Tel:-03671-217507.e-mail;principaldiphu@yahoo.in

Website: www.diphupolytechnic.in. M- 9954766985, 8638601800

Memo No: -DPP/Estt/21-22/017/22 Dt:-17-04-2022

## **UNDERTAKING**

I Utpal Bora, Principal, Diphu Polytechnic, hereby declare that mandatory Internship Policy for students has been implemented.

Diphu Polytechnic,Diphu Karbi Anglong,Assam

Tel:-03671-217507.e-mail;principaldiphu@yahoo.in

Website: www.diphupolytechnic.in. M- 9954766985, 8638601800

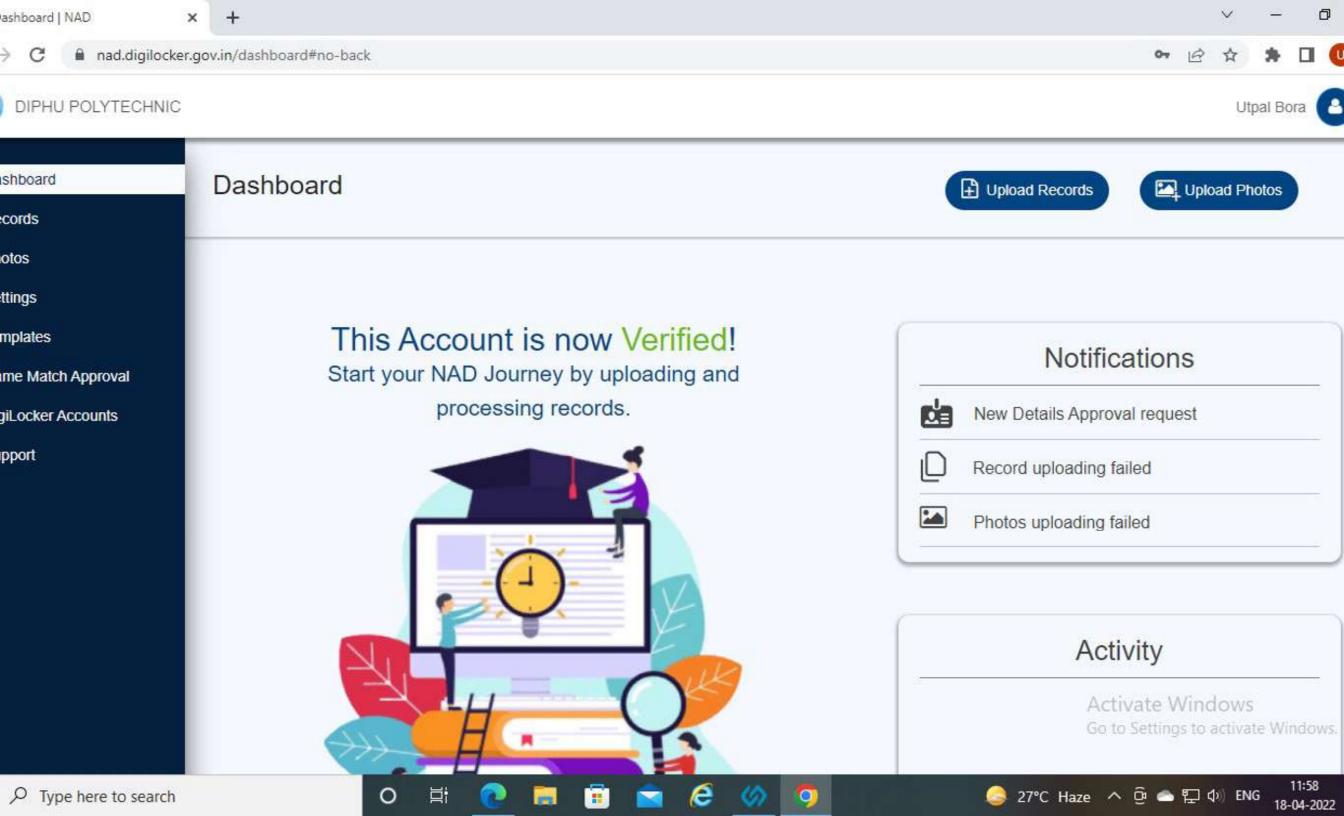
Memo No: -DPP/Estt/2019/405 Dt:-03-04-2022

## **UNDERTAKING**

This is to certify that necessary facilities are available to watch MOOCH Courses through Swayam.

Principal
Diphu Polytechnic,Diphu
Karbi Anglong,Assam





Tel:-03671-217507.e-mail;principaldiphu@yahoo.in

Website: www.diphupolytechnic.in. M- 9954766985, 8638601800

Memo No: -DPP/Estt/21-22/017/711 Dt:-07-03-2022

## **CERTIFICATION**

I Utpal Bora, Principal, Diphu Polytechnic, do hereby certify that General Notice Board and Departmental Notice Board are available in Diphu Polytechnic, Campus.

Iltfal Bora.
Principal

Diphu Polytechnic, Diphu Karbi Anglong, Assam



# **JDL India user verification**

IDL-Support <techsupport@ndl.gov.in>
o: principaldiphu@yahoo.in

Sun, Nov 10, 2019 at 12:47

# Dear PRINCIPAL DIPHU POLYTECHNIC!

Thank you for registering at National Digital Library of India. To verify your account, please Click Here. JvcHJob0F1MkZONmZEaEMyUU50TFAzSnNoS0Z3NUNFK3R5QTMyaDFYVA== In case of any difficulty in accessing the above link please click on the url below https://ndl.iitkgp.ac.in/account/verify/YkRwN1ZvWnBUVGdaS29ITWxVS2pxU0

Enjoy NDL India!

The NDL India team

Mthal Bora, principal piphu polytechnic Diphu Karbi Anglong

Tel:-03671-217507.e-mail;principaldiphu@yahoo.in

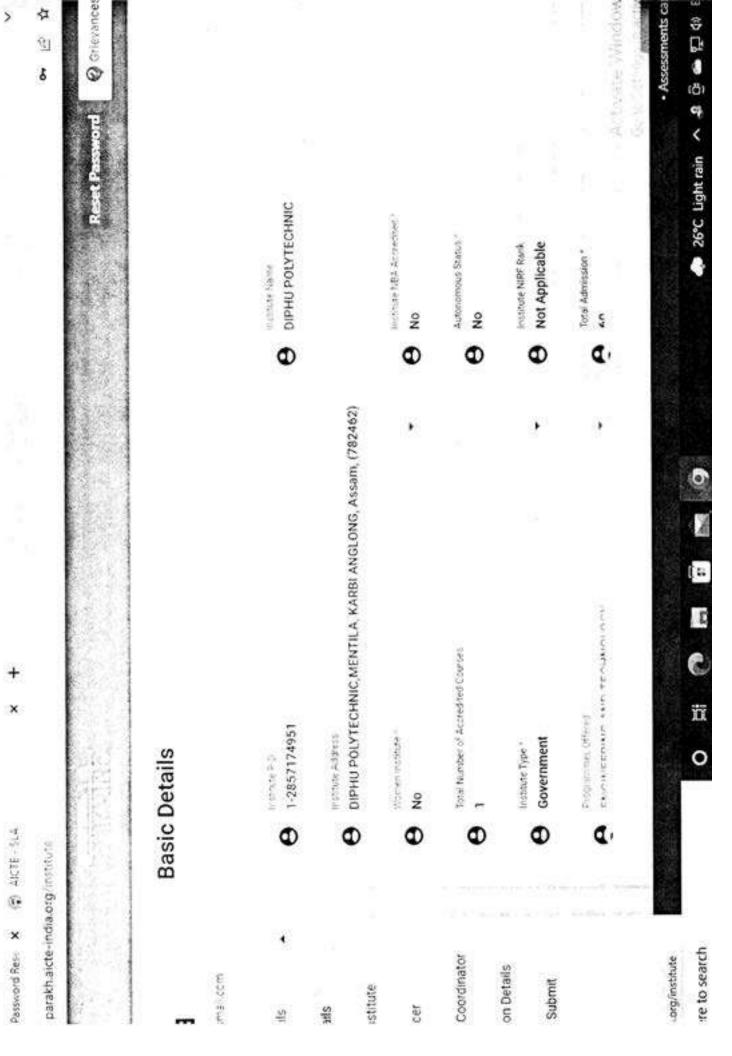
Website: www.diphupolytechnic.in. M- 9954766985, 8638601800

Memo No: -DPP/Estt/18-19-700/29 Dt:-07-03-2022

## **UNDERTAKING**

An online Grievance Redressal Mechanism as specified in the APH has been established.

Principal
Diphu Polytechnic, Diphu
Karbi Anglong, Assam



Tel:-03671-217507.e-mail;principaldiphu@yahoo.in

Website: www.diphupolytechnic.in. M- 9954766985, 8638601800

Memo No: -DPP/Estt/21-22/017/031 Dt:-18-04-2022

## **CERTIFICATION**

I Mr.UTPAL BORA, Principal, Diphu Polytechnic do hereby certify that PROJECTORS in three classrooms are available in DiPHU POLYTECHNIC.

Principal
Diphu Polytechnic,Diphu
Karbi Anglong,Assam

Tel:-03671-217507.e-mail;principaldiphu@yahoo.in Website: www.diphupolytechnic.in. M-9954766985, 8638601800

Memo No: -DPP/Estt/21-22/013/15

Dt:-11-03-2022

## NOTICE

As per NITTT Guidelines all faculty members are to undergo Pedagogical training as notified from time to time preferably through online mode. The faculty members undergoing such training are to notify to this office in advance so as to avail leave/relief from duty during such training.

> Illfal Bora. Principal

Diphu Polytechnic, Diphu

Karbi Anglong, Assam Principal

Diphu Polytechnic, Diphu Karbi Anglong

Tel:-03671-217507.e-mail;principaldiphu@yahoo.in

Website: www.diphupolytechnic.in. M-9954766985, 8638601800

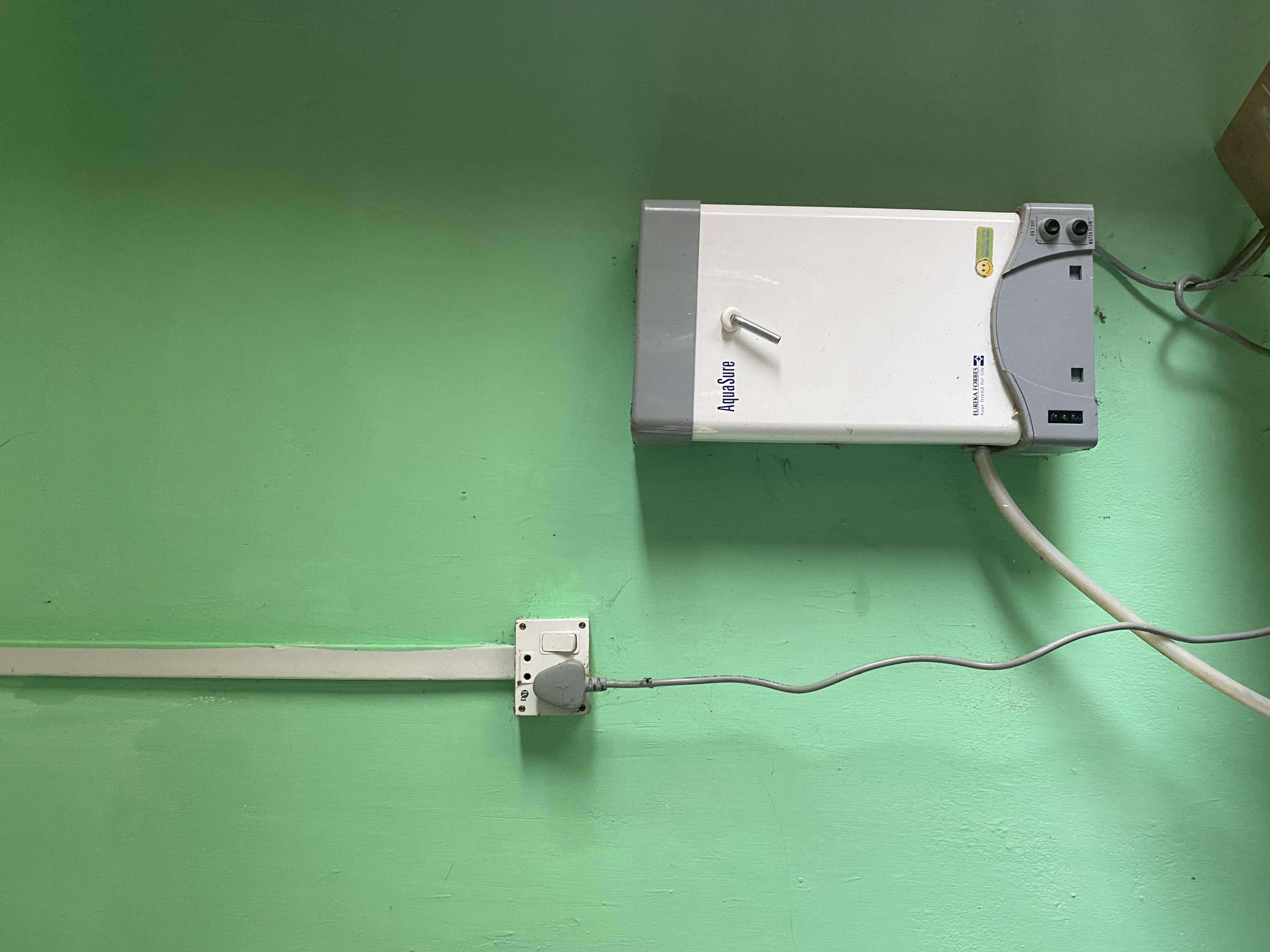
Memo No: -DPP/Estt/2019/332 Dt:-03-06-2019

## **NOTICE**

Potable water drinking facility has been provided at strategic locations for Diphu Polytechnic.

Diphu Polytechnic, Diphu Karbi Anglong, Assam







## **JOY BABU ENGTI**

Govt. Registered Contractor & Order Supplier Nambar Adorsha, Gaon, Balipathar Karbi Anglong, Assam Pin-782470

Date 17/09/2021

To,

-St. No.

Mentite, orphe Karbi Alplay.

SI. No.	Particulars	Onto	Rate	Amount	1,1
		Qnty.	Rate	Rs.	P
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8	Rion) Service changes	1	8,000	8,0006	100mm   大田   大田   田田   日日   日日   日日   日日   日日
	Chelinn y au Parce)		Total -	a,51,000	

Rupees July Lathout Life, with only

Signature





Tel:-03671-217507.e-mail;principaldiphu@yahoo.in

Website: www.diphupolytechnic.in. M-9954766985, 8638601800

Memo No: -DPP/Estt/2019-20/400

Dt:-01-02-2021

## **ORDER**

The Following members are constituted to form the Student Counsellor Committee.

- 1. Member Secretary:-Mr. Utpal Bora, Principal, Diphu Polytechnic.
- 2. Member -Mr.Indra Mohan Hazarika,Lecturer,Civil Dept, Diphu Polytechnic.

Utpal Bosa.

Diphu Polytech, ijc,Diphu

Karhangicas Assamut Diphu Polytechnic, Samut Karbi Anglong

Dt:-01-02-2021

Memo No: -DPP/Estt/2019-20/400

Copy to:-

- 1. The Director of Technical Education, Kahilipara, Guwahati-19, Assam, for information.
- 2. Person Concerned.

3. O/C

Princi ial Diphu Polytech iic,Diphu Karbi Anglo ig,Assam

Tel:-03671-217507.e-mail;principaldiphu@yahoo.in Website: www.diphupolytechnic.in. M- 9954766985, 8638601800

Memo No: -DPP/Estt/20-21-601/13

Dt:-16-03-2022

## **ORDER**

A Committee for SC/ST (As per the Schedule Castes and the Scheduled Tribes, prevention of Atrocities, Act, 1989) has been formed with the inclusion of the following members.

- 1. Chairperson:-Mr. Utpal Bora, Principal, Diphu Polytechnic.
- 2. Member Secretary-Mr.Indra Mohan Hazarika, Lecturer, Civil Dept, Diphu Polytechnic.
- 3. Member -Secondson Timung, Cashier, Diphu Polytechnic.
- 4. Member-Mrs. Dipanjali Saikia, Sr. Instructor, Diphu Polytechnic.
- 5. Member-Mrs. Dengjir Engtipi, Matron, Girls Hostel, Diphu Polytechnic.

Ilt fal Bara. Principal

Diphu Polytechnic, Diphu

Karbi Anglong, Assam Diphu Polytechnic, Karbi Anglong

Dt:-16-03-2022

Memo No: -DPP/Estt/20-21-601/13

- 1. The Director of Technical Education, Kahilipara, Guwahati-19, Assam, for information.
- 2. Person Concerned.

3. O/C

Principal Diphu Polytechnic, Diphu Karbi Anglong, Assam

Tel:-03671-217507.e-mail;principaldiphu@yahoo.in

Website: www.diphupolytechnic.in. M- 9954766985, 8638601800

Memo No: -DPP/Estt/21-22/017/907 Dt:-07-03-2022

## **DECLARATION**

I Utpal Bora, Principal, Diphu Polytechnic, do hereby declare that Sports facility/playground is available in Diphu Polytechnic.

Principal
Diphu Polytechnic, Diphu
Karbi Anglong, Assam



To Principal Diphu Polytechnic, Diphu

Received a sum of Rs. 3,780/-(Including of GST) on Tuesday, 06 April 2021.

Product	Net Premium	GST	TotalPremium
GPA	9,000	577	9,577

Coverage: Student Group Insurance

### **Declaration**

This is a premium acknowledgement receipt. Your Policy start date will be ahead 2 days from payment date. Policy will be delivered by post.

The policy will be issued once the requisite documents are shared within 7 working days post the payment is done. If the data is not received within the stipulated time, we will initiate auto refund.

The terms and conditions of the policy are as mentioned below:

Feature	Coverage
Accidental Death	100% of Sum Insured
Permanent Total Disability(PTD)	Upto 100% of Sum Insured
Permanent Partial Disability(PPD)	Upto 100% of Sum Insured
Temporary Total Disablement (TTD)	1% of SI or Actual Salary Whichever is Less
Accidental Hospitalization	Covered Upto ₹ 25,000
Medical Extension	Covered Upto ₹ 5,000

<sup>\*</sup>Online portal access for tracking

### **Other Products:**

- Group Health Insurance
- Group Personal Accident
- Group Term Life
- Workmen Compensation
- Fire & Burglary Insurance
- Office Package Policy
- Shop Owner Insurance
- Erection All Risk
- Contractor's Plant & Machinery
- Construction All Risk
- Marine Insurance

## KARBI ANGLONG AUTONOMOUS COUNCIL KAAC :: SECRETARIAT DIPHU-782460

No.KAAC/EDIT.04/2020-21/51,

Dated Diphu, the 10th of February, 2022.

From ::

Shri Mukul Kumar Saikia, ACS,

Principal Secretary,

Karbi Anglong Autonomous Council,

To

1. The Addl. Deputy Commissioner (Development), Diphu.

2. The Project Director, DRDA, Karbi Anglong, Diphu.

3. The Deputy Secretary, IT Department, KAAC, Diphu.

4. The General Manager, DICC, Karbi Anglong/West Karbi Anglong, Hamren.

5. The District Agriculture Officer, Karbi Anglong/West Karbi Anglong.

6. The Joint Director of Health Services, Karbi Anglong.

7. The Deputy Director, Tourism, Karbi Anglong, Diphu.

8. The Deputy Director, Dairy Development Extension Officer, Karbi Anglong, Diphu.

9. The Inspector of Schools, Karbi Anglong, Diphu. 10. The District Sports Officer, Karbi Anglong, Diphu.

11. The Principal, Diphu Polytechnic, Diphu.

12. The Principal, Diphu ITI, Diphu.

13. The Senior Planning Officer, Diphu Karbi Anglong/West Karbi Anglong, Hamren.

14. The Labour Officer, Karbi Anglong, Diphu/ West Karbi Anglong, Hamren.

15. The Assistant Director, Handloom & Textiles, Karbi Anglong.

16. The Assistant Director, Sericulture, Karbi Anglong.

17. The District Employment Officer, Karbi Anglong/ West Karbi Anglong.

18. The District Project Manager, ASRLM, Diphu/West Karbi Anglong, Hamren.

19. The City Project Manager, ASULM, Diphu.

20. The Lead District Manager, Diphu.

21. The Director, RSETI, Diphu.

Sub

Meeting on Skill Development Mission:- Formation of District Skill Committee(DSC).

Sir.

With reference to the subject cited above, I would like to inform you that a meeting of Skill Development Mission for formation of District Skill Committee(DSC) is scheduled on 23rd of February, 2022 at 10.30 AM onwards at KAAC Secretariat Old Building Conference Hall.

Therefore, I would like to request you all kindly to attend the meeting on the scheduled date, time and venue positively.

Yours faithfully,

Mischal Bora,

Principal

Polytechnic, Diphu

Rarbi Anglong

Principal Secretary, Karbi Anglong Autonomous Council,

DIPHU.

Contd...2

KAAC Vile.

### ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

File No. AICTE/IDC/GAINER/2021-22

Dated: - 27.01.2022

The Drawing and Disbursing Officer
All India Council for Technical Education
Nelson Mandela Marg, Vasant Kunj,

New Delhi-110070

Sub: Release of Grants under AICTE - GAINER Scheme during the current financial year 2021-22.

Sir.

This is to convey the sanction of the Council for payment of Rs. 1600000 (Rupees Sixteen Lakh Only) under the AICTE – GAINER Scheme as Grant-in-aid for meeting the expenditure for implementing the scheme by extending financial assistance for providing alternative power support. These projects shall enhance the functional efficiency of the technical institutes located in far-flung areas of North East India, as per details given below:

1	Name of the Beneficiary Institution University / College / Institute		Diphu Polytechnic, Diphu, Assam
2.	Chief Coordinator's Name	1	Sh. Utpal Bora
3.	Grant-in-aid Sanctioned	1	Rs. 20,00,000/-
4	Amount to be Released as 1st installment (80% of grant amount)	1	Rs. 1240000 General Rs. 240000 SC Rs. 120000 ST
5	Duration	1	6 Months

1. The sanctioned grant-in-aid is debitable to the major Plan Head **601.2 AICTE** – **GAINER Scheme** & valid for payment during the financial year 2021-22.

 The amount of grant-in-aid shall be drawn by the Drawing and Disbursing Officer (DDO), All India Council for Technical Education, New Delhi on the Grants-in-aid bill and shall be disbursed to and credited to the account of Principal/Director/Registrar, Diphu Polytechnic, Diphu, Assam through RTGS.

3. The Principal of the institute and the coordinator of the project are requested to verify the correctness of the under mentioned bank account/RTGS details submitted by them along with the proposal, in which the grant is being released:

Institute PAN Number	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AAAGD3032L	HDFC BANK LTD	Diphu	Diphu	Principal	Saving	50100389225714	HDFC0002268

In case of any omission the same should be reported to AICTE immediately.

### The instructions/guidelines to be followed by the institute:

### I. Financial Guidelines

1. The date of release of the grant by AICTE shall be taken as the date of commencement of the project. The Principal/Director/Registrar shall intimate within 10 days by post (not on email) about the receipt of the grant to AICTE, alongwith acceptance of the instructions/guidelines of the Sanction order to the following address.

## Adviser (IDC) All India Council for Technical Education,

Nelson Mandela Marg, Vasant Kunj, New Delhi -110070

- 2. Any expenditure incurred prior to issuance of the sanction order is not allowed to be adjusted in the grant.
- 3. Subsequent to the receipt of grant from AICTE, the institute is required to submit the detailed project report (DPR) in consultation with IIT Guwahati, as per the format of IIT Guwahati within ONE MONTH of the release of the grant. If not followed, grant shall be refunded to AICTE with interest of 18% thereon and any such institution flaunting guidelines will be liable for stricter action.

The Nodal Officer from IIT Guwahati is to be contacted at the following address: -

## Prof. Sharad Gokhale, Professor, Head of Department of Civil Engineering, IIT Guwahati Email: sharadbg@IITGuwahati.ac.in Phone: 9435302856

- 4. If the University/Institution do not take the project work within 3 months of the receipt of the grant, approval shall *ipso facto* lapse and the released amount, alongwith interest accrued thereon, has to be returned to AICTE, by way of a demand draft in favor of **Member Secretary**, AICTE, New Delhi.
- 5. As AICTE needs adequate time for depositing the demand draft in the bank, the same be immediately dispatched to avoid any lapse of the validity period.

## II. Common guidelines for preparation of DPR Solar:

- Institute is to get an elementary estimate of KWP rating of the solar project and communicate the KWP rating of plant to AICTE/HT GUWAHATI.
- Solar system to have battery backup for minimum six hours of support to classrooms/laboratory lighting/computer/fans.
- Mounting structure has to be designed as per wind load also in addition to other regular considerations.
- Modules of minimum 16% efficiency at Standard Test Conditions (STC) are to be used.
- Hybrid programmable power conditioning units are to be used.
- If applied for solar energy for street lights, not more than 50% of the budget allocation to be used for street lights.
- DPR submission covering all above points within one month of release of grant.

### III. DPR Evaluation

- 1. If DPR is not prepared and submitted for evaluation within two months of the receipt of grant from AICTE, the institute will have to refund the entire amount of grant received as per GOI norms.
- 2. The DPR will be evaluated by the evaluation committee of HT GUWAHATI.

### IV. Project Mentoring and Monitoring

- 1. The project will be executed under the mentorship of IIT Guwahati.
- 2. Institute to submit the outline/structure/format of tender documents and DPR as per format of HT GUWAHATI.
- 3. Workshops will be held at IIT GUWAHATI for DPR preparation.
- 4. The preparation of tender documents will be done in consultation with IIT GUWAHATI. The procurement will be done by institute. Committee for tender opening to comprise of one member each from State Govt./ IIT GUWAHATI/ Institute. Government Financial Rules (GFR) to be followed.
- 5. The technical and Commercial evaluation of bids to be done by committee of the institute. The committee to have one member from IIT GUWAHATI.
- 6. The supply and installation of solar/renewable energy will be done under supervision of IIT GUWAHATI.
- 7. The maintenance of installed units will be done by the institutes. Training will be provided by IIT GUWAHATI for maintenance of installation by vendor.
- 8. The balance amount of the grant will be reimbursed to the institutes only on submission of the mandatory documents and based on certificate of IIT Guwahati.
- 9. The certification of installed units will be done by IIT GUWAHATI based on test prior to release of payment to vendor.
- 10. On receipt of these document, total amount of balance of grant, admissible as per the norms, shall be worked out and grant –in-aid shall be released, as 2<sup>nd</sup> installment.

### V. Maintenance of accounts by the institute

- The institute shall maintain proper accounts of the Expenditure out of the grants and shall be
  utilized only on approved items of expenditure. The institute is required to open a separate
  bank account or to maintain separate account register to get the interest on accumulation of
  this grant/fund received from AICTE. The interest accrued on the sanctioned grant-in-aid will
  be reported back to AICTE and refunded to AICTE and not to be adjusted against subsequent
  installments.
- 2. Any expenditure above the sanctioned amount of grant is to be incurred from institutes own funds.
- 3. The institute/University shall not charge any overheads on this Project and will provide all the administrative support for completion of the Project.
- 4. The grantee shall maintain an audited record of expenditure out of the grant-in-aid and a register for assets, if any, shall be maintained by the Institute in the prescribed form i.e. GFR-19.
- 5. The accounts of the grantee will be opened for test check by the Council or Comptroller & Auditor General of India or by any officer designated by them.

6. The assets, if any acquired wholly or substantially out of All India Council for Technical Education's grant shall not be disposed or encumbered or utilized for the purpose other than those for which the Grant was given without proper sanction of the All India Council for Technical Education.

### VI. Submission of mandatory documents by the institute

- 1. The Progress Report in the prescribed format along with Statement of Expenditure and Audited Utilization Certificate shall be submitted to AICTE not later than one month after completion.
- Project Completion Report in the prescribed format along with the Audited Statement of Expenditure indicating expenditure incurred in the total duration of the project in the prescribed format, utilization Certificate and GFR -21 shall be submitted to AICTE in the prescribed format.
- 3. The Utilization Certificate (UC) supported by Audited Statement of Expenditure to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the All India Council for Technical Education as early as possible after completion of the scheme. It should contain the head-wise break up of expenditure alongwith bills/vouchers duly signed and stamped by the Chief coordinator and head of institute, made from the grant-in-aid provided by the Council.
- 4. Delay in submission of documents after three months of the completion of the project shall invite a penalty of 10% of the total sanctioned amount of the project, to be deducted from the balance amount of  $2^{nd}$  installment. The entire amount of grant already released, alongwith interest accrued thereon shall be refunded to AlCTE, if mandatory documents are not submitted by the institute beyond one year.

### VII. General instructions

- 1. The duration of the project is for 6 Months from the date of release of grant. The institute is required to design the activities in such a way that within this period the objective of the project is achieved. It may be ensured that the project is completed within the stipulated time. If the project is not completed in time, no further extension will be granted in any case and institute has to refund the entire amount to AICTE. The request of reimbursement of 20% of remaining amount shall be made with UC and other related documents in such a way that the entire project is completed in the prescribed period of 6 Months.
- 2. Any unavoidable circumstances change in the project with respect to name of coordinator for the project would mandatorily require prior approval of the council. All such requests should be addressed to AICTE in advance, recording the specific reasons for proposed change, failing which the offer for the grant already issued would be treated as automatically withdrawn and the grant released in favor of the institution shall be refunded immediately to the Council. Kindly mention the file number AICTE/IDC/GAINER-SOLAR/2021-22/32 in all future correspondence.

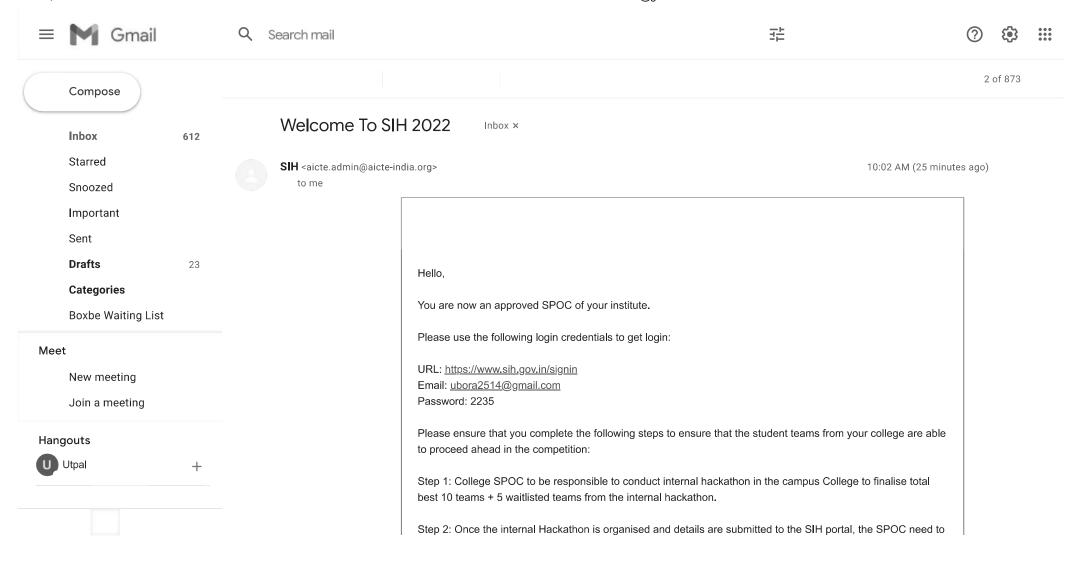
- 3. The institute is required to follow all terms & condition laid down in the project as well as in the offer letter rigidly.
- 4. Gol, GFR rules should be followed during utilization of grant.

Yours sincerely,

(Dr. Neeraj Saxena) Advisor (IDC)

Copy forwarded for information and necessary action to:

- 1. The Principal/Director/Registrar
  Diphu Polytechnic, Diphu, Assam
- Sh. Utpal Bora, Chief Coordinator, Diphu Polytechnic, Diphu, Assam
- 3. **Prof. Sharad Gokhale**Nodal Officer, AICTE (Solar Project)
  HoD, Civil Engineering, IIT Guwahati,
  Surjyamukhi Road, North, Amingaon,
  Guwahati, Assam 781039
- 4. Guard File



## CHARGE REPORT

We the undersigned are herby handing over and taking over the following buildings constructed 3 13 PWD Diphu Building Division for Diphu Polytechnic at Diphu on today the per approved plan and specifications.

(a) NAME OF BUILDING	TOTAL PLINTH AREA	YEAR OF COMPLETI
1. Construction of Diphu Polytechnic Ph - I	1	
(i) Administrative Building	878.00 Sqm.	2000
(ii) Workshop Building	1209.50 Sqm.	2006
(iii) Physics, Chemistry, Production Centre	0	
& Student Amenities	1325.00 Sqm.	2006
(iv) Guest House	203.00 Sqm.	2000
2. Construction of Diphu Polytechnic Ph - II	п-п	
(i) Lecturer's quarter = 3 Nos.	126.17 X 3 = 378.51 Sqm.	n. 2000
(ii) Grade IV quarter (Twin type)	31.83  X 2 = 63.66  Sqm.	n. 2006
(iii) Grade III quarter (Twin type)	55.59  X  2 = 111.18  Sqm.	n. 2006

(b) Situation of Work: DIPHU

(c) Type of Buildings: ASSAM TYPE

(d) Remarks:

For Phase- I Administrative Approval accorded vide No. DB(B) 102/88-89 dtd. 31-03-89 fc amount of Rs. 302.00 Lakhs. For Phase – II Administrative Approval accorded vide No.KAAC/PWD-205/AA/SE/97-98/76/dtd. 27-03-99 for an amount of Rs. 81.59 Lakhs.

Signature of Handing over Officer with Date & Seal

Signature of Taking over Office with Date & Seal

11/20/62/11

Tel:-03671-217507.e-mail;principaldiphu@yahoo.in

Website: www.diphupolytechnic.in. M- 9954766985, 8638601800

Memo No: -DPP/Estt/21-22/017/17 Dt:-27-03-2022

## **TO WHOM IT MAY CONCERN**

Safety and Security measures in the Diphu Polytechnic Campus (as per Chapter VII of the APH) have been undertaken.

Principal
Diphu Polytechnic, Diphu
Karbi Anglong, Assam