

**Speed Post/ Email**  
**HARYANA STATE BOARD OF TECHNICAL EDUCATION**  
**BAYS NO: 7-12, SECTOR-4, PANCHKULA**  
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**WEB SITE:- www.hsbte.com**

Corrigendum

Letter No: 48  
Dated: 01.03.2013

To

The Director/Principal,  
School of Diploma Engineering Soldha, Distt. Jhajjar  
(Ganga Technical Campus)

**Subject: Grant of Provisional affiliation for the academic session 2012-13.**

Sir/Madam,

Kindly refer to your application for grant of provisional affiliation for the academic session 2012-13 for conducting diploma courses in 1st shift in your Institute.

In this regard in terms of AICTE approval granted vide letter No. North-West/1-734505621/2012/LOA/Corrigendum-1 , Dated:-14.01.2013, for running the below mentioned diploma courses in 1st shift in your Institute and in compliance with the judgment dated 25.02.2013 of Hon'ble Supreme Court in SLP No. 191 of 2013 arising out of LPA No. 1636 of 2012, the Haryana State Board of Technical Education has considered your request.

<b>Sr. No.</b>	<b>Duration</b>	<b>Course</b>	<b>Intake</b>
1	3 Years	Automobile Engineering	60
2	3 Years	Civil Engineering	60
3	3 Years	Electrical Engineering	60
4	3 Years	Electronics & Communication Engineering	60
5	3 Years	Mechanical Engineering	60
		<b>Total</b>	<b>300</b>

Accordingly I have been directed to convey the provisional affiliation to your Institute in terms of provisions under clause 27(u) of Haryana State Board of Technical Education Act No. 19 of 2008, norms, standards, procedures, conditions and other notifications issued from time to time in this regard to conduct the diploma courses in 1<sup>st</sup> shift with the in-take as mentioned against each for the academic session 2012-13, subject to the following conditions:-

- a) The Institute shall remove all deficiencies relating to physical infrastructure, teaching faculty, supporting technical staff and non-teaching staff as pointed out in the inspection report (copy again enclosed) within 45 days from the date of grant of provisional affiliation.
- b) The Institute shall have to provide exclusive teaching staff for the diploma course separate from those deployed for BE/B.Tech courses as per norms alongwith separate technical, administrative and supporting staff at required positions for conducting these diploma courses.
- c) In terms of the Hon'ble Supreme Court judgment referred to above, only those students shall be deemed to have been admitted regularly as per the list which has already been submitted by the Institute to the Haryana State Board of Technical Education. These students will be deemed to have been admitted regularly only after issuance of this provisional affiliation. On re-admission, these students will have to make up the loss of period of the course, so far to write the examination. No additional fee shall be demanded by the Institute from these students for the said purpose i.e. they will pay fee and other charges as approved by the Department only for one semester for the first semester. No fresh or new students other than those mentioned in the list already submitted, will be enrolled. All the students should fulfill the requisite criteria for admission to three years diploma programme as per the guidelines of AICTE and HSBTE.
- d) You will have to submit the detailed information in respect of teaching faculty, supporting technical staff and non-teaching staff to conduct the above courses, such as name, educational/technical qualification, experience, date of appointment, pay-scale etc. alongwith certified copies of their educational/professional qualification and experience, copies of appointment letters etc.
- e) You shall also have to provide facilities of Computer Lab, Laboratories, Workshop, Library, Canteen for the diploma students separately as per AICTE norms/guidelines.

**In addition, the Institute shall also have to fulfill the following conditions:**

1. The management shall provide adequate funds for development of land and for providing related infrastructural, Instructional and other facilities as per norms and standards laid down by the AICTE from time to time and for meeting recurring expenditure.
2. The admissions shall be made only after adequate infrastructure and all other facilities, including, the availability/recruitment of the required faculty are provided as per norms and guidelines of the AICTE, with prior Affiliation by Board.
3. The admissions shall be made in accordance with the regulation notified by the State Govt.
4. No excess admission shall be made by the institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Board appropriate action as per the rules/regulations of the Board shall be initiated against the Institution.
5. The curriculum of the course, the procedure for evaluation/assessment of students shall be in accordance with the norms prescribed by HSBTE and the facilities to implement curriculum prescribed by State Board of Technical Education shall be in place.
6. The Institution shall not run any non-technical education courses/institution in the same premises/campus and/or in the name of the Institution without prior permission / approval of AICTE/State Govt./ Board. If found so, appropriate action as per the rules/regulations shall be initiated against the Institution.
7. The tuition and other fees shall be charged as prescribed by the Competent Authority/State Fee committee from time to time. No capitation fee or fine/other fee of any kind shall be charged from the students/ guardians of students in any form. If found so, appropriate action as per the rules/regulations shall be initiated against the institution.
8. The account of the institution shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Board or anybody or persons authorized by it.
9. The Principal, teaching and other staff shall be appointed in given time frame and selection shall be done according to procedures, qualifications and experience prescribed by the AICTE from time to time and pay scales are as per the norms prescribed by the AICTE from time to time.

10. The institution shall publish an information booklet before commencement of the academic year giving details regarding the institution and courses / Programs being conducted and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet may be made available to the stakeholders of the technical education. The mandatory disclosure information, as per directions in the AICTE website/ Approval Process Handbook, shall be put on the Institution website. The information shall be revised every year with updated information about all aspects of the Institution.
11. It shall be mandatory for the institution to maintain a website providing the prescribed information. The website information must be continuously updated as and when changes take place, preferably with a link to HSBTE website.
12. If a technical Institution fails to disclose the information or suppress and/ or misrepresent the information, appropriate action as per the rules/regulations shall be initiated against the Institution.
13. Board may carry out inspections round the year for verifying the status of the Institution to ensure maintenance of norms and standards, academic ambience.
14. Board may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms & standards, and to verify any mis-representation, violation of norms & standards, mal-practices etc.
15. The Institution by virtue of the affiliation by the Board shall not automatically become claimant to any grant-in-aid from the Central or State Government.
16. In the event of a student/candidate withdrawing before the starting of the courses, the wait listed candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (Rupees on thousand only) shall be refunded and returned by the institution/University to the student/candidate withdrawing from the program. It would not be permissible for Institutions and Universities to retain the School/ Institution leaving Certificates in original to force retention of admitted students.
17. The Institute shall take appropriate measures for prevention of ragging in any form, in the light to AICTE regulation “Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting Technical Education” Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 ” Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009). In case of failure to prevent the instances of ragging by the Institutions, the Council shall take appropriate action as per the notified regulations.
18. It shall be obligatory on all institutions/Polytechnics affiliated to the HSBTE to follow examination rules for the smooth conduct of State Board Examination. The

institution which do not co-operate in the conduct of examination & found indulged in malpractices/violation of rules by DTE/AICTE/PCI/HSBTE, it shall be liable for suitable action which includes even up to disaffiliation of the institution as per rules/regulation of the Board.

19. Building: The entire building of the college will be at the disposal of the Controller of Examinations for the purpose of conduct of examinations as and when, the Centre of Examination (for theory and practical both) is created it will be obligatory for the Principal to provide necessary infrastructure for smooth conduct of examination.
20. Examination Centre: Creation of an Examination Centre in the college will be at the discretion of the Controller of Examinations. The center of examinations for the students studying in the College can be shifted to any other college. In such a situation, it will be the responsibility of the Institution to make arrangements for transporting the students to the Center of Examinations without any extra charges from the students. Similarly, the Board can also shift the students of other colleges/institutes to the college/institution under reference for which necessary infrastructure will have to be provided by the Principal concerned.
21. Staff: For the purpose of conduct of examinations, the services of entire teaching & non-teaching staff will be at the disposal of the Controller of Examinations. The examination duties can be assigned to any member of teaching and non-teaching staff which will have to be compiled within the interest of smooth conduct of examinations.
22. Strong Room: There will be a Strong Room in the college at the prime location-adjacent to the office of the Principal to keep the confidential material of the Board as and when required. The Strong Room will essentially have double lock system.
23. The Board shall contemplate action including withdrawal of affiliation in case of violation of conditions/any condition as enumerated.

**Note:-** That each semester is of minimum 16 weeks teaching duration. Contact hours/semester to be delivered are 525 as per curriculum. Every student is required to attend minimum 80% of the delivered lectures to be eligible to appear in the final examination conducted by the Board. This mandatory requirement of attendance ensures that the student has acquired sufficient knowledge & technical skills in his/ her Branch of Engineering. It being a professional/ technical course, acquiring of knowledge & technical skills is mandatory for promotion to higher classes. Every admitted student has to appear in 3 sessional tests conducted by the institution as per Board guidelines and the marks so obtained in the sessional tests are counted towards final awards.

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**Controller of Admn. & Finance  
HSBTE, Panchkula**

**Endst No. 2517-19**

**/Aff./HSBTE**

**Dated: 01.03.2013**

A copy of above is forwarded:-

1. Regional Officer, AICTE, NWRO, Plot NO.-1, Sector-36, Chandigarh for kind information & necessary action.
2. Sr. Secy. to PSTE for kind information of PSTE please.
3. PS to DGTE for kind information of DGTE please.

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**Controller of Admn. & Finance  
HSBTE, Panchkula**