HARYANA STATE BOARD OF TECHNICAL EDUCATION
BAYS NO: 7-12, SECTOR-4, PANCHKULA
Fax No:- 0172-2560224
E-Mail ID-asaffiliation.hsbte@gmail.com
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Letter No: 248

Dated: 15.05.2014

To

The Principal,
School of Diploma Engineering soldha, Bahadurgarh –Badli Road,
Bahadurgarh, Distt.- Jhajjar- 124507

Subject: **Grant of Provisional Affiliation for the Academic year 2014-15 for additional course/ increase in intake in diploma programmes as approved by AICTE.**

Sir/Madam,

Kindly refer to your proposal regarding Extension of Affiliation for the Academic year 2014-15 for conducting diploma courses in your Institute.

In terms of the provisions under the Haryana State Board of Technical Education Act No. 19 of 2008 at clause 27 (u), norms, standards, procedures, conditions, other notifications issued from time to time, I am directed to convey the Extension of affiliation to the Institute to conduct following Diploma courses with the Intake mentioned against each for the academic year 2014-15, subject to verification of other norms & condition of affiliation by inspection before the commencement of academic session 2014-15.

Sr. No.	Duration	Course	Intake
1	3 Years	Civil Engg.	180
2	3 Years	Mechanical Engg.	180
3	3 Years	Electrical Engg.	60
4	3 Years	Automobile Engg.	60
5	3 Years	Electronics & Comm. Engg.	60
6	3 Years	Electrical Engg. (2^{nd} shift)	60
7	3 Years	Civil Engg (2^{nd} shift)	120
8	3 Years	Mechanical Engg. (2^{nd} shift)	60
Total			**780**

The above mentioned affiliation is subject to the condition that the institute shall follow and adhere to Regulations, guidelines, norms, standards & directions issued by HSBTE/ AICTE /State Govt. from time to time.

All institutions shall fulfil the following general 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 as well as norms & standards prescribed by HSBTE in affiliation Bye-laws & act of HSBTE from time to time and for meeting recurring expenditure.
2. The institution by virtue of approval by AICTE shall not automatically entitled for affiliation. Before granting affiliation Board shall conduct Physical inspection regarding whether institution has complied the condition of approval letter or not issued by AICTE as well as other conditions mentioned in Act of HSBTE & Affiliation Bye-laws. And if found that there are deficiency then they are only entitled for affiliation or otherwise only after the compliance of deficiencies observed by committee.
3. The admissions shall be made in accordance with the regulation notified by the State Govt. Only after adequate infrastructure and all other facilities, including, the availability/recruitment of the required faculty as mentioned in approval process handbook of the AICTE, with prior Affiliation by HSBTE.
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 institution shall not conduct any courses in the field of technical education in the same premises/ campus & /or in the name of the institution without prior permission/ approval of AICTE.
8. 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.
9. The account of the institution/trust 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.
10. 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.

11. 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 and same shall be sent to Board.
12. It shall be mandatory for the institution to maintain a website providing the prescribed information as per AICTE norms. The website information must be continuously updated in first week of every month preferably with a link to HSBTE website.
13. 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.
14. Board may carry out inspections round the year for verifying the status of the Institution to ensure maintenance of norms and standards, academic ambience etc.
15. Institution shall provide infrastructure, facilities i.e. faculty, laboratories etc., for curriculum.
16. 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.
17. 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.
18. Fee should be refund as per State Govt./AICTE instructions.
19. 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 noticed vide F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009. Incase of failure to prevent the instances of ragging by the Institutions, the Council shall take appropriate action as per the notified regulations.
20. 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, shall be liable for suitable action which includes even up to disaffiliation of the institution as per rules/regulation of the Board.
21. 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.
22. All the laboratories, workshops etc., shall be equipped as per the syllabi of the affiliating Board and shall be in operational condition before making admissions.
23. A library shall be established with adequate number of titles, books, journals, (both national & international), E-subscription, etc. as per AICTE norms.
24. A computer centre with adequate number of terminals, printers etc. shall be established as per AICTE norms.
25. The institution shall provide barrier free environment and toilets for physically challenged persons.

26. Examination Centre: Creation of an Examination Centre in the college will be at the discretion of the Controller of Examinations. The centre 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 centre 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.
27. 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 Examination. 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.
28. 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.
29. The Board shall contemplate action including withdrawal of affiliation in case of violation of conditions/any condition as enumerated.
30. It shall be obligatory on all institutions/Polytechnics affiliated to the HSBTE to installed Biometric machine to ensure presence of students in class at least with 80% attendance so as to promote teaching learning.
31. It is mandatory condition for the Private Polytechnics will observe 6 days week in place of present 5 days week with second and fourth Saturdays of the month as holiday. The Government Polytechnics and the Polytechnics run by Government Polytechnics Education Societies will continue to observe 5 days week. However, they will run bridge course of 30 days for students of 1st & 2nd semesters specially for Physics, Mathematics, Chemistry, Applied Mechanics & English.

    The Management of the institute shall strictly follow conditions as may be specified by the HSBTE/ AICTE /State Govt., from time to time. The Board may withdraw the affiliation, in case it observe any violation of the above conditions and/ or non adherence to the norms and standards prescribed by the HSBTE/ AICTE /State Govt., mis-representation of facts and submitting factually in correct information to it.

Assistant Secretary
HSBTE, Panchkula

CC:-

1. Regional Officer, AICTE, NWRO, Plot NO.-1, Sector-36, Chandigarh for kind information & necessary action.
2. OSD to PSTE-cum- Chairman, HSBTE for kind information of PSTE please.
3. Joint Director, HSTES
4. Controller of Exam, HSBTE
5. PS to DGTE-cum-Secretary, HSBTE for kind information of DGTE please.
6. Guard file.