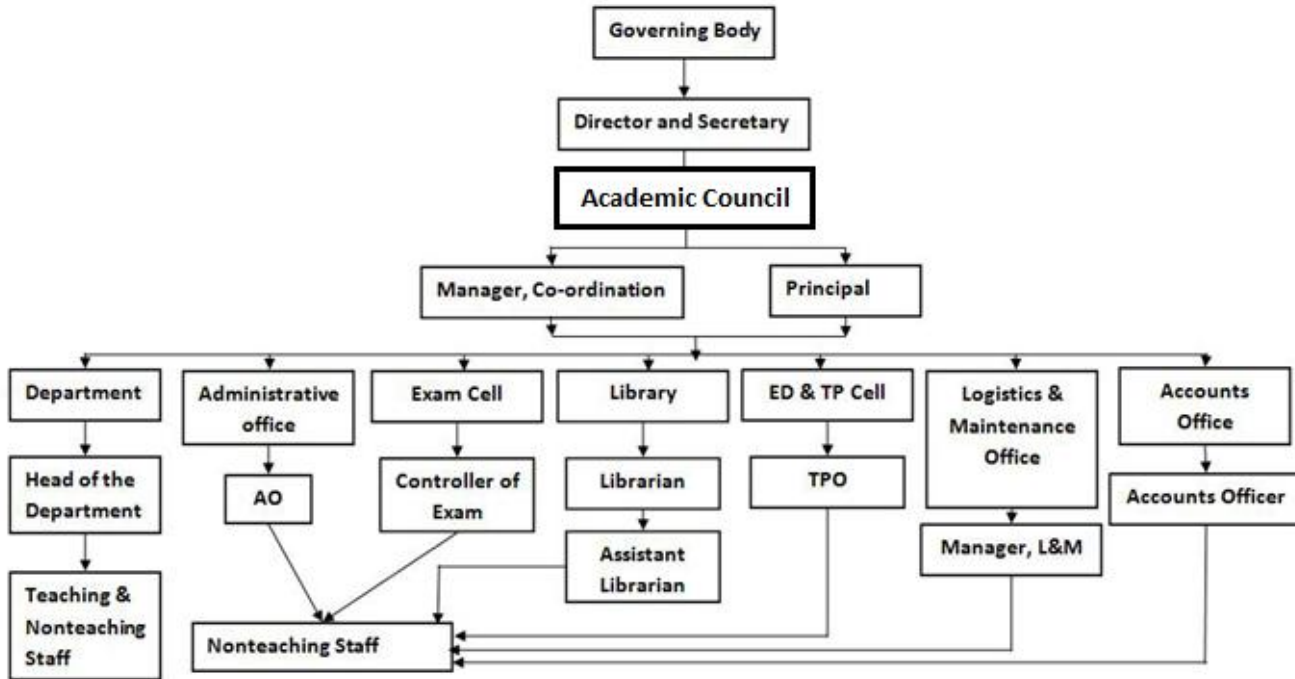


## MANDATORY DISCLOSURE

	<b>Mandatory Disclosure Updated on</b>	<b>02/05/2017</b>
<b>1.</b>	<b>AICTE File No.</b>	<b>Eastern/1-3324437014/2017/EOA</b>
	<b>Date &amp; Period of last approval</b>	<b>10-Apr-2017 (2017-18)</b>
<b>2.</b>	<b>Name of the Institution</b>	Elite Institute of Engineering & Management
	<b>Address of the Institution</b>	PO – Karnamadhappur, PS – Ghola, Sodepur
	<b>City &amp; Pin Code</b>	Kolkata , 700113
	<b>State / UT</b>	West Bengal
	<b>Phone number with STD code</b>	033-25956125
	<b>FAX number with STD code</b>	033-25956126
	<b>Office hours at the Institution</b>	10:30AM – 6:00PM
	<b>Academic hours at the Institution :</b>	10:30AM – 6:00PM
	<b>Email:</b>	<a href="mailto:Info_eiem@petindia.org">Info_eiem@petindia.org</a>
	<b>Website</b>	<a href="http://www.petindia.org/eiem">www.petindia.org/eiem</a>
	<b>Nearest Railway Station (dist in Km)</b>	Sodepur & Madhyamgram Station
	<b>Nearest Bus Stand</b>	Nawajpara Bus Stop
<b>Nearest Airport (dist in Km)</b>	Dum Dum Airport	
<b>3.</b>	<b>Type of Institution</b>	Private-Self Financed
	<b>Category (1) of the Institution</b>	Non Minority
	<b>Category (1) of the Institution</b>	Co-Ed
<b>4.</b>	<b>Name of the organization running the Institution</b>	Pinnacle Educational Trust
	<b>Type of the organization</b>	Trust
	<b>Address of the organization</b>	3, Canal Street, Kolkata - 700014
	<b>Registered with</b>	Indian Trust Act
	<b>Registration date</b>	
	<b>Website of the organization (Society or Trust website)</b>	<a href="http://www.petindia.org">www.petindia.org</a>
<b>5.</b>	<b>Name of the affiliating University / Board</b>	West Bengal State Council of Technical Education
	<b>Address</b>	
	<b>Website of the university / Board</b>	
	<b>Latest affiliation period</b>	2017-18
<b>6.</b>	<b>Name of Principal / Director</b>	Sankar Ray (officer-in-charge)
	<b>Exact Designation</b>	Manager Co-ordination
	<b>Phone number with STD code</b>	033-25956125
	<b>FAX number with STD code</b>	033-25956126
	<b>Email</b>	Principal_eiem@petindia.org
	<b>Highest Degree</b>	BE (Mechanical Engineering)
	<b>Field of specialization</b>	Mechanical Engineering

## 7. Organizational Chart:



## 8. Student feedback mechanism on Institutional Governance / Faculty performance

1. Written feedback forms are taken from students and feedback is also taken from websites.
2. Feedbacks are taken on different parameters.
3. The Feedbacks are then analyzed to get the final performance of the faculty.
4. For the faculty whose feedback is found to be less than 3 out of 5, counseling is given by the respective Head of the Departments.

## 9. Grievance redressal mechanism for faculty, staff and students

The purpose of this procedure is to establish a process for students to express and resolve misunderstandings, concerns, or grievances they have with any college employee in a prompt, fair and equitable manner. This procedure emphasizes an informal resolution.

1. To protect each student's freedom of expression in the classroom
2. To protect each student from prejudice or arbitrary and capricious academic evaluation as evidenced by the student's final course grade.
3. To protect each student against improper disclosure of the student's views, beliefs and political associations.
4. To protect a student's right to a learning environment that is free from unlawful discrimination.

### Withdrawal of grievance

At any time during the grievance procedure the student may withdraw the grievance.

### Time limits on filing a grievance

A student must file a grievance by the last day of the academic semester following the action that gives rise to the grievance. Principal may suspend this rule under

exceptional circumstances. All grievance records will be held in the Office of the Convener for a period of one year.

## 10. Course Details

<b>Course</b>	<b>Level</b>	<b>Shift</b>	<b>Intake</b>
Civil Engineering	Diploma	1 <sup>st</sup>	60
Civil Engineering	Diploma	2 <sup>nd</sup>	120
Mechanical Engineering	Diploma	1 <sup>st</sup>	120
Mechanical Engineering	Diploma	2 <sup>nd</sup>	60
Electrical Engineering	Diploma	1 <sup>st</sup>	120
Electrical Engineering	Diploma	2 <sup>nd</sup>	60
Computer Science & Technology	Diploma	1 <sup>st</sup>	60
Electronics & Telecomm. Engineering	Diploma	1 <sup>st</sup>	60
Automobile Engineering	Diploma	1 <sup>st</sup>	60
Hotel Management & Catering Technology	Diploma	1 <sup>st</sup>	60

11. Accreditation Status by NBA: Not approved for accreditation by NBA.