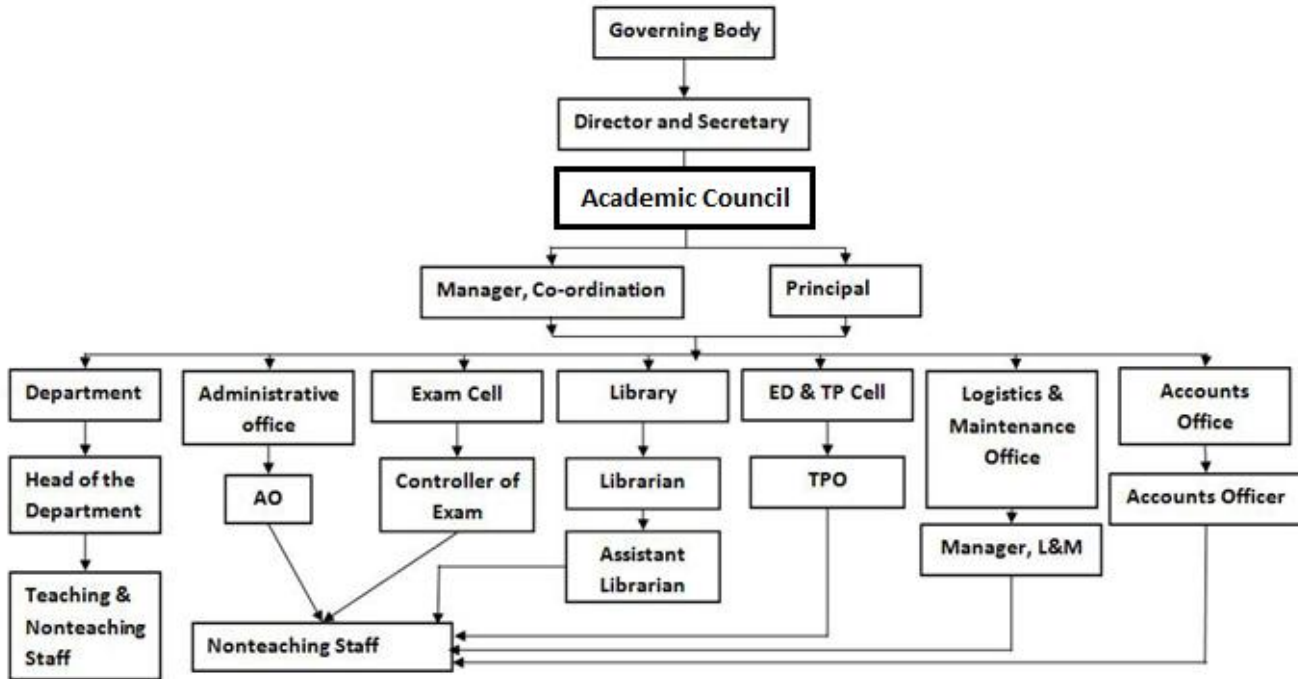


MANDATORY DISCLOSURE

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

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

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