

Format for Mandatory Disclosure

Mandatory Disclosure updated on 01/07/2021

10	AICTE File No	:	North-West/1-9317370067/2021/EOA
	Date & Period of last approval	:	25-06-2021 (For the academic year 2021-2022)
	Name of the Institution	:	Mahabir Engineering College
	Address of the Institution	:	Bullana, Hissar Road, Ambala City, Haryana
	City & Pin Code	:	Ambala - 134003
	State / UT	:	Haryana (India)
	Longitude & Latitude	:	76.73692703 & 30.3214705
	Phone number with STD code	:	0171 – 2840787
	Mobile No.	:	94160-74287, 97297-71779
	Office hours at the Institution	:	9:00AM to 5:00 PM
	Academic hours at the Institute	:	9:00AM to 4:30 PM
	Email ID	:	info@mahabiredu.com
	Website	:	www.mahabiredu.com
	Nearest Railway Station (<i>Distance in KM</i>)	:	Ambala Cantt (12 Km)
	Nearest Airport (<i>Distance in KM</i>)	:	Chandigarh (50 Km)
	Type of Institution	:	Private – Self Financed
	Category (1) of the Institution	:	Non Minority
	Category (2) of the Institution	:	Co-Education
	Name of the organization running the Institution	:	Mahabir Educational Welfare Society
	Type of the organization	:	Society
	Address of the organization	:	Bullana, Hissar Road, Ambala City, Haryana
	Phone number with STD code	:	0171-2532087
	Mobile No.	:	9416020187
	Registered with	:	Registrar of Societies, Haryana, Chandigarh
	Registration date	:	04-12-2002
	Website of the organization	:	www.mahabiredu.com
	Name of Principal / Director	:	Dr. Rakesh Dhiman
	Exact Designation	:	Principal
	Phone number with STD code	:	0171-2840787
	Mobile No.	:	9729771779
	Email	:	principal@mahabiredu.com
	Highest Degree	:	Ph.D.
	Specialization	:	Electrical Engineering
	Name of the affiliating University	:	Kurukshetra University, Kurukshetra
	Address	:	Kurukshetra University, Kurukshetra-136119
	Website	:	www.kuk.ac.in
	Latest affiliation period	:	2016-2017

Governing Board Members:

➤ Give details of all member with their educational qualifications and other credentials

Sr. No	Name of Member's	Academic Background	Experience/Association
1	Smt. K.K. Jha	Masters in Science	Business-20 Years, Education-15 Years
2	Sh. Kailash Chand Jha	Graduate	Industry-30 Years
3	Smt. Sima Devi	Graduate	Business-20 Years, Education-30 Years
4	Sh. S.C. Jha	Masters in Engineering (CE)	Business-25 Years, Education-10 Years
5	Sh. Pawan Kumar Thakur	Graduate	Business-40 Years
6	Dr. Raj Sukhnandan	MS, MBBS	Business-45 Years
7	Aman Jain	Graduate, MBA	Industry-17 Years
8	Dr. Kamdev Jha	Ph.D.	Principal, DAV College, Pehowa, Haryana
9	Dr. Rakesh Dhiman	Ph.D., Electrical Engg.	Teaching- 20 Years, Industry -01 Years

Frequency of meetings & date of last meeting: - One Per Term (01/10/2020)

Academic Advisory Council: The Principal is assisted by College level Committees for smooth functioning and in day-to-day activities. The various Committees constituted and the duties and responsibilities assigned (in brief) are indicated below:

Academic bodies of Kurukshetra University for Academic courses and Calendar
Academic Advisory Council of the Institute
The structure of Academic Council is as under:

- Chairman Board of Governors/Nominee
- The Director/Principal
- Dean Academic Affairs (Ex-officio)
- The Head of Departments
- Registrar
- Two Senior most Professor/Associate Professor, TPO

Frequency of meetings & date of last meeting:- At least 3 Per Semester (11/09/2020)

Organizational Chart:

				Chairman				
				Principal				
Sports	Purchase	Administration	Maintenance	Academic Wing		PIMECment	Library	Hostel
President	Registrar			Head of the Departments		TPO	Librarian	Chief Warden
Vice President	Accountant	Office Supdt.	Estate Supervisor	Teaching	Technical	Clerk	Assistant Librarian	Wardens
PTI	2 Representative from Department concerned	Office Assistant	Maintenance Attendant	Professor's	Programmer	Attendants	Restorer	Assistant Warden/Care Taker
		Attendants	Electrician	Associate Professor	Lab Supervisor		Attendants	Attendants
			Mali & Sweepers	Assistant Professor	Lab Technician			
					Attendants			

Student feedback mechanism on Institutional: - There is a well defined system for feedback; at the end of every semester feedback forms are filled by the students.

Governance/Faculty Performance:

COMMITTEE'S	MAJOR TASKS
Academic Advisory Council	Overall supervision, guidance related to the academic work and the Infrastructure
Awards Committee	To closely scrutinize the performance of the students in various spheres of activities; academic and extracurricular for the purposes of awards in conformity with the rules laid down for the same
Performance Evaluation and Monitoring Committee	Overall supervision of Teaching, Laboratory work, performance evaluation and Result analysis. To plan for effective appraisal techniques. Also aim at continuous monitoring of the same.
Faculty Improvement Committee	To advise in Planning and Organizing the Programmes or the improvement of Faculty and the Technical Staff of the College and outside colleges
Cultural & Co-Curricular Committee	Since the cultural activities are major annual events in the College with innumerable units & clubs, the Committee to advise the units to plan and organize the calendar of events. Further oversee the training / practice and participation at the College and other pMECs
College Sports Committee	This is a major activity involving the financial management and requiring the coordination with the various agencies including the University and Government. The Committee has a major role to play in advising on all important matters in planning, organizing and in budgeting.
Anti Ragging, Discipline and Dress Code Committee	1. College insist on zero tolerance against ragging in campus to insure this committee has been structured. 2. To observe and identify ways and means of inculcating discipline and implement dress code.
Grievance Cell	To hear the grievances and complaints of staff and students and take appropriate steps for their reversal and if required bring to the notice of Management for further action..
PIMECment & Student Counseling	To advise on organizing the programme's for an effective PIMECment and Training activities including liaison with the industries.
Alumni Association	To coordinate programmes organized by the Alumni Association and to guide on mobilizing the help of the Alumni in furthering the chances of pIMECment for the fresh batch of students. Also to help in organizing the lectures / seminars for the benefit of the students. To give guidance for entrepreneurship.
Hostel Administration & Discipline	To advise on the proper running of the Hostel, welfare of the inmates and the mess management. To propose plans for the development and upkeep of the hostels.
Campus Maintenance & House Keeping	The overall inspection, recommendation to the management on the various tasks to be undertaken in the campus.
Canteen Committee	Advice and supervision of the various aspects of functioning of the canteen; Hygienic condition, Menu, Quantity, Rate fixation and service.
Finance & Budget	To assist in budget preparation and to project the annual financial needs of the departments. In addition, to plan the various programmes for implementation in College
Purchase Committee	To advise the department to list out the requirements and take appropriate action in the matter of purchase process for approval. Also to coordinate the purchase of common requirements of various departments, Library etc. To periodically inspect the library and to advise on the procurement of the Books and Journals. Also to recommend to the management for the improvement of available facilities.

Grievance Redressal Mechanism for Faculty, Staff and Students: A well defined grievance redressal system adopted by the Grievance Committee. The committees consist of HOD's, Senior Professors, Registrar and Director/ Principal. Link of AICTE Grievance Redressal Cell is also provided at College website.

& 10.8 Name of Teaching Staff *(Faculty List and one page bio-data of New Appointments)

Please visit college website (www.mahabiredu.com) for updated details.

10.9 DETAILS OF FEE, AS APPROVED BY STATE FEE COMMITTEE

Cut Off / Last Candidate Admitted	2018-2019	2019-2020	2020-2021
Tuition Fees in Rupees	55000/-	55000/-	55000/-
Development Fee	10000/-	10000/-	10000/-
Student Fund	1500/-	1500/-	1500/-
Admission Calendar	July- August		
PIO quota	No		
Time Schedule for fee payment	June-July and Dec-Jan		
Scholarship offered by Institute	2,00,000/-	3,37,135/-	7,23,255/-
Hostel Fee (Boarding and Lodging)	50000/-	55000/-	60000/-

- 10.10 Admission quota#** :- As Per norms – Haryana State Technical Education Society
- 10.11 Entrance test / admission criteria** :- JEE MAIN / LEET/ MERIT IN QUALIFYING EXAM
- B.Tech (UG Level)** :- Admission is made solely on the basis of inter-state merit of JEE-MAIN for B.Tech 1st year and LEET Merit for B.Tech III year, as per criteria and guide line prescribed by Haryana State Counseling Society.

10.15 Infrastructural information

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INSTRUCTIONAL AREA FOR THE EXISTING PROGRAMME(S)

Particulars	Number of Rooms		Carpet Area of each Room	
	Requirement as per norms	Available in the Institution	Requirement as per norms	Available in the Institution (Sq. M)
Class Rooms	36	42	1782	2300
Tutorial Hall	18	24	231	300
Drawing Hall + Seminar Halls	01+01	07 (2 DH + 5 SH)	132+132 =264	360+688 =1048
Computer Centre	01	01	300	350
Library	01	01	700	900
Laboratories & workshops	25	30	2644	5071
Language Lab	1	1	33	180
Other Rooms	-	3	-	600
Total			5954	10569

* Barrier free Built Environment- Yes, Available (lift)

* Occupancy Certificate - Yes, Available

* Fire and Safety Certificate - Yes, Available

* Hostel Facilities - Separate Boys Hostel (250 Seats) and Girls Hostel (110 seats)

* Faculty Residences - 12 flats for faculty and staff available

* Guest House - 5 Guest rooms available (2 AC and 3 Non-Ac rooms) for parents of hostelers and visiting Company Delegates

LIBRARY

INFRASTRUCTURE

Total area of the Library	:	900 sq.m.
Seating Capacity of the Library	:	250 Students
Reprographic Facility(Yes/No)	:	Yes
Working Hours of Library	:	9:00 am to 6:00 pm
Usage data of the Library <i>(in terms of books issued to the faculty Student etc.)</i>	:	About 250 Books per day.
Annual library budget <i>(% of annual student fee collected)</i>	:	(i) 2021-22 Rs. 3,70,000/- (ii) 2019-20 Rs. 3,50,000/-
Books and Journal/International Journal	:	Number of Books available = 20970 Number of Titles available = 3160
Numbers of Journal	=	52

No	Branch wise Detail of Books	Books		Journals
		No. of volume	No. of Titles	National
1	Civil Engg.	4340	526	12
2	Computer Engg.	3420	697	9
3	Electronics & Communication Engg.	2610	427	9
4	Electrical & Electronics Engg.	3130	366	8
5	Mechanical Engg.	5000	554	10
6	Applied Science & Humanities	2470	590	4

SERVICES

A. Books Facility for Merit Students: Books are issued for full Semester to all meritorious Students for Semester.

B. Book Bank Facility for all Students: Book are Issued for full Semester from the Book Bank on availability of books or if books ratio is more than students.

E-Resources

DELNET Facilities: The Library is an active member of national level Library Network called **DELNET**

(DEVELOPMENT LIBRARY NETWORK) through which our library users can access a large number of E-Books and E-Journals. Through DELNET, Library also Provides on Demand Books and Articles of Inter Library Loans(ILL)

Computerization

The Library is Computerized & Database of Library Document has been prepared using in house built Library Software package. Readers/ Users can search the documents using OPAC (Online Public Access Catalogue).

Computerized Infrastructure

Sr.No	Items	Qty
(a)	Digital Library Lab+Admin. (Computers)	15
(b)	Lasers Printer	01
(c)	Bar Code Scanner	02
(d)	Scanner	01
(e)	CCTV Camera	14

Statistical Details of the Library at a Glance Year 2020

S.No	Particulars	2021-22
1	Total Books In Library	20970
2	Total Number of Titles	3160
3	Number of National Journal	52
4	Number of E Journals(DELNET SERVICE)	935
5	Number of E-Books In DELNET	11890
6	Number of C.D(Books+Journal)	1572
7	Magazines	14
8	Newspapers	10

Facilities Available:-

- * Reference Services - Ref. Books, Dictionaries, Manuals etc.s
- * OPAC System - To search books from library software
- * Drinking Water Facilities
- * Reprography.
- * Air Conditioned Reading Room
- *Library Networking :- Online Search for books, journals through internet.
- * There is good collection of CD- Rom including books & Magazines
- *Multimedia Lab-i) To give study lectures to students through projector.
ii) Online

COMPUTER CENTER FACILITIES

COMPUTER FACILITIES FOR THE EXISTING PROGRAMME(S)

S.No	Particulars	Requirements as per Norms (1:6 all undergraduate UG Programmes and 1:4 for MBA/MCA/ PGDM/ PGDBM)	Availability
1.	PC Exclusively available to Students	480	510

2.	PCs Available in Library	10		12
3.	PCs Available in Administrative Office			5
4.	PCs Available to Faculty Members			12
5.	Number of PCs in Language Lab			22
6.	Internet Contention ratio	1:6 (UG)		1:1
7.	No of terminals of LAN/WAN	55		192
8.	Relevant Legal Software	Application 20	System 3	25 + 7 = 32
9.	Peripheral(s)/ Printers	16		18
10.	Internet Accessibility (in kbps & hrs)	32 Mbps		36 Mbps (1:1)

Whether the computer facilities are suitable for the existing programmes?

Yes

No

Auditorium / Seminar Halls / Amphi

Four Seminar Halls with a capacity of 150-200 students each are available. Open air theater is available for different activities.

Cafeteria

There is a full time, well furnished Cafeteria to cater to Student & Faculty needs during working hours (9:00 AM to 7:00 PM)

Indoor Sports facilities

Table Tennis, Carrom Board & Chess Boards available in both Boys & Girls Hostels

Outdoor Sports facilities:

Basketball, Volleyball, Football, Cricket playground are available and annually Athletic Meet is organized.

Gymnasium facilities:

Well furnished gym is available and utilized on the campus for students.

Any Other Facilities:

S.No.	Parameter	Availability
1	All Weather Approach Road (cemented / kuchha)	Yes (<i>Metal Road</i>)
2	Potable Water Supply System (own bore well / municipal corporation)	Yes (<i>own bore wells</i>)
3	Electrical Generator (5kv, 5-10 kv, 10-15 kv, more than 20 kv)	Yes, 130 KVA

4	Students' Canteen	Yes (160 Sq. Mtrs)	
5	Students' Common Room (Boys / Girls)	Yes (150/120 Sq. Mtrs)	
6	Hostel	Boys	Three
		Girls	Two
7	Principal's Quarters	Yes	
8	Digital Library	Yes	
9	Quarters for Faculty	Yes	
10	Guest House	Yes	
11	Parking facilities	Yes	
12	Medical facilities (full time / part time doctor / dispensary)	Yes	
13	Insurance facilities (General Insurance & Student Insurance)	Yes	
14	Telephone booth	Not Required	
15	Gymnasium /indoor / outdoor stadium	Yes, Indoor	
16	Rainwater-harvesting facilities are available	Drainage available	
17	Post office facility	At 2 km distance	
18	Bank facility	Yes	
19	Transport facility for day scholars	Yes	
20.	Reprographic facilities in the Institutions.	Yes	
21.	Barrier free environment for physically challenged.	Yes	

10.16. Boys Hostel :- A well furnished Boys Hostel with capacity of 250 students is available with 52 triple seated and 94 single seated rooms. Good, healthy vegetarian meals are provided. Hostel has common room with facilities of Table Tennis, Carrom, Chess and Television. Separate Gym is there for Boys. AdjMECnt to Hostel are playgrounds for outdoor games like Volleyball, Football, Basketball, Cricket etc Wi-Fi facility is installed in the campus and medical facilities are available 24x7 A light vehicle is always available for use in emergency.

Girls Hostel :- A well furnished Girls Hostel is available for outstation Students. It has 25 triple seated and 54 single seated rooms. Required facilities for messing and indoor games are available. Well-maintained in the Common room and Gym with indoor games facilities are available. Wi-Fi network has also been installed in the hostel. First Aid and Medical facilities are also provided round the clock. A Vehicle is also available always for emergency use.

Medical Facility :- Dispensary is available on campus during working hours with part time Doctor available. College has tie-up with Rotary Ambala Cancer & General Hospital, Ambala Cantt for any emergencies.

Academic Sessions :- August to December and Jan. to May (As per Kurukshetra University Curriculum Norms)

Examination System:- Semester System, as per norms and regulations of Kurukshetra University, Kurukshetra

Period of Result Declaration :- As per Kurukshetra University, Kurukshetra norms.

Counseling / Mentoring

Career Counseling :- Regular sessions are taken by TPO. In addition, soft skill classes by Infosys trained faculty are taken for Personality Development. Invited Experts from Industry/Academia also deliver guest lectures.

Medical Facilities :- Dispensary is available on campus during working hours with part time Doctor available. College has tie up with Rotary Ambala Cancer & General Hospital for any emergencies.

Student Insurance :- All Students are insured against accident.

Students Activity Body

Cultural Activities :- Under the aegis of Kurukshetra University, Zonal Youth Festival, Ambala Zone was hosted at MEC from 5th Oct. - 7th Oct. 2019. In addition, Students organise on-campus cultural events and also take part in activists organized elsewhere in the University / Colleges (*Such as Zonal Youth Festival*).

Sport Activities :- Annual Athletic Meet is being organised every year where students participate with zeal. Our students also take part in Inter college matches and University Sports Competitions.

Literary Activities :- Students take part in literary activities like Debates, Symposia etc both in the College as well as other platforms like Fests organised by Kurukshetra University, Kurukshetra and other Colleges. College has Professional Society Memberships with IETE, ISTE and CSI.

Magazine / Newsletter :- MEC TODAY and Souvenir are annual publications.

Technical Activities :- MEC organises Annual Science and Technology Fair every year where students display their project models. About 30-40 schools visit the fair. In addition students participate in 'Cognizance' at IIT Roorkee and various other Tech Fests in IITs and Kurukshetra University.

Industrial Visits/Tours :- Students visit Industrial organizations, factories and research labs in other areas/cities to update their Practical knowledge

Alumni Activities :- Recently Advisory and Executive Committees have been formed. Data collection and contact program has been initiated.

Name of the Information Officer for RTI	:-	Mrs. Vandana Singal
Designation	:-	Registrar
Phone number with STD code	:-	0171- 2840987
Mobile Nos.	:-	9896591132
Email ID	:-	registrar@mahabiredu.com