-20
No. of students placed	---	---	2
Average Salary (Rs. In Lakh)	---	---	1.5

**Name of Program** : **Diploma in Computer Engineering**

**Number of Seats** : 60 seats / year

**Duration** : 3 Years

**Cut off Marks/Ranks of admission during last three years:**

Particulates	2021-22	2020-21	2019-20
OPEN	40909	38438	101018

**Campus placement in last three years:**

Particulates	2021-22	2020-21	2019-20
No. of students placed	---	---	3
Average Salary (Rs. In Lakh)	---	---	1.5

**Name of Program** : **Diploma in Electrical Engineering**

**Number of Seats** : 60 seats / year

**Duration** : 3 Years

**Cut off Marks/Ranks of admission during last three years:**

Particulates	2021-22	2020-21	2019-20
OPEN	41360	35123	109348

**Campus placement in last three years:**

Particulates	2021-22	2020-21	2019-20
No. of students placed	3	2	5
Average Salary (Rs. In Lakh)	1.5	1.5	1.5

**Name of Program** : **Diploma in Mechanical Engineering**

**Number of Seats** : 120 seats / year

Duration : 3 Years

**Cut off Marks/Ranks of admission during last three years:**

Particulates	2021-22	2020-21	2019-20
OPEN	34838	35153	107071


**Campus placement in last three years:**

Particulates	2021-22	2020-21	2019-20
No. of students placed	10	18	8
Average Salary (Rs. In Lakh)	1.5	1.5	1.5

7 Faculty :	Sr. No.	Name of Faculty	Designation	Department
	1	Dr. Y. B. Shukla	Principal	**
2	Ms. Viral Lad	Head	Civil Engineering	
3	Ms. Sherin Christian	Lecturer		
4	Mr. Darshan Chauhan	Lecturer		
5	Ms. Manalee Thakore	Head	Computer Engineering	
6	Mr. Himanshu Pranami	Lecturer		
7	Mr. Pratik Kahar	Lecturer		
8	Ms. Ayushi Pandya	Lecturer		
9	Ms. Neha Patil	Lecturer		
10	Ms. Yesha Padariya	Adhoc Lecturer		
11	Mr. Nishith Shahu	Head	Electrical Engineering	
12	Mr. Himanshu Prajapati	Lecturer		
13	Mr. Dipen Shah	Lecturer		
14	Mr. Meet Thakkar	Lecturer		
15	Mr. Harsh Patel	Adhoc Lecturer		
16	Mr. Nitin Pawar	Head	Mechanical Engineering	
17	Mr. Vipul Gajipara	Lecturer		
18	Mr. Divyan Patel	Lecturer		
19	Mr. Kishan Chandarana	Lecturer		
20	Ms. Niharika Barot	Lecturer		
21	Mr. Dishit Shah	Lecturer		
22	Mr. Jayendra Parmar	Head	Applied Science & Humanity	
23	Ms. Priyanka Pandya	Lecturer		
24	Ms. Prachi Mehta	Lecturer		
25	Ms. Dhruvshikhaba Jadeja	Lecturer		
26	Ms. Shivani Luhar	Lecturer		

- \* Permanent Faculty : 23
- \* Adjunct Faculty :
- \* Student Ratio :

**Principal Profile**

Name of Principal	:	Dr. Y. B. Shukla	
Date of Birth	:	23/08/1977	
Designation	:	Principal	
Date of Joining	:	21/03/2022	

<b>Education Qualification</b>	:	Ph.D.	
<b>Work Experience</b>		<b>Teaching: 22</b>	<b>Research: 7</b>
<b>Specialization</b>	:	Power Electronics, VLSI,DSP	
<b>Subjects Taught (At Diploma Level)</b>	:	NIL	
<b>No. of papers published (Journal, confs.)</b>	:	28	
<b>No. of Book Published</b>	:	NIL	

#### 8. Fee:

- Details of Fee, as approved by State Fee Committee, for the Institution: Rs. 32,000 (Per year Tution fees)
- Time schedule for payment of Fee for the entire Programme: Every Semester
- No. of Fee waivers granted with amount and name of students: 5 % of intake for each course (As per Government Norms)
- Number of scholarship offered by the Institution, duration and amount: As per Government Norms
- Criteria for Fee waivers/scholarship: As per Government Norms
- Estimated cost of Boarding and Lodging in Hostels: Not Applicable

#### 9. Admission:

- Number of seats sanctioned with the year of approval

Sr. No.	Name of Department	Approved Intake (2021-2022)
1	Civil Engineering	60
2	Computer Engineering	60
3	Electrical Engineering	60
4	Mechanical Engineering	120
<b>Total Intake (Per Year)</b>		<b>300</b>

- Number of Students admitted under various categories each year in the last three years: 2021-22: Gen: 132; SEBC: 92; SC: 08; ST: 20; EWS: 10

#### 10. Admission Procedure:

- The candidate seeking admission after SSC must apply at Gujarat "Admission Committee for Professional Diploma Courses (ACPDC)". A grand merit list is prepared and Candidates get admission in branches of their choices at various colleges of Gujarat according to merit in council.
- Admission Inquiry Link: [www.acpdc.in](http://www.acpdc.in)
- Admission Registration Link: [www.gujdiploma.nic.in](http://www.gujdiploma.nic.in)
- 75% of seats will be filled by ACPDC, State Quota.
- 25% of seats will be filled by Management, at institute level.
- All seats under TFWS will be filled by ACPDC.
- TFWS\*: Tuition Fee Waiver Scheme

#### 11. Criteria and Weightages for Admission

- Eligibility for Admission: SSC Pass with minimum 35%
- For Merit marks of Maths, Science and English will be considered (out of 300)
- Admission through online process of ACPDC.
- Admission in Management Quota as per the Guidelines of ACPDC.

## 12. Information of Infrastructure and Other Resources Available

Sr. No.	Particulars	Room Area (Sq.m)
1	Classroom	730
2	Tutorial Room	99
3	Seminar Hall	132
4	Additional Workshop	150
5	Drawing Hall	132
6	Workshop	200
7	Laboratory	1334

### Library:

Sr. No.	Particulars	Available
1	Volumes	5263
2	Titles	2908
3	Journals	12
4	Library Management Software	1
5	Multi-Media PC	10

### Computing Facilities:

Internet Bandwidth	:	100
Number and configuration of System	:	215
Total number of system connected by LAN	:	215
Total number of system connected by WAN	:	0

## 13. List of Applicants

- List of candidate whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats: Not Applicable (Government institute)

### Results of Admission Under Management seats/Vacant seats:

Category	2021-22	2020-21	2019-20
OPEN			
SC			
ST			
SEBC			
TFWS			
Total			

## 14. Information of Infrastructure and Other Resources Available:

- Innovation Cell: Yes
- Social Media Cell: Yes
- List of facilities available:
  - Games and Sports Facilities: Yes
  - Extra-Curricular Activities: Yes
  - Soft Skill Development Facilities: Yes



- Teaching Learning Process:
  - **Curricula and syllabus for each of the Programmes as approved by the University:** Link for University curricula and syllabus:  
[https://www.gtu.ac.in/Syllubus\\_list.aspx](https://www.gtu.ac.in/Syllubus_list.aspx)
  - **Academic Calendar of the University**  
Link for University Academic Calendar:  
<https://www.gtu.ac.in/AcademicCal.aspx>

**15. Enrollment of students in the last 3 years:**

- **AY 2019-20: 133**
- **AY 2020-21: 281**
- **AY 2021-22: 148**

**16. List of Research Projects/ Consultancy Works**

- Number of Projects carried out, funding agency, Grant received. Not Applicable
- Publications out of research in last three years out of masters projects: Not Applicable
- Industry Linkage: Yes
- MoU with Industries (minimum 5): Yes

**17. EOA issued by AICTE:**

**18. Best Practices adopted, if any: Yes**

**Note: Suppression and/or misrepresentation of information shall invite appropriate penal action.**

**The Website shall be dynamically updated with regard to Mandatory Disclosures**