

AFFILIATION BYE-LAWS

(As approved by GOVERNING COUNCIL of Haryana State Board of Technical Education,
Panchkula in its 3rd meeting held on 18.06.2012 under agenda item no. 3.05)

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Haryana State Board of Technical Education, Affiliation Bye-Laws

CHAPTER-I

SHORT TITLE & DEFINITIONS

In exercise of the powers conferred by clause (p) of section 40(2) of the Haryana State Board of Technical Education Act, 2008 (19 of 2008), the Haryana State Board of Technical Education (HSBTE), with the approval of Governing Council of Haryana State Board of Technical Education hereby makes the following Affiliation Bye-Laws for Diploma Level Technical Institutions, namely:-

- These Bye-Laws shall be called the "Haryana State Board of Technical Education Affiliation Bye-Laws".

1. Definitions

1. In these Bye-Laws, unless the context otherwise requires:-

- ***"1st Shift"** means activities conducted in 1st spell of time wherever two shift working exists.
- ***"2nd Shift"** means activities conducted in 2nd spell of time wherever two shift working exists.
- "Academic Year"** means Academic Year of the Board.
- "AICTE"** means All India Council of Technical Education.
- "Affiliation"** means formal enrolment of a institution among the list of Affiliated Institutions of the Board.
- "Affiliation Committee"** means Affiliation Committee of the "Haryana State Board of Technical Education".
- "Affiliation fee"** means charges payable by the institution to the Board in connection with affiliation.
- ***"Affiliation Institution"** means the institute affiliated by Board.
- ***"Applicant"** means an applicant that makes an application to the Board for seeking any kind of affiliation under these Regulations.
- "Approval"** means Approval by All India Council of Technical Education/ Competent Authority as the case may be.
- ***"Autonomous Institution"** means an Institution, to which autonomy is granted and is designated to be so by the Statutes of affiliating University / Board.
- "Board"** means the Haryana State Board of Technical Education established under Section-6 of the HSBTE Act, 2008.
- "Chairman"** means the Chairman of the Haryana State Board of Technical Education.
- ***"Company"** means the company established under Section 25 of the Companies Act, 1956.
- ***"Competent Authority for Admission"** means a body responsible for admission to technical Institutions in the State/UT concerned.
- ***"Diploma level Technical Education"** means such technical education to attain Diploma or Post Diploma or Advanced Diploma Level.
- "Examination"** means examination conducted by the Haryana State Board of Technical Education.
- "Governing Council"** means the Governing Council of the Board established under Section-3 of the HSBTE Act, 2008.

- xix. **"Government Polytechnic/ Institution"** means institution run by the State/ Central/ Union Territory Government.
- xx. **"Government Aided Polytechnic/ Institution"** means institution receiving grant-in-aid from the State Government/ Central Government/ Union Territory Government.
- xxi. ***"HSTES"** means Haryana State Technical Education Society.
- xxii. ***"Head of Institution" or "Principal"** means the head of the teaching staff of a polytechnic or institution recognized by the Board, by whatever name designated.
- xxiii. ***"Minority Educational Institution" or "Minority Institution"** means a college or Institution established or maintained by a person or group of persons belonging to a minority, recognized as such by the concerned State Government/UT Administration.
- xxiv. **"NBA"** means National Board of Accreditation.
- xxv. **"NCHMCT"** means National Council for Hotel Management and Catering Technology.
- xxvi. **"No Objection Certificate"** means a letter issued by appropriate authority/Govt.
- xxvii. ***"Part Time Programs"** means activities conducted in evening time i.e. 5:30 PM to 9:30 PM (six days a week) wherever first/General shift working exits and are meant only for working professional or professionals with at least two years of work experience.
- xxviii. **"PCI"** means Pharmacy Council of India.
- xxix. **"Polytechnic/ Institution"** means Technical Institution imparting Technical Education in Diploma/ Post Diploma/ Advanced Diploma Courses as explained in Chapter-II of these Bye-Laws.
- xxx. **"Private Unaided Polytechnic/ Institution"** means a Polytechnic/ Institution run by a Society / Trust duly constituted and registered under the provisions of Central/ State Acts and not getting any regular grant-in-aid from any Government source.
- xxxi. **"Secretary"** means Secretary of the Haryana State Board of Technical Education.
- xxxii. ***"Single Shift working"** means where, educational activities of the technical Institution are generally conducted between 9 am to 5 pm.
- xxxiii. **"State Government"** means Government of Haryana.
- xxxiv. ***"State Level Fee Committee"** means a Committee notified by the concerned State Government / UT Administration for regulation of fee to be charged by the technical Institutions
- xxxv. ***"Teacher"** means a member of the teaching staff other than Principal or the Head of Institute recognized by the Board.
- xxxvi. ***"Two Shift working"** means where, educational activities of the technical Institution are conducted in two spells of time i.e., 1st shift, generally, between 7 am to 3 pm and 2nd shift, generally, between 1 pm to 9 pm.
2. Words importing the singular number also include the plural number and vice-versa.
3. Words importing the masculine gender also include the feminine gender.
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* In CHAPTER NO.1 Definition at Sr. No.-i,ii,viii,ix, xi, xiv, xv, xvi, xxi, xxii, xxiii, xxvii, xxxii, xxxiv, xxxv & xxxvi are inserted

CHAPTER-II

CATEGORY OF INSTITUTIONS/COURSES AND AFFILIATION

1. Category of institutions

- i. Government Polytechnic/ Institution.
- ii. Government Society Polytechnic/Institution.
- iii. Government Aided Polytechnic/ Institution.
- iv. Private Unaided Polytechnic/ Institution.
- v. University Institutions.

2. Category of courses

- i. Diploma/ Post Diploma/ Advanced Diploma in Engineering and Technology.
- ii. Diploma/ Post Diploma/ Advanced Diploma in Hotel Management and Catering Technology.
- iii. Diploma/ Post Diploma/ Advanced Diploma in Art and Craft.
- iv. Diploma/ Post Diploma/ Advanced Diploma in Architecture.
- v. Diploma/ Post Diploma/ Advanced Diploma in Pharmacy.
- vi. Diploma/ Post Diploma/ Advanced Diploma in Management Education.
- vii. Any other Diploma/Post Diploma/ Advanced Diploma/ Certificate Course in areas/Part Time Diploma disciplines in ambit of Technical Education.

3. *Affiliation

The Society/Trust /institution shall obtain necessary affiliation/permission from the HSBTE as per the prescribed schedule within two years period from the date of issue of AICTE approval letter before making admission.

In no eventuality a technical institution without prior approval of AICTE and affiliation from Board, shall be allowed participation in the counselling and admission process and to admit students.

Category of Affiliation

A) Provisional Affiliation

Those new Polytechnics/ Institutions which fulfil the following essential conditions may be considered for Provisional affiliation for a period of one year subject to fulfilling all the norms and conditions of the Affiliation Bye-Laws within this period.

- a) Approval letter from AICTE/NCHMCT/PCI/ Statutory Body, as applicable.
- b) Deposit of affiliation fee as prescribed by the Board from time to time with affiliation performa for affiliation.

Thereafter the Polytechnics/institutions may be considered for renewal/extension of provisional affiliation on yearly basis, subject to fulfilling all the above essential conditions and norms and conditions of the Affiliation Bye-Laws within this period.

In case the institute affiliated with the Board, obtain the recognition/approval of State Government/AICTE/PCI/NCHMCT/PCI/Statutory Body, as applicable for additional courses/increase in intake at any point of time, the institute shall apply afresh to the Board for affiliation of additional courses/increase in intake.

*Definition of affiliation in Part 3 of Chapter II is inserted

B) Regular Affiliation

The affiliated Polytechnic/ Institution with at least six years standing as an affiliated Polytechnic/ Institution and zero deficiencies may be considered for regular affiliation. The Board, if satisfied that the affiliated Polytechnic/ Institution has fulfilled all the norms and conditions of the Affiliation Bye-Laws satisfactorily, and has attained high academic and administrative standards as prescribed by the Board, from time to time, the Board may grant regular affiliation for a period of 3 years to 5 years. Polytechnic/ Institution where accreditation has been granted by NBA/Any other agency appointed/ recognised by the Board, Polytechnic/ Institution shall be affiliated for the period of accreditation. It would be in concurrence with accreditation.

4. Affiliation Fee

The affiliation fee shall be deposited online in HSBTE Account as per details given below: -

Sr. No	Item		Govt. Institutions (for Unaided Courses only)	Aided Institutions	Polytechnics/ Institutions
1.	Provisional Affiliation	Processing Fee (Annual)	50,000		50,000
		Per Course Affiliation Fee (Annual)	15,000/-@60 seats 22500/-@90 seats 30,000/-@120 seats		30,000 @ 60 intake 45,000 @ 90 intake 60,000 @ 120 intake
2.	Regular Affiliation	Processing Fee (Annual)	-		1.00 lac
		Per Course Affiliation Fee (Annual)	-		10, 000
3.	Late Fee		-		1000 per day

The above affiliation fee subject to review from time to time. Chairman take a view regarding conditions of fee for Govt./ Aided Polytechnics.

- a. Without deposition of Affiliation Fee & without duly filled in Affiliation Performa, the proposal of institution for the affiliation shall be rejected. So before submitting the proposal for affiliation, institute shall be careful about that.
- b. Mere depositing affiliation fee and performa does not create any entitlement for affiliation and affiliation is subject to fulfilment of norms & standard prescribed under Affiliation bye laws from time to time.

*part a & b inserted in subsection 4 (Affiliation Fee) of chapter II

CHAPTER-III

CONDITIONS OF AFFILIATION

1. Physical Infrastructure/ Facilities

- i. The Polytechnic/ Institution shall have suitable land/building as per norms prescribed by the Board/AICTE.
- ii. In addition to the basic academic requirements in terms of physical, human and information resources, as per AICTE norms, the institution shall have other facilities commensurate with its requirements. It shall satisfy the minimum conditions such as adequate number and size of classroom, Tutorials, Laboratory, Workshops, Computer Centre, Drawing Hall, Library & reading room, Seminar hall, examination hall, minimum floor area, ramps, toilets, auditory signals in elevators, as per AICTE/State Government/ norms laid down by the Board for Polytechnic/Institution building.
- iii. Institution shall have suitable equipment and furniture (as per Board/AICTE norms), commensurate with the strength of the students and staff.
- iv. Institution shall provide suitable and adequate apparatus and equipment in the laboratories as well as other facilities, wherever necessary, as may be prescribed by the Board from time to time.
- v. The Polytechnic/ Institution shall scrupulously observe prescription from the Municipal Authority/ Town Planning regarding drinking water and fire safety precaution in the Polytechnic/ Institution. A compliance certificate from the Municipal/Fire Authorities regarding sanitary conditions and water/fire safety should be submitted along with the application. Provision for rain water harvesting, use of non conventional energy resources etc. Certificate regarding fulfilment of these requirements shall be obtained and submitted to the Board.
- vi. The Polytechnic/Institution shall have adequate facilities for providing co-curricular activities, physical education, conduct of various activities and programmes for development of students including their social, cultural and moral development and for safeguarding their health.
- vii. *Stand Alone Language Laboratory the Language Laboratory is used for language tutorials. These are attended by students who voluntarily opt for Remedial English classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. This specially benefits students who are deficient in English and also aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skits etc. This Lab shall have 25 Computers for every 1000 students.
- viii. *Institute shall have Electric Supply, Sewage Disposal, Telephone and FAX, Vehicle Parking, Institution web site with Mandatory Disclosure & Potable Water supply and outlets for drinking water at strategic locations.
- ix. *Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately which is mandatory as per direction of Commission for Persons with Disabilities and as per the provisions of person with disabilities Act 1995 by the State Govt.. Refer

guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment, India.

- x. *Safety provisions including fire and other calamities
- xi. *General Insurance provided for assets against fire, burglary and other calamities.
- xii. *Road suitable for use by Motor vehicle- Motorised Road
- xiii. *General Notice Board and Departmental Notice Boards
- xiv. *First aid, Medical and Counselling Facilities

- 2. *Faculty:** - New institutions granted letter of approval and the existing institutions granted approval for introduction of new course/s division/s program/s second shift and change in intake capacity, shall comply with appointment of teaching staff and Principal /Director as the case may be as per policy regarding minimum qualifications, pay scales etc., norms and other technical supporting staff & administrative staff as per the schedule prescribed in the Approval Process Handbook.

In no circumstances unless the appointment of all teaching and other staff is in place, the institutions shall start the approved Technical Courses.

3. Governing Body

Every Polytechnic/ Institution shall have a regularly constituted Governing Body, as per norms of the Board/ AICTE/ State Government.

4. Curriculum/ Learning Resources

The Polytechnic/ Institution shall carry out the teaching learning process strictly according to the curriculum and learning resources as prescribed by the Board from time to time.

5. Financial Resources

- i. That the financial resources of the Polytechnic/ Institution shall be such as to make sufficient provisions for the continued maintenance and smooth working of Polytechnic/ Institution.
- ii. The Polytechnic/ Institution shall be required to have adequate reserve/ corpus fund as per Board/AICTE norms.
- iii. The Polytechnic/ Institution shall have to give an undertaking in writing to the effect that the amount of the reserve fund shall not be utilized for meeting the day to day expenses of the institution and withdrawals from the reserve fund shall be made only with the prior approval of the Chairman of the Board and the money withdrawn shall be utilized for such purposes as are approved by the Chairman.
- iv. The accounts of the polytechnic/institution shall be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statement of Accounts of financial year shall be sent to the Board every year.
- v. No part of income from the institution shall accrue to any individual in the Trust/ Society/ Managing Committee etc. running the institution.
- vi. The channelling of funds by the management to person (s) or enterprise other than for furthering education in the Polytechnic/Institution will contravene the rules governing affiliation and call for appropriate action by the Board.

*Point No. vii to xiv of Part 1 in chapter III is inserted

*Part 2 in chapter III is inserted

6. Library

- i. The Library shall be well equipped & as per Board/ AICTE norms.
- ii. It shall contain requisite number of titles, text books, reference books related to approved course as per current curriculum, subscribe to sufficient number of Newspapers/ Magazines/ Journals, E-subscription etc. (as per Board /AICTE norms) and shall undertake to spend sufficient amount (as per Board/ AICTE norms) per year on the purchase of books for the library.
- iii. It shall contain stock notes, examination guides or keys of any kind. In the selection of books, norms or guidelines provided by the Board/AICTE shall be followed.
- iv. The library shall not contain any book or other forms of literature that espouse or propagate communal disharmony or casteism or discrimination based on religion, regions or language etc. The Polytechnic/Institution should not stock in the library any book disapproved by the State Government/Board/Central Government.
- v. *Institute shall maintained a book bank for social economic backward/ weaker students.
- vi. *Institute shall have Computerized indexing with bar coded RG tagged book handling is desired.
- vii. *Institute shall have Digital Library facility with multimedia facility .
- viii. *Institute shall have Reprographic facility, Document scanning facility, Document printing facility, Library books/non books classification as per standard classification methods in library.
- ix. *Availability of NPTEL facility at the library is essential.

7. Society/Trust running the Polytechnic/Institution

Formation of the Society/Trust should conform to the rules of the State Government/ Statutory body/ Prevailing law of the land.

8. *Norms for 2nd Shift

- i. 100% fulfilment of infrastructure requirement for existing technical institution with zero/Nil deficiency.
- ii. The Institute shall have to provide exclusive teaching staff for the diploma course separate from those deployed for B.E/ B.Tech courses as per norms alongwith separate technical, administrative and supporting staff at required positions for conducting diploma courses in 2nd shift.
- iii. The timing for the second shift shall be strictly as prescribed by the AICTE i.e. from 1.00 p.m. to 9.00 p.m.

9. *Norms for Part Time

- i. The Institute shall have to provide exclusive teaching staff for the diploma in Part Time exclusive from those deployed for Diploma courses in 1st Shift as per norms alongwith separate technical, administrative and supporting staff at required positions for conducting Part Time diploma courses (4 years duration).

- ii. The Institute shall have zero Deficiency for existing technical institution.
- iii. Additional laboratory equipments needed especially for PG program, shall be procured and made available as per norms.

*point no. v to ix of part 6 in chapter III is inserted

- iv. Availability of Dean at the level of Professor in the Part Time Program to supervise overall functioning of Part Time Programs shall be mandatory.
- v. The timing for the Part Time Programme shall be strictly as prescribed by the AICTE i.e. from 5.30 p.m. to 9.30 p.m. (Six days a week).
- vi. The institutions shall follow the study and evaluation scheme prescribed by the Board from time to time.

CHAPTER- IV OBLIGATIONS/ DUTIES OF AFFILIATING INSTITUTIONS

A. Staff and Service Conditions

1. All Polytechnics/Institutions shall follow the norms and standards in respect of staff and service conditions as laid down by AICTE/NCHMCT/PCI/State Government/Board/Statutory Body, as applicable.
2. The Polytechnic/ Institution should appoint adequate teaching staff/technical supporting staff/administrative, possessing qualifications in conformity with the norms laid down by the AICTE/NCHMCT/PCI/State Government/Board/Statutory Body, as applicable, to teach the subjects for which affiliation has been sought. A representative of the Board shall be associated while making selection of teaching/technical support staff.
3. *The teacher-student ratio should be as per Board/AICTE/State Government norms.

	Faculty : Student ratio	Principal / Director	Head of the Department	Lecturer	Total
		A	B	C	D
Diploma in Engineering / Tech / Pharmacy / Architecture & Town Planning Applied Arts & Crafts, HMCT	1:20	01	01 per Department	*S / 20	A + B + C

*S = Sum of number of students as per Approved Student Strength at all years

* part 8 & 9 inserted in chapter III

*point no. 3 of subsection A (staff & service conditions) of chapter IV is amended

FACULTY NORMS

*a. Minimum Qualifications and Experience for appointment of teaching Posts in Diploma Level Technical Institutions

Post	Qualifications	Experience
Lecturer/Workshop Superintendent		
Engineering / Technology	<p>Bachelor's degree in Engineering / Technology in the relevant branch with First Class or equivalent.</p> <p>If the candidate has a Master's degree in Engineering / Technology, first class or equivalent is required at Bachelors or Masters level</p>	
Pharmacy	<p>Bachelor's degree in Pharmacy with First Class or equivalent.</p> <p>If the candidate has a Master's degree in Pharmacy, first class or equivalent is required at Bachelors or Masters level</p>	
Hotel Management and Catering Technology	<p>First class at Bachelors 4 year degree in HMCT or equivalent.</p> <p>OR</p> <p>First class at Bachelors (3 year degree or Diploma after 10+2 in HMCT) or equivalent</p>	<p>One year relevant experience in teaching / industry / research</p> <p>OR</p> <p>Two years relevant experience in teaching / industry / research</p>
Architecture	<p>Bachelor's degree in Architecture with First Class or equivalent.</p> <p>If the candidate has a Master's degree in Architecture, first class or equivalent is required at Bachelors or Masters level</p>	
Fine Art	<p>Bachelors Degree in appropriate branch of Fine Art (Applied Art, Painting, and Sculpture) or equivalent with First Class or</p>	

	equivalent. If the candidate has a Master's degree in Fine Art, (Applied Art, Painting, and Sculpture) or equivalent, first class or equivalent is required at Bachelors or Masters level	
Humanities and Sciences	First class Masters degree in appropriate subject with first class or equivalent at Bachelor's or Master's level	
Head of Department		
Engineering / Technology	Bachelor's and Masters degree of appropriate branch in Engineering / Technology with First Class or equivalent either Bachelor's or Master's level OR Bachelor's degree and Master's degree of appropriate branch in Engineering/Technology with First Class or equivalent either Bachelor's or Master's level and Ph. D or equivalent, in appropriate discipline in Engineering / Technology	Minimum of 10 years relevant experience in teaching / research / industry Minimum of 5 years relevant experience in teaching / research / industry
Pharmacy	Bachelor's degree and Master's degree in pharmacy with First Class or equivalent either at Bachelor's level or Master's level OR Bachelor's degree and Master's degree in pharmacy with First Class or equivalent either at Bachelor's level or Master's level and Ph.D or equivalent, in Pharmacy.	Minimum of 10 years relevant experience in teaching / research / industry Minimum of 5 years relevant experience in teaching / research / industry
Hotel Management and Catering Technology	Bachelor's degree and Master's degree in HMCT with First Class or equivalent either at Bachelors or Masters level OR Bachelor's degree and Master's degree in HMCT with First Class or equivalent either at Bachelors level or Masters level and Ph.D	Minimum of 10 years relevant experience in teaching /research/industry Minimum of 5 years relevant experience in teaching / research /

	or equivalent, HMCT or equivalent	industry
Architecture	<p>Bachelor's degree and Masters degree in Architecture with First Class or equivalent at either Bachelor's level or Master's level</p> <p>OR</p> <p>Bachelor's degree and Master's degree in Architecture with First Class or equivalent either at Bachelor's level or Master's level and Ph. D or equivalent, in Architecture</p>	<p>Minimum of 10 years relevant experience in teaching / research / industry or</p> <p>Professional practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p> <p>Minimum of 5 years relevant experience in teaching / research / industry or</p> <p>Professional practice of 5 years as certified by the Council of Architecture shall also be considered valid.</p>
Principal		
	<p>Qualification as above for the post of Head of Department and Ph. D in engineering</p> <p>OR</p> <p>Qualification as above for the post of Head of Department</p>	<p>Minimum of 10 years relevant experience in teaching / Research / Industry out of which at least 3 years shall be at the level of head of department or equivalent.</p> <p>In case of Architecture, professional practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>

***b. Faculty Norms for 2nd Shift**

- The Institute shall have to provide exclusive teaching staff for the diploma course separate from those deployed for B.E/ B.Tech courses as per norms alongwith separate technical, administrative and supporting staff at required positions for conducting these diploma courses.
- Head of Department per department is required having qualification of B.Tech and M.Tech in relevant branch & PhD. with minimum of 5 years experience or

M.Tech with 10 years experience and one Head of Department per department is required.

- Availability of principal/director qualified as per AICTE norms in existing technical institution.
- 100% fulfilment faculty: student ratio (1:15) in existing technical institution.
Cadre ratio: The cadre ratio of Professor: Associate Professor: Assistant Professor is 1:2:6 for Degree Engineering while for Diploma there is provision of one Head of the Department (Per Department).
- Exclusive teaching staff as per norms for 2nd shift Diploma (Physics, Chemistry, Maths, communication skill, computer, Mechanical Engg., w/shop staff & lecturer for Branch approved)
- Separate technical, administrative and supporting staff at required positions.
- Availability of Dean at the level of Professor in the 2nd shift to supervise overall functioning of 2nd shift.

***c. Faculty Norms for Part Time**

- The Institute shall have to provide exclusive teaching staff for the diploma in Part Time exclusive from those deployed for Diploma courses in 1st Shift as per norms alongwith separate technical, administrative and supporting staff at required positions for conducting Part Time diploma courses (4 years duration).
4. While appointing teachers, care should be taken to ascertain their characters and antecedents.
 5. Normally a teacher should be engaged as a whole time employee except in special cases where work load does not justify a whole time teacher.
 6. The number of students in the tutorials/workshop/laboratories should not be more than 30.
 7. The Management of the Polytechnic/Institutions shall not retain the original degree/diplomas certificates of the teachers and other employees of the Polytechnic/Institution with them. The original certificates etc. taken for verification shall be returned at the earliest after verification. Photostat copies may be obtained from the employees and kept in their personal files.
 8. The pay scales of the faculty/ staff of the Polytechnic/ Institution should be as per AICTE norms and in any case, not lower than those of the corresponding category of faculty/ staff of the Government Polytechnics/ Institutions of the State.
 9. Salary should be paid through Account Payee Cheques drawn on a scheduled bank, from the date of first appointment of the teachers on probation, with TDS, in cases where applicable.
 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 Polytechnic/Institution shall also followed other laws/ Acts regarding for Contributory Provident Fund and Gratuity or Pension, Gratuity and General Provident Fund as applicable. These schemes should be as per Government Guidelines. In addition, it will also consider providing other welfare measures like

free children education, leave travel concession, medical benefits, leave encashment etc.

*part a, b & c is inserted

12. The Polytechnic/ Institution should have in operation a scheme for old age/retirement benefits for its employees.
13. It is the duty of the Polytechnic/ Institution to check gender specific violence, strictly comply with the guidelines and norms prescribed by the Hon'ble Supreme Court of India/State Government for protection of women from sexual harassment at work place.
14. The Polytechnic/Institution shall provide the list of faculty/technical supporting staff (alongwith their detailed resume and individual photograph), duly signed by representative of the Board and the Board shall provide registration number to every faculty/technical supporting staff. No faculty/technical supporting staff shall be treated as employee of a particular polytechnic/institution till the registration number is allotted by the Board.
15. Every faculty shall attend atleast 10 days training in an academic year. New faculty should be provided pedagogy training of atleast one week duration preferably within six months of his/her joining the institute. The polytechnic/institution shall depute faculty/technical supporting staff for training in industry and other agencies as per Training Policy of the Board.

B Fees

1. Tuition and other Fees charges shall be charged as notified by State Fee Committee for Polytechnic/Institutions of different categories. No capitation fee or voluntary donations for gaining admission in the Polytechnic/Institution or for any other purpose should be charged/ collected in the name of the Polytechnic/Institution or for any other purpose. In no case, original certificates of the student shall be retained by the polytechnic/institution. In case of such malpractices, the Board shall exercise its powers to disaffiliate the erring Polytechnic/Institution.
2. In case a student leaves the Polytechnic/Institution for reasons beyond his/her control or any other reason, the fee should be refunded as per policy of the AICTE/HSTES/Board/ State Government.

C Admission of Students

1. The admission of students shall strictly be as per directions laid down by the Hon'ble Supreme Court of India /State Government and or its authorised body to make admissions and shall be without any distinction of religion, race, caste, creed, place of birth or any of them. As regards reservation for SC/ST/BC/ESM/FF students or any other reservation is concerned, it shall be governed by the Rules as prescribed by State Government.
2. That the number of students admitted for courses of study shall not exceed the sanctioned intake, as approved by the AICTE/ affiliated by the Board and/ or the State Government from time to time.
3. No student shall be admitted by the institution unless the affiliation has been granted by the Board.

4. The polytechnic/institution shall submit list of admitted students to the Board on the next day of cut off date of admissions or date notified by admission making agency (if any).
5. *If at the time of inspection or at any time it is brought to the knowledge of Board that the institute has given admission to ineligible student then Board shall have power to disaffiliate the institution.

*point no. 5 of subsection C (admission of students) of chapter IV is inserted

D Board's Examination

1. It is mandatory for an institute affiliated to the Board to follow the Examination and other instructions /Policy regarding the same issued time to time by Board in toto.
2. No affiliated institute shall endeavour to present a candidate / candidates not enrolled/registered with the Board to any of the institute or Board's examination.
3. The building and infrastructure of affiliated Institutions shall be placed at the disposal of the Board for conducting any examination and spot evaluation free of charge. The Management and the Principal shall cooperate with the Board in the conduct of examinations, evaluation of scripts any other duty given by the Board. If asked by the Board, the Polytechnic/Institution shall provide eligible examiner in each subject.
4. The polytechnic/institution will render all cooperation to the Board in conducting the examination and checking the menace of copying, impersonation and other irregularities.
5. Compliance of academic calendar prescribed by the Board in respect of classes and institute examinations will be a binding on the affiliated institutes. Affiliated institute shall submit branch/ year wise list of number of students after beginning of an academic session to facilitate their registration.
6. The Polytechnic/Institution shall maintain records of attendance of all students for purposes of registration to the Board's examinations. The entries in these registers shall be properly checked at the end of each session and signed by designated authority. The attendance registers shall be open to inspection by the officers of the Board's Inspection Committee.
7. If the Board has reasons to believe that an affiliated Polytechnic/Institution is not following the sub-section 1 to 3 of clause D, the Board would exercise its powers to impose penalties as under or as decided by the Secretary of the Board.

Penalties: - Summary disaffiliation for at least one year and forfeiture of fees, if any. Re-affiliation shall be considered on merits after a fresh application is filed. Repetition of violation of any Bye-Laws shall lead to permanent disaffiliation.

E Miscellaneous

1. The Polytechnic/Institution seeking Board's Affiliation/already affiliated to it shall be open to inspection by the Inspection Committee deputed by the Board. The guidelines for inspection of Technical Institutions/ Polytechnics available at Annexure-I shall be applicable.
2. The Polytechnic/Institution shall supply information and returns called for by the Board/ State Government within the prescribed time given.

3. The Polytechnic/Institution shall arrange the medical facilities/ First-Aid and medical check-up of the students preferably atleast once a year and keep a proper record of the same.
4. The Polytechnic/Institution shall take steps to see that value education with particular emphasis on overall development and soft skills is imparted to students through teaching various subjects and activities in the Polytechnic/Institution curriculum.
5. The Board shall conduct an audit of the funds of the Polytechnic/Institution as and when it thinks necessary to ensure that:
 - i) The funds/fee collected by the Polytechnic/Institution authorities are not diverted.
 - ii) The staff is paid salaries as per the AICTE norms/ State Government Guidelines.
 - iii) Any other financial irregularity.
6. The information regarding the record destroyed due to fire/flood or any other natural calamity should be sent to the Board within 10 days of such incident, thereafter no excuse will be accepted by the Board.
7. *Establishment of Grievance Redressal Committee and Appointment of OMBUDSMAN in the Institute.
8. *Establishment of anti-ragging committee as per the composition prescribed by AICTE

F Polytechnic/Institution Advisory Committee, Its Constitution, Power and Functions

1. Polytechnic/Institution other than Government Polytechnic/Institution affiliated with the Board shall have a Polytechnic/Institution Advisory Committee.
2. The Polytechnic/Institution Advisory Committee shall consist of the following:-
 - i) President/Vice President/Secretary of the Society/Trust or any other member of the Society/Trust as Chairman.
 - ii) Head of the Polytechnic/Institution.
 - iii) Two parents of students in the Polytechnic/Institution
 - iv) Two teachers of the Polytechnic/Institution;
 - v) Two Industrialist of the region
 - vi) Two Academicians of repute
 - vii) One Accounts Officer or Chartered Accountant
 - viii) Training and Placement Officer: - He will be a Member Secretary of the Polytechnic/ Institution Advisory Committee.
3. The terms of the members of the Advisory Committee shall be three years. A member can be re-nominated for another term. The duties, powers and responsibilities of the Polytechnic/Institution Advisory Committee shall be as per section G and it shall function subject to the control and in accordance with the policy of the Society/Trust.

G Powers and Functions of the Polytechnic/Institution Advisory Committee

1. Subject to overall control of the Society/Trust, the Polytechnic/Institution Advisory Committee shall have the following powers/functions/vision and admission of Polytechnic/Institution:

- i) It shall have the power to suggest improvement in the activities of the Polytechnic/Institution for its smooth functioning.
- ii) It shall look into the welfare of the teachers and employees of the polytechnic/Institution.

*point no. 7 & 8 of subsection E (Miscellaneous) of chapter IV is inserted

- iii) It shall evolve both short-time and long-term programmes for the improvement of the Polytechnic/Institution.
- iv) It shall have the powers to suggest improvement in making appointment of teachers and non teaching staff.
- v) It shall advise on financial expenditure/ utilization/ planning of the Polytechnic/Institution.
- vi) It shall have the power to take stock of academic programmes and Progress of the Polytechnic/Institution without jeopardizing the academic freedom of Principal.
- vii) It shall guide the Principal to maintain discipline in the Polytechnic/Institution.
- viii) It should ensure that the Polytechnic/Institution gets furniture, laboratory/ workshop equipment, library books and other teaching aids and the requisite sports material timely and in adequate quantity.
- ix) It shall recommend disciplinary action against erring staff.
- x) It shall advise on financial matters to ensure that no financial irregularity is committed or any irregular procedure is adopted with regard to admission/ examinations is adopted.
- xi) The Advisory Committee will meet atleast once in a quarter in an Academic Year.

H. Principal of the Polytechnic/Institution- Duties, Powers and Responsibilities

- i) Will be the Executive Head of the Polytechnic/Institution under his charge and carry out all duties in connection with academic, administrative and financial management of the institution, as specified in subsequent clauses of section H:
- ii) Supervise, guide and control the work of the teaching and non-teaching staff of the Polytechnic/Institution. To ensure that the Teachers diaries are properly maintained.
- iii) Be in charge of admission in the Polytechnic/Institution, preparation of Polytechnic/Institution timetable, allocation of duties and teaching load to the teachers, and conduct of Polytechnic/Institution examination in accordance with instructions issued by the State Government/ Board from time to time; and he/she shall discharge these duties in consultation with his colleagues.
- iv) Plan the year's academic work in consultation with his colleagues as per academic calendar and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.
- v) Help and guide the teachers to promote the professional growth of students.

- vi) Promote the initiative of the teachers for self-improvement and improvement in institute functioning.
- vii) Supervise class room teaching and secure co-operation and coordination amongst teachers.
- viii) Arrange for special remedial teaching of the students belonging to the weaker sections of the community & also of other children who need such remedial teaching.
- ix) Arrange for informal and non-class room teaching.
- x) Plan and specify a regular timetable for the scrutiny of student's written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- xi) Make necessary arrangement for organizing special technical instructions for the students according to their needs.
- xii) Organize and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit.
- xiii) Develop and organize the library resources and reading facilities in the Polytechnic/Institution and ensure that the students and teachers have access to books and journals of established value and usefulness.
- xiv) Send regularly the progress reports of the students to their parents or guardians.
- xv) Promote the physical well being of the pupil, ensure high standard of cleanliness, health habits, and arrange periodical medical examination of the students.
- xvi) Devote at least four periods in a week to teaching of the students.
- xvii) To ensure academic ambience of the Institution.
- xviii) To ensure that the students follows code of conduct.
- xix) To ensure that the students attend the classes regularly through a well defined/ structured mechanism.
- xx) To ensure that effective teaching learning process is followed.
- xxi) To ensure that there is no copying in the Board's Examination(s).
- xxii) Handle official correspondence relating to the Polytechnic/Institution and furnish, within the specified dates, the returns and information required by the State Government / Board/ other bodies.
- xxiii) Conduct physical verification of Polytechnic/Institution property and stock at least once a Year and ensure the maintenance of stock registers neatly and accurately.
- xxiv) Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the Polytechnic/Institution building, its fixtures and furniture, office equipment, lavatories, play grounds, Polytechnic/Institution garden and other properties are properly and carefully maintained.
- xxv) To ensure that the Service records of teaching and non-teaching staffs are duly maintained and updated.
- xxvi) To ensure that teaching & non-teaching staff are appointed on prescribed pay scales.
- xxvii) Be responsible for the proper maintenance of accounts of the Polytechnic/Institution, Polytechnic/Institution records, Service books of

teachers, and such other registers, returns and statistics as may be specified by the Society / Board.

- xxviii) Make all payments (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payment.
- xxix) Be responsible for proper utilization of the student's Fund.
- xxx) To ensure that the tuition fees & other fees is charged strictly as approved by the State Fee Committee & no other fees should be charged.
- xxxi) In the case of an unaided Polytechnic/Institution, may perform only such function, as drawing and disbursing officer as may be specified in the instructions issued by the Society/ Trust.

J Role / Aims of Society/ Trust running the Polytechnic/ Institution (as per the Society/ Trust Act)

1. The Society / Trust running the Polytechnic/Institution has a critical and key role to play in providing a congenial academic environment in the Polytechnic/Institution to fulfil its aim and objects, to enable the staff provide quality education and to be a centre for educational excellence. To achieve this aim, the role and responsibilities of the Society/ Trust are defined as under:
 - i) It should ensure that the Polytechnic/Institution gets proper laboratories, building, machinery/equipment, furniture and qualified staff at least as per norms of the Board/ AICTE.
 - ii) It shall ensure that the Polytechnic/Institution is run as a community service and not as a business and that commercialization does not take place in the Polytechnic/Institution in any shape whatsoever.
 - iii) It shall ensure that the funds accruing from the Polytechnic/Institution are spent for the benefit of the Polytechnic/Institution and for its development/expansion as per Society/ Trust Act.
 - iv) It shall safeguard the autonomy of the Principal and provide him total support except when the Principal goes against the established and clear directives laid down by the management, for effective and efficient management of the institution.
 - v) It shall have control over the Polytechnic/Institution Advisory Committee and shall approve the budget for the Polytechnic/Institution.
 - vi) It shall ensure that the Polytechnic/Institution has the basic essential facilities such as laboratories, equipment, equipment for games and sports and other co-curricular activities, library books etc.
2. The Society/Trust will ensure that the Polytechnic/Institution is running as per the provisions of the AICTE Act/affiliation norms and shall be committed to provide quality education to the students and for this shall take necessary steps as per its needs.
3. *In addition to aforesaid conditions institute shall follow any other guidelines/instruction issued by the Board/AICTE/PCI/NCHMT/ State Govt./ Statutory Body, from time to time.

*point no.3 subsection J (Role / Aims of Society/ Trust running the Polytechnic/ Institution (as per the Society/ Trust Act) is inserted

CHAPTER-V
PROCEDURE FOR SUBMISSION OF APPLICATION FOR AFFILIATION AND FOLLOW-UP ACTION

1. *The Polytechnic/ Institution fulfilling the norms of the affiliation may apply to the Board for provisional affiliation/ extension of provisional affiliation/regular affiliation in the prescribed affiliation performa (Annexure- II) alongwith the prescribed affiliation fee as per time schedule mentioned in sub clauses (i) to (iii):-
 - i) Provisional Affiliation for new polytechnics/institutions: Within one month of recognition/approval from both State Government and AICTE but not beyond 12th April.
 - ii) Extension of Provisional Affiliation: by 10th April every year/any direction or schedule prescribed by Supreme Court of India/ by any competent authority.
 - iii) Regular affiliation: latest by 30th April every year.
 - iv) The Chairman of the affiliation committee may entertain an application after the last date but not beyond 10th May if the reasons are strong enough to warrant such extension.

The calendar for affiliation by the Board is as under:-

Event	Schedule
Receipt of Provisional affiliation performa alongwith affiliation fee and AICTE approval letter	Within week of receipt of AICTE approval letter but not later than 12 th April
Inspection of institutions by the expert committee	Upto 30 th April
Processing of application & final Decision of the Board for grant or refusal of affiliation.	Upto 05 th May
Appeal for reconsideration of Affiliation	Upto 10 th May
Issuance of letter of Affiliation/Dis-Affiliation on the basis of appeal	Upto 15 th May

The same shall also be on website on the Board www.hsbte.org

2. *Any person aggrieved by the decision of affiliation committee can file an appeal to Chairman upto 10th May of every year.
3. *As per recommendations of the Affiliation Committee, the Board will scrutinize and decide the cases for Extension of Provisional Affiliation/ Regular Affiliation to

the Board latest by 15th May every year, prior to the admission process, while the cases for provisional affiliation for the new polytechnics/institutions shall be decided within a month or 15th May, after the receipt of application complete in all respects for affiliation.

*Point no. 1 & 3 of chapter V is amended & point no. 2 is inserted

4. The institute shall ensure before applying for the affiliation that it fulfil the norms/standards of affiliation bye laws.
5. Before applying the institute should ensure that it fulfils the essential requirements of affiliation, attainment of desirable academic and administrative standards prescribed by the Board, among other criteria for this purpose. Application will not be considered without requisite affiliation fee and dully filed in affiliation performa as specified in Instructions/ Byelaws of the Board.
6. On receipt of applications, the Affiliation Committee of the Board will examine the submitted documents and in case it is observed that the Polytechnic/ Institution fulfils the essential conditions, an inspection shall be conducted as per guidelines mentioned in Annexure-I of the Affiliation Byelaws.
7. In case on scrutiny of application, it is found that the Polytechnic/ Institution does not fulfil the minimum conditions, it will be informed accordingly and no further action will be taken by the Board till the essential conditions are fulfilled to the satisfaction of the Board.
8. The inspection report along with observations of the experts will be placed before the Affiliation Committee of the Board and further recommendations of Affiliation Committee shall be placed before the Board for decision regarding grant of affiliation or as the case may be. The decision about grant of affiliation will be communicated to the institute immediately after the approval of Board. In case of urgent exigency, this power may, however, be exercised by the Chairman of the Board.
9. If a polytechnic/institution fails to start classes during the Academic Session for which affiliation has been granted, the affiliation shall stand cancelled automatically.
10. Polytechnic/institution affiliated to the Board shall not discontinue any course/branch without the prior permission of the Board.
11. The institution affiliated with the Board shall not run any other course/programme of study in the premises/building prescribed for polytechnic/institution, which requires affiliation with any other Board or affiliating body, without concurrence of HSBTE.
12. Mere submission of application form for affiliation or its pendency with the Board shall not entitle any Institute a right to be affiliated to the Board nor with it resort to do anything in any manner which may create any wrong impression in the public mind to this effect.

CHAPTER-VI
WITHDRAWAL OF AFFILIATION

1. The Board shall have the power to withdraw the affiliation of a polytechnic/institution. Affiliation may be withdrawn by the Board for a particular period or permanently either in a particular branch or in all branches or for the whole institute.
2. Proceeding for disaffiliation/withdrawal of affiliation shall be initiated by the Board in case the polytechnic/institute is found guilty of committing an action as detailed below after following process of natural justice.
 - i. Engagement in activities prejudicial to the interest of the State, inculcating or promoting feelings of disloyalty or disaffection against the Government established by law.
 - ii. If the conditions of affiliation, at any time, are no longer fulfilled, or if any unfavourable report is received from the Inspection Committee of the Board, or for any other reasons, the board is of the opinion that the institution ought not to continue to be affiliated, as an institution of the Board.
 - iii. If the Polytechnic/ Institution obtains affiliation by fraud, mis-representing or suppressing any particulars/ facts.
 - iv. Non-fulfilment of conditions laid down regarding deficiencies to be removed, even after due notice.
 - v. Disregard of rules and conditions of affiliation even after receiving warning letters.
 - vi. Poor academic performance of the institute for three consecutive years.
 - vii. Non-availability of proper equipment/ space/ staff/ facilities for teaching a particular subject.
 - viii. Any violation of the norms that have been prescribed by the Hon'ble Supreme Court of India. Any activity on the campus against the dignity of an educational institute.
 - ix. Non viability of conduct of class due to less admissions against the sanctioned intake.
3. If recognition/ extension of approval/ approval of a Polytechnic/ Institution is withdrawn by the AICTE/ PCI/ NCHMCT/ State Government/ Statutory Body, as applicable in such a case affiliation shall cease from the date of withdrawal of such recognition.
4. If at any stage it is found that an institution had committed in the past any illegality/irregularity or violated any of the rules/regulations/instructions of the Board/State Government, the affiliation can be withdrawn by the Board for the current academic session irrespective of the fact that the institution has been granted recognition by the State Government/AICTE and the institution has already sponsored the students for Board's examinations.

5. Once Provisional/Regular Affiliation granted to the polytechnic/institute is withdrawn by the Board on establishment of serious irregularities which amount to cheating the Board/causing embarrassment to it, the Board may Black List such an institution to debar it from seeking re-affiliation in future.
6. If the Polytechnic/ Institution is found involved in any of the following malpractices or any other such practice, for each mal-practice a recorded warning shall be issued and three recorded warnings shall lead to automatic disaffiliation of the polytechnic/institution from the immediate next academic session.
 - Charging of Capitation Fee
 - Taking Donations
 - Recruitment of unqualified Faculty/ Staff
 - Under payment of Teachers
 - Publication of misleading advertisement
 - Giving admission on the basis of bogus documents or tampering of records.
 - Mass Copying/ Copying in Examinations
 - Non-attendance of students in the classes
 - Sharing of facilities with other institutions.
 - Retention of original Certificates of students
 - Non- refund of tuition fee, in case of student withdrawing admission within stipulated time.
 - Overcharging of hostel/ mess / transport charge
 - Charging for Detailed Mark Certificate/ Diploma Certificate
 - Charging for issuance of Roll No. for exams
 - Any other un-authorized charge from the students

However, depending upon the gravity of the mal-practice, the disaffiliation process against the polytechnic/ institution shall be initiated directly, without issuing any warning.
7. In every case, in which the withdrawal of an affiliation is proposed, the Board shall provide adequate opportunity to explain its case to the Polytechnic/ Institution. The decision to withdraw affiliation shall be taken by the Board only after such explanation has been duly considered. Such decision by the Board shall be final and binding.
8. In case an institute seeks legal redressal from the Court against the decision of the Board the jurisdiction of the court of Law shall be Panchkula/ Chandigarh (as applicable) only and not any other place.
9. That in the event of disaffiliation or de-recognition or closure of the Polytechnic/ Institution, all the assets of the Polytechnic/ Institution including buildings and equipments which have been constructed or created out of the amount paid as grant-in-aid by the Government shall vest in the Government.
10. Any aggrieved person can file an appeal against the decision /penalty in order to Chairman of Board within 30 days.

CHAPTER-VII

CONFERMENT OF AUTONOMOUS STATUS

1. The recognised Polytechnic or institution considering itself eligible for autonomous status shall apply to the Board as per calendar/ performa to be notified separately by HSBTE.
2. The applications shall be placed before the Academic Committee and the Committee shall scrutinize the application form and decide, having referred to the

criteria mentioned above, whether there is *prima facie* case consideration of the application. If the Academic Committee decides that there is a *prima facie* case, it shall conduct a local enquiry also by way of discussion with Principal, staff and students of Polytechnic/institute.

3. The local enquiry shall be on the points under criteria and to assess whether facilities exist as per norms wherever specified and additional information that the Committee may find necessary.
4. The application and the report of Academic Committee on scrutiny of application and local enquiry shall be placed before the Board in its meeting which shall make the decision.
5. Approval/ Rejection of conferment of autonomy is to be intimated to the concerned Polytechnic/Institute.

The activities in sub-sections (1) to (5) are to be completed within ten months from the last date of receipt of the applications for conferment of autonomy.

6. Any guidelines, rules, regulations on autonomy provided by All India Council of Technical Education, New Delhi from time to time, shall become applicable to the Polytechnic/Institute on which the status of autonomy is already conferred.

a. *Criteria for Identification of Institutions for Grant of Autonomy

- i. Academic reputation and previous performance in Board examinations and its academic/co-curricular/extension activities in the past. Merit range of admissions in Entrance Test counselling conducted by the state in the preceding year.
- ii. Accreditation by NBA for atleast three courses.
- iii. Placement record of last three years.
- iv. Number of PhD's and post graduates among the faculty, vis-a-vis cadre ratio as stipulated by AICTE/Board.
- v. Academic achievements of the faculty.
- vi. Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard.
- vii. Adequacy of infrastructure; for example, library, equipment, accommodation for academic activities, etc.
- viii. Quality of institutional management.
- ix. Financial resources provided by the management/state government, as the case may be, for the development of the institution.
- x. Responsiveness and effectiveness of the administrative structure.
- xi. Motivation and involvement of faculty in the promotion of innovative reforms.

b. *An autonomous college will have the freedom to:

- i. Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit the local needs/needs of industry, design and develop research based courses, integrated courses and value-added technical courses.
- ii. Prescribe rules for admission in consonance with the reservation policy of the state government;
- iii. Evolve methods of assessment of students' performance, the conduct of examinations and notification of results;
- iv. Use modern tools of educational technology to achieve higher standards and greater creativity; and

- v. Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighborhood programmes, etc.

*part a & b of chapter VII is inserted

- vi. Optimise the use of its infrastructure and facilities.
- vii. Collaborate/ participate/ associate/ partnership with leading national/ international institutions/ organizations, to enhance its brand equity/reputation as a top –of –the – line education provider.

CHAPTER-VIII EQUIVALENCE AND ELIGIBILITY

A For Autonomous Institutions

1. The institutions granted autonomy shall be required to obtain equivalence for their courses and programmes from the Board.
2. *For getting equivalence institute has to apply to HSBTE in Prescribed format.
3. *To consider the grant of equivalency, a processing fee of ` 50,000/- per curriculum/course shall be charged by the Board. In case of inspection of the institute, the inspection charges as per actual shall be borne by the concerned institute.
4. *Any government approved institute offering AICTE diploma Program can apply for equivalence in a prescribed format with stipulated Fees.
5. *After receiving the application, equivalence committee shall visit institute and physically verifies infrastructure facilities, academic environment, curriculum, exam system etc.
6. *Institutes fulfilling Norms & standards of HSBTE are awarded equivalence to respective courses after due approval from competent authority.
7. *If equivalence committee observes any deficiency, the same is communicated to the institute and institute has to rectify it & to inform HSBTE. Accordingly equivalence committee again visit the institute and recommends equivalence provided deficiencies are made properly.
8. The Institutions shall get their curriculum, teaching and examination scheme approved by the Board, from time to time.
9. The Board shall carry out inspection of such Institutions at least once in three years.
10. The Board shall monitor all academic and examination related activities of the Polytechnic/Institution such as curriculum, teaching examination scheme, teaching hours and other relevant parameters.
11. The Governing Body and other Committee of Autonomous polytechnic/ institution shall have representative from the Board on such Committees.
12. The Board shall issue eligibility certificate on the basis of equivalence granted to any course or programme.

*point no. 2 to 7 of subsection A in chapter VIII is inserted

B For Other Institutions

1. The Board shall grant equivalence to any Diploma, Post Diploma, Advance Diploma or any such programmes conducted under any similar Board or University or any examination authority located in Haryana, outside Haryana or outside India on the basis of scrutiny of curriculum and other relevant parameters by an institutions/ Society/ Board.
2. To consider the grant of equivalency by an institutions/ Society/ Board, a processing fee of ` 50,000/- per curriculum/course shall be charged by the Board. In case of inspection of the institute, the inspection charges as per actual shall be borne by the concerned institute.
3. The Board shall issue eligibility certificate on the basis of equivalence granted to any course or programme.
4. *A fee of Rs. 2000/- per case may be charged for each equivalency case, but no fee should be charged from our own students and Government Departments. The list of recognized SBTE's should be displayed.
5. *For monitoring purpose, the University will fill up the affiliation Performa of HSBTE & will deposit the annual affiliation fee for each branch to HSBTE every year. However the academic and Examination autonomy will lie with the university.
6. *If any diploma is recognized by the authorized body of the concerned country and the duration of the diploma is same, it may be recognized by HSBTE for higher education purpose only. However, the concerned Institution/University may verify the genuineness of diploma from the Govt. of respective Country.

C. *Equivalence to the diploma course in same group of HSBTE.

Equivalence is granted to AICTE diploma courses (of HSBTE only) in same group for purpose of higher education.

D. *Equivalence granted to the AICTE diploma course offered by Board of Technical Education of other state (Other than Haryana) under following criteria.

If nomenclature of the Diploma course is same and is AICTE approved equivalence is granted straightway.

If Nomenclature is different, Criteria for granting equivalence to AICTE approved diploma programme is as follows:-

1. Curriculum of the course is compared with existing curriculum of HSBTE by forming expert committee. If 75% curriculum of course is found similar only then equivalency is considered.
2. Based on recommendations of expert committee equivalence is granted.

E. *Equivalence granted to the AICTE diploma course offered by Board of Technical Education of other Country (Other than India) under following criteria.

If any Diploma is recognized by the authorized body of the concerned country and the duration of the diploma is same, it may be recognized by HSBTE for higher education purpose only. However, the concerned Institution/University

may verify the genuineness of Diploma from the Govt. of respective Country.

*point no. 4 to 6 of subsection B in chapter VIII are inserted

*part C,D,E in chapter VIII are inserted

F. *Equivalence to courses offered in Distance Learning Mode

Equivalence is not considered for Distance Learning Engg. and Tech. courses offered by Govt. recognized Institutes and University established Under UGC act by MHRD .

It has been the policy of the AICTE not to recognize the qualifications acquired through distance education mode at diploma, Bachelors & Master's level in the fields of Engineering, Technology, Architecture Town Planning Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crats. AICTE has the policy to consider only MBA and MCA through distance mode for its recognition.

All examinations of foreign Universities / Boards Examining Bodies which are recognized by Association of Indian Universities will be recognized by this Board.

G For individual cases referred by Departments, Board, Corporation individuals etc.

The Board shall constitute a standing committee. The standing committee shall make recommendations for consideration of Secretary/ Board. The Board may prescribed fee for this purpose from time to time.

CHAPTER-IX

CLOSURE OF INSTITUTION

1. The management desires of closing down the institution shall apply to the Board on or before the [last day of April] of the preceding year, stating fully the grounds for closure, and pointing out the assets in the form of building and equipments their original costs, the prevailing market value and the grants so far received by it from the Government or from public funding agencies.
2. On receipt of such an application, the Board shall cause to make enquiries as if may deem fit to assess and determine whether the institution be permitted to effect the closure. The Board may examine whether the closure should be avoided by providing necessary assistance or taking over the institute by the Government or transferring it to another management.
3. If the Board decided to recommend the closure, it shall prepare and submit to the State Government, a report on the extent of damages or compensation to be recovered from the management and whether the assets created utilising the funds provided by the Government or other public funding agencies, be transferred to the Government or other management, and the payment of compensation to the teachers and the staff retrenched.
4. If the Board has recommended the closure of the affiliated institution the State Government may issue the order for closure.
5. If the State Government decides to take over the institution or transfer the same to another management the procedure to be followed shall be such as may be prescribed by the State Government.
6. The Procedure to affect the closure shall be in phases so as to ensure that the students already admitted to the institution are not affected, and that the first year shall be closed first and no new admissions shall be effected. The procedure

to phase out the closure shall be such as may be prescribed by the State Government.

*part F in chapter VIII is inserted

CHAPTER-X INTERPRETATION REPEAL AND SAVING

Interpretation

1. On any question as to the interpretation of any provision of these Bye-laws, the decision of Chairman of the Board shall be final.

Repeal and Saving

1. The existing provisions regarding affiliation regulations and any notification or orders issued there under are hereby repealed by these bye-laws, provided that:
 - i) such repeal shall not affect the previous operation of the said regulations or any notifications or orders made, or anything done, or action taken, there under
 - ii) Any proceeding under the same Regulations pending at the commencement of these Bye-laws shall be continued and disposed of, as far as may be, in accordance with the provisions of these Bye-laws, as if such proceedings under these Bye-laws.
 - iii) Nothing in these Bye-laws shall be construed as depriving any person to whom these Bye-laws apply, or any right of appeal which had accrued to him under the regulations, notifications or orders in force before the commencement of these Bye-laws.
 - iv) An appeal pending at the commencement of these Bye-laws against an order made before such commencement shall be considered and orders thereon shall be made in accordance with these Bye-laws as if such order were made and the appeals were preferred under these Bye-laws.
2. As from the commencement of these Bye-laws any appeal or application for review against any orders made before such commencement shall be preferred to or made under these Bye-laws as if such orders were made under these bye-laws.

Jurisdiction to file suits

1. The Secretary shall be the legal person in whose name the Board may sue or may be sued.
The legal jurisdiction for the suits to be filed against the Board shall be the Union Territory of Chandigarh & Haryana only.

Note: Board reserves its right to issue guidelines/ directions, as it may deem fit, from time to time.

ANNEXURE-I
**GUIDELINES FOR INSPECTION OF TECHNICAL INSTITUTIONS/
POLYTECHNICS**

Haryana State Board of Technical Education (HSBTE) Act 2008 provides under Section 37 for inspections and inquiry of technical institutions and polytechnics imparting diploma level technical education. The HSBTE Act also provides under section 40(s) criteria/ procedure for inspection of technical institutions and polytechnics imparting technical education, incorporating norms and mechanisms for enforcing accountability.

- a. "HSBTE may carry random visits round the year any time for verifying the status of the Institutions to ensure maintenance of norms and standards."
- b. "The HSBTE may cause to conduct inspections with or without notifying the dates in cases where specific complaints of mis-representation, violation of norms and standards, mal-practices etc. are reported, to verify the facts. HSBTE shall take appropriate punitive action for any violations on false information furnished to it."
- c. *Expert Committee shall verify actual availability of equipments, computers, software, internet, printers, book titles, book volumes, subscription of National & International E-Journals. Mere presentation of Purchase Orders / Payment records for subscription etc. without actual availability shall not be considered.
- d. *The applicant/Institutions will arrange for, Video recording, (with date and time of the entire proceedings of the Expert Committee visit, which will form part of the Expert Committee report) Internet ready Laptop / desktop, scanner and printer.

In order to implement the HSBTE Act, the following guidelines are laid down for conduct of inspections to all existing Technical institutions and polytechnics affiliated/ polytechnics to be affiliated with the Board or as per directions of the State Government.

These Guidelines may be called the Haryana State Board of Technical Education (Inspection of Technical Institutions and Polytechnics) Guidelines 2011.

Purpose:-

These guidelines provides for:-

- (1) Ascertaining the financial needs of diploma level technical institutions/ polytechnics including teaching, examination and research;
- (2) Ensuring maintenance of norms and standards in Technical Institutions and Polytechnics imparting Technical Education.
- (3) Enforcing accountability through suitable performance appraisal systems for technical institutions and polytechnics imparting technical education.
- (4) Verifying specific complaints of mis-representation, violation of norms and standards, mal-practices etc. and to take remedial measures.
- (5) For grant of Affiliation/ Extension of affiliation or otherwise.

Applicability:-

These guidelines shall be applicable to all polytechnics imparting technical education diploma/ post diploma/ advanced diploma/ certificate in Engineering, Technology, Architecture, Town Planning, Management, Pharmacy, Hotel

Management & Catering Technology, Applied Arts & Crafts and such other programs and areas as notified by the AICTE/ State Government from time to time & affiliated to HSBTE.

*point no. c & d is inserted

Submission of Compliance Reports:-

- (1) The Technical Institutions/ Polytechnics conducting technical education diploma level courses/ programmes shall submit the Compliance Report alongwith affiliation performa to HSBTE Headquarters, Panchkula by **31st March** every year or as per the schedule separately notified by the Board/AICTE/Affiliation By-Laws. The Compliance Report alongwith mandatory disclosures in the prescribed format provide information on fulfilment of norms and standards and status of infrastructure and other facilities. Besides the hard copy, the Technical Institutions shall also be required to send the Compliance Report/ Affiliation Performa online in the format prescribed.
- (2) The Board may cause/conduct inspection to the Technical Institutions/ Polytechnics including for the purpose of verifying the compliance and Extension of affiliation or otherwise.

Constitution of the Inspection Committee:-

- (1) The Board may appoint an Inspection Committee whenever it considers necessary consisting of the following members or as approved by the Secretary, which shall visit the premises of the technical institution or polytechnics imparting diploma level technical education affiliated to the Board.
 - An academician or Educationist of repute as Chairman preferably at the level of Professor/Director/ Additional Director (Retired or In-service).
 - Two Experts at the level of Asstt. Professor from NITs, Engineering Colleges or Institutions imparting Technical Education and/ or HSBTE approved Technical Institutions or Joint Secretary or equivalent officer of the HSBTE.
 - Convenor at the level of Deputy Secretary/ Asstt. Secretary of the HSBTE.
 - If any member of expert Committee is unable to attend the scheduled visit or refuses or incapacitated to take part in such scheduled visit, then Board with prior or post-facto approval of the Chairman may opt to choose any expert from approved panel of the experts.
- (2) The representative of the technical institution or the polytechnic associated with the inspection for such time and in such manner as may be determined by the Board's Inspection Committee.
- (3) The Board may also obtain, before the inspection any other information and the institution or the polytechnic shall be bound to provide such information to the Board.
- (4) The expenditure involved in conduct of the inspection(s) to technical institutions/ polytechnic shall be borne by the concerned polytechnic/ institution.

- (5) The Board shall communicate the findings along with the recommendations of the Inspection Committee to the concerned Institution/ Polytechnic within one month of inspection.

Implementation of the recommendations of the Inspection Committee:-

- (1) The technical institution/ polytechnic shall implement the recommendations of the Board (Inspection Committee) within the prescribed time limit (not beyond an academic year).
- (2) The technical institution/ polytechnic shall communicate to the Board action taken by it (compliance) on the recommendations of the Inspection Committee within prescribed time limit.
- (3) The Board shall place the status on the implementation received from the technical institutions/ polytechnics concerned before Affiliation Committee or a sub committee constituted by Affiliation Committee.
- (4) Based on the recommendations of the Committee, the Secretary of the Board shall take a decision on the action to be taken against the Institution/ Polytechnic.

Implementation of the decision:-

- (1) The decision of the Affiliation Committee on the action to be taken shall be communicated to State Govt./ AICTE/Institution/Board.

Publication of information on the decision of the Board:-

- (1) The Board may also display its decision along with the findings and recommendations of the Inspection Committee on its website and/ or by any other means for information to the stakeholders of technical education.
- (2) The institutions, including polytechnics shall also publish in their website, the recommendations of the Inspection Committee and the decision of the Board thereon for information to the students and the general public.
- (3) The Board from time to time publish a list of Technical Institutions/ Polytechnics with details of Programmes/ courses with intake, which comply with the norms and standards prescribed by the AICTE & Board and also the list of polytechnics which do not comply with the norms and standards along with action recommended by the Board against such Institutions/ Polytechnics.

Guidelines for conduct of inspections:-

The Polytechnic/Institutions awaiting inspection for grant of affiliation/ extension of affiliation should make available the following information/records/documents duly completed for inspection Committee (The Inspection Committee will mention about these aspects in their Inspection Report).

1. The Constitution of the Society/Trust running the Polytechnic/Institution; copy of the certificate of registration, names of the members of the Society/Trust with occupation and address (Affidavit regarding relationship among the members).
2. Composition of the Polytechnic/Institution Governing Body and Advisory Committee, names of the members of the Governing Body and Advisory Committee with occupations and addresses and its formation should be as per

guidelines of AICTE/ Board/ State Government. Affidavits and other requisite documents, if any with regard to relation of the members of the Polytechnic/Institution Governing Body with each other be obtained and verified.

3. Statement of income and expenditure of the Polytechnic/Institution, and the balance sheet; copy of the audited accounts of the past three years, sources of income (regular or otherwise) for development or expansion of existing facilities, library, laboratories, play fields etc.
4. An up to date statement showing the names and qualifications, date of birth of the Principal and teachers and allotment of teaching work in the Technical/Senior Technical Classes. In the case of unaided privately managed Polytechnic/Institutions, the degrees, diploma or certificates, in original of the members of the staff must be shown to the Inspection Committee. The Inspection Committee should certify of having seen the original certificates/degrees etc. carefully for each member of the staff.
5. Proof in respect of subjects offered in diploma with faculty list along with qualification and experience.
6. **Service agreement with employees:** payment of salaries as per AICTE pay scales to the staff; disbursement of salaries to be made by cheques; provision of the Provident Fund/TDS and other benefits to the employees be verified.
7. **Reserve Fund:** Whether this has been maintained and its details or whether the Polytechnic/Institution has funds to maintain the same, if affiliation is granted.
8. **Building and class rooms:** Proof regarding possession of land, general suitability of the land building for Polytechnic/Institution purposes; adequacy of class-rooms: availability of spare rooms for co-curricular activities as per AICTE/State Government norms prescribed.
9. **Library:** Dimensions of the stack room and of the reading room, number of books with details regarding the cost of books, including also the different categories of books; annual budgets for the library; number of the journals/magazines subscribed to etc. as per norms prescribed in Affiliation Byelaws/AICTE norms.
10. **Workshop/Laboratories:** Dimensions and number of laboratories/Workshops for the different disciplines; equipment; apparatus and chemicals as prescribed by the Board; annual budget for expansion of facilities in the Laboratories/Workshops.
11. **Physical and Health Education:** details of play grounds available; other recreational facilities, provision for medical check-up; availability of a Polytechnic/Institution doctor.
12. **Health and sanitary conditions:** health and sanitary conditions certificate from the municipal/competent local authorities, fire safety and safe drinking water certificates.
13. **Prospective plans:** in case Polytechnic/Institution is expanding; plans/detailed information on sources of finance and availability of additional land etc.

14. Fulfilment of conditions laid down/deficiencies pointed out by the Board earlier, evidence to be provided to the Inspection Committee (applicable in the case of subsequent inspection only)
15. Promotion for use of non-conventional energy resources, tree plantation, water harvesting, energy conservation, water conservation, sustainable development, environmental friendly policies etc.

Note: The information regarding the above items should be prepared and certified by the Principal for handing over to the Inspection Committee (two folders) which will forward a copy of the same along with its report in duplicate to the Board.

ANNEXURE –II

Performa for Affiliation to Haryana State Board of Technical Education

Bays 7-12, Sector-4, Panchkula-134112

(To be filled by polytechnic)

INSTITUTE CODE:

(Note: Please provide the actual information and if any information found false/incorrect may lead to disaffiliation of the Institute)

Part-1 GENERAL INFORMATION

1.1	NAME AND ADDRESS OF THE SOCIETY / TRUST / COMPANY ESTABLISHED UNDER SECTION 25 OF COMPANIES ACT 1956			
Name of the Trust / Society / Company	:			
Address of the Trust / Society / Company	:			
Village / Town	:			
District	:			
Pincode	:			
Phone	:	STD Code:		Phone No.:
Fax	:	STD Code:		Fax No.:
Mobile	:			
E-mail	:			
1.2	NAME AND ADDRESS OF THE INSTITUTION AT THE PERMANENT SITE			
Name of the Institution	:			
Institution Code	:			
Address of the Institution	:			
Village / Town	:			
District	:			
Pincode	:			
Phone	:	STD Code:		Phone No.:
Fax	:	STD Code:		Fax No.:
Mobile	:			
E-mail	:			

Website		:				
1.3	DETAILS OF THE LANDS [PERMANENT SITE AS APPROVED BY AICTE]					
Classification of the Permanent Site <i>(Please Click on any one of the classification)</i>		:	<input type="radio"/> Rural Area <input type="radio"/> Other than Rural area			
Ownership of Land		:	<input type="radio"/> Government <input type="radio"/> Govt. Leased	<input type="radio"/> Trust <input type="radio"/> Owned	<input type="radio"/> Society <input type="radio"/> Company	
Certificate regarding no encumbrances/contiguous (in single patch)		:				
Change of Land Use Certificate from Competent Authority as applicable		:				
Access to the site (National Highway/ State Highway/ Village Road/ Kacha Road and Permission from competent authority to use		:				
Resolution of Society for use of ear marked Land for establishment of Polytechnic		:				
Details of Land <i>(The Survey No. with sub-division and extent of lands for each survey number to be indicated)</i>						
Sl. No.	Registration Document No.	Registration Date	Name of the village	Survey No. with sub-division	Extent of Lands (in acres)	Land Classification [Indicate Dry or Wet Land]
TOTAL						---
Legal disputes		:	On Land	<input type="radio"/> YES <input type="radio"/> NO	On Trust	<input type="radio"/> YES <input type="radio"/> NO
			If YES, Details			
1.4	DETAILS OF THE SOCIETY / TRUST / COMPANY					
Society Registration Act No. or Trust Act No. or Company Act No.		:				
Registration No.		:				
Date of Registration		:				
Place of Registration		:				

1.5	DETAILS OF MEMBERS / TRUSTEES AND THEIR EXPERIENCE IN RUNNING HIGHER EDUCATIONAL, TECHNICAL OR OTHER PROFESSIONAL INSTITUTIONS ETC.			
S.No	Name of the Members of the Trust / Society / Company	Designation in the Trust / Society / Company	Qualification	Experience in running higher educational, technical or other professional institutions (in years)
1.6	TRACK RECORD OF THE APPLICANT IN TERMS OF TECHNICAL / PROFESSIONAL / NON-PROFESSIONAL INSTITUTIONS RUN / MANAGED BY THE SOCIETY/TRUST			

Whether the Trust / Society / Company is running/managing any educational institutions :	<input type="radio"/> Yes	<input type="radio"/> No
--	---------------------------	--------------------------

If YES, then provide the information as per the table given below.

S.N	Name and Address of the Institution	Year of Establishment	Whether Diploma/Degree (UG/PG)	Discipline conducted	Duration of the Course	Annual Intake capacity	Whether approved by AICTE/Univ / UGC/State Govt./Board/ Other Council

1.7	PARTICULARS OF THE HEAD OF THE INSTITUTION [PRINCIPAL]						
	Name	:					
	Designation	:					
	Qualification	:					
	Date of Birth	:					
	Date of Joining	:					
	Mobile	:					
	Phone	:	STD :		Phone No. :		
	Fax	:	STD :		Fax No. :		
	E-mail	:					

1.8	Type of the Institute :						
	Faculty/Dept./Constituent College of a University/Deemed to be University						Yes/No
	Central Government.						Yes/No
	State Government						Yes/No
	Government Aided						Yes/No
	Self Financing						Yes/No

	Any other (specify)		Yes/No
1.9	Approval Details :		
	Year of Establishment		
	Copy of First AICTE Approval letter		
	Date of First HSBTE Affiliation		
	Copy of Latest AICTE Approval Letter No./Date		
	Latest DTE/Government Letter No./Date (Attach Copy of letter)		
	Latest HSBTE Affiliation Letter No./Date (Attach Copy of letter)		
	Accreditation:- Yes/No (If Yes attach copy of letter)		

1.10 Details of Affiliation Fee : To be deposited through online bank transfer in the HSBTE account, Panchkula the detail are as under:-

1. Name of Office -State Board of Technical Education, Haryana.
2. Name of Bank- Punjab National Bank, Sector-4, Panchkula.
3. Account No:- 3949000102734253.
4. IFSC Code:- PUNB 0394900.
5. MICR Code- 160024011.
6. PAN no. of HSBTE -AAAGT0008A.

Is the fee for the previous years fully deposited: Yes/No (If no give reasons) _____

Details of Affiliation Fee of current year _____

No. of courses: _____

Affiliation Fee applicable as per HSBTE Norms: _____ -

Details of payment

Sr. No.	Date/Payment Deposited in the HSBTE Account (Mention Receipt No/Date)	Bank Name/ City	Amount	Remarks

Note:-Details of fee to be deposited.

Sr. No.	Item	Govt. Aided Institutions (for Unaided Courses only)	Private
1.	Yearly Affiliation Processing Fees	50,000/-	50,000/-

		Per Course Affiliation Fees	15,000/- @ 60 seats 22500/- @ 90 seats 30,000/- @ 120 seats	30,000/- @ 60 seats 45,000/- @ 90 seats 60,000/- @ 120 seats
2.		Late Fees	1000 per day	1000 per day

1.11 AICTE Approved & HSBTE affiliated Existing courses of Study for 2013-14

Sr. No.	Name of Course	Annual Intake Approved By AICTE		Annual Intake approved by Board		Actual Number of students Admitted	
		Morning	Evening	Morning	Evening	Morning	Evening
Total							

1.12 AICTE Approved courses of study for 2014-15.(Attach Copy of AICTE Approval)

Sr. No.	Name of Course	Annual Intake Approved By AICTE		Validity of Approval	Actual Number of students Admitted upto the date of filling of this Performa.	
		Morning	Evening		Morning	Evening
Total						

PART II-ORGANIZATION & GOVERNANCE

2.1 Constitution of BOG with detailed qualification, experience of all the members

(At least two meetings shall be held in a year)

Is BOG constituted as per AICTE/State Government Norms. Yes/No

(a) NAME AND ADDRESS OF THE MEMBERS OF THE GOVERNING BODY AS PER THE COMPOSITION PRESCRIBED BY AICTE							
S.No	Name	Position	Qualification	Present Professional position / Occupation	Telephone Numbers	E-mail	Address
01.		Chairman					
02.		Member Secretary					
03.		Members					
04.							
05.							

06.							
07.							
08.							
09.							
10.							

Note: Please attach Agenda & Minutes of Previous two meetings.

2.2 Details of Anti-ragging committee

(b) NAME AND ADDRESS OF THE MEMBERS OF THE ANTI-RAGGING COMMITTEE AS PER THE COMPOSITION PRESCRIBED BY AICTE							
S.No	Name	Position	Qualification	Present Professional position / Occupation	Telephone Numbers	E-mail	Address
01.							
02.							
03.							
04.							
05.							
06.							
07.							
08.							
09.							
10.							

PART-3: INFRASTRUCTURE FACILITIES

(a) PHYSICAL INFRASTRUCTURE - COMPLETE DETAILS OF BUILT-UP AREA								
S. No	Built-up (Carpet) Area	FIRST YEAR , SECOND YEAR& THIRD YEAR						
		Type of Structure [RCC/ACC]	Required Area [sq.m]	Available Area [sq.m]				
(a)	Instructional area [INA]							
(b)	Administrative area [ADA]							
(c)	Amenities area [AMA]							
(d)	Circulation area [CIA]							
	$[CIA = 0.25 \times (INA+ADA+AMA)]$	TOTAL AREA :						
(b) PHYSICAL INFRASTRUCTURE - FOR FIRST YEAR, SECOND YEAR& THIRD YEAR								
S. No	Category	Number Required	Number Available	Shortage	Built-up Area Required	Built-up Area Available	Shortage	AICTE NORMS [AREA/ROO

						e		M]
I.	INSTRUCTIONAL AREA [FIRST, SECOND YEAR & THIRD YEAR]							Diploma [Engg.]
1.	Class rooms [C]							C = No. of divisions (1 division=60) [66 sq.m/room]
2.	Tutorial rooms [D]							D = C / 4 [33 sq.m/room]
3.	Laboratory							12 Nos [66 sq.m/room]
4.	Workshop							03 Nos. [200 sq.m]
5.	Computer Centre							01 No. [100 sq.m]
6.	Drawing Hall							01 No. [132 sq.m]
7.	Library							01 No. [300 sq.m]
8.	Reading Room in Library							01 No. 15%X Intake [Max. 150]
9.	Seminar Hall							01 No. [132 sq.m]
II.	ADMINISTRATIVE AREA [FIRST YEAR , SECOND YEAR& THIRD YEAR]							
10.	Principal Office							01 No. [30 sq.m]
11.	Board room							01 No. [20 sq.m]
12.	College Office							01 No. [150 sq.m]
13.	Dept. Office							E =No. of Courses. [E x 20 sq.m]
14.	HOD Cabin							F =No. of Courses. [F x 10 sq.m]
15.	Faculty room							$G = \frac{\text{Sanc.Intake}}{20}$ [G x 5 sq.m]
16.	Central Stores							01 No. [30 sq.m]
17.	Maintenance							01 No. [10 sq.m]
18.	Security							01 No. [10 sq.m]
19.	House keeping							01 No. [10 sq.m]
20.	Pantry for Staff							01 No. [10 sq.m]
21.	Exam. Office							01 No. [30 sq.m]
22.	Placement Office							01 No. [30 sq.m]

III.	AMENITIES AREA [FIRST YEAR , SECOND YEAR& THIRD YEAR]						
23.	Toilets [Ladies & Gents]						Adequate [150 sq.m]
24.	Boys Common Room						01 No. [75 sq.m]
25.	Girls Common Room						01 No. [75 sq.m]
26.	Cafeteria						01 No. [150 sq.m]
27.	Stationary Store & Reprography						01 No. [10 sq.m]
28.	First Aid cum Sick Room						01 No. [10 sq.m]
29.	Principal's Quarters						01 No. [150 sq.m]
30.	Guest House						01 No. [30 sq.m]
31.	Sports Club / Gymnasium						01 No. [100 sq.m]
32.	Auditorium / Amphi Theater						01 No. [250 sq.m]
33.	Boys Hostel						Adequate
34.	Girls Hostel						Adequate
	TOTAL						---

(c)	COMPUTER CENTRE - COMPUTERS, SOFTWARE, INTERNET AND PRINTERS [I , II & III Year]					
S. No	Computer Facilities	Sanctioned intake	Number of Terminals			AICTE NORMS
			Required	Available	Shortfall	
1.	Computers [S] - First / Second Year / Third Year Students/only					$S = \frac{\text{Sanc.Intake [S.I]}}{6}$ [Ratio- 1:6 Min. 20 PCs]
2.	Multimedia Computers – Library / Internet Surfing in Reading room					1% of Total Students Intake [Max. 10]
3.	Computers - For Faculty Members	---				<i>Exclusive - along with LAN and Internet over and above the requirement meant for students</i>
4.	Computers - For Administrative Office	---				
5.	Printers [P]	---				$P = \frac{S}{10}$
6.	Internet Facility	---				S.I. ≤ 240 = 1 Mbps S.I. > 240 = 2 Mbps
7.	LAN Facility	YES / NO	:			All
8.	Legal System Software	---				03
	List of System Softwares	(01).				

		(02).				
		(03).				
9.	Legal Application Software	---				20
	List of Application Software					
10.	UPS	Number of UPS :				
		Capacity :				
11.	Computer Table / Chair	No. of Computer Tables :				
		No. of Computer Chairs :				
12.	Air Conditioners	YES / NO :				
13.	Central Xerox Facility	YES / NO :				PREFERRED
14.	Mail Server & Client	YES / NO :				DESIRED
15.	Computer Specifications [General, in brief]					

(d) BOOKS, JOURNALS AND LIBRARY FACILITIES						
S. No	Description	No. of Divisions (1 division=60)	Required	Available	Shortfall	AICTE NORMS
1.	Number of Titles	B1 : B2 : B3:				B1 : First Year : 50. B2 : Second Year : 25 per Course B3 : Third Year : 25 per Course
2.	Number of Volumes	B1 : B2 : B3 :				B1 : First Year : 250 x No. of Divisions B2 : Second Year : 125 x No. of Divisions B3 : Third Year : 125X No of division
3.	No. of National Journals	B =				03x $\frac{\text{Total Sanc.Intake}}{60}$
4.	Digital Library facility	YES / NO :				Essential
5.	Reprographic Facility	YES / NO :				Essential
6.	Document scanning facility	YES / NO :				Essential
7.	Document printing facility	YES / NO :				Essential
8.	Internet	YES / NO :				Essential
9.	Multimedia Facilities	YES / NO :				Essential

(e) ESSENTIAL AND DESIRED REQUIREMENTS				
S.No	Description	Availability [YES / NO]	Details to be provided. [Number, if so required]	REQUIREMENT
1.	Language Laboratory			ESSENTIAL
2.	Water supply			ESSENTIAL
3.	Electric supply			ESSENTIAL
4.	Generator facility			ESSENTIAL
5.	Sewage Disposal			ESSENTIAL
6.	Telephone and Fax			ESSENTIAL
7.	First Aid facility			ESSENTIAL
8.	Vehicle parking			ESSENTIAL
9.	Institution Web-site [<i>Website address to be provided</i>]			ESSENTIAL
10.	Barrier Free built Environment for Differently-Abled and elderly persons including availability of specially designed toilets for ladies and gents separately.			ESSENTIAL
11.	Safety provisions including fire and other calamities			ESSENTIAL
12.	General Insurance provided for assets against fire, burglary and other calamities			ESSENTIAL
13.	All weather approach road			ESSENTIAL
14.	General Notice Board and Departmental Notice Boards			ESSENTIAL
15.	Medical and Counseling Facilities			ESSENTIAL
16.	Strong Room [Storing QPs & ASs]			ESSENTIAL FOR EXAM PURPOSE
17.	Security arrangement [Day / Night]			
18.	Sufficient halls for Examination			
19.	Public announcement system at strategic locations for general announcements / paging and announcements in emergency			DESIRED
20.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction			DESIRED
21.	Transport			DESIRED
22.	Post, Banking Facility / ATM			DESIRED
23.	CCTV Security System			DESIRED
24.	LCD (or similar) projectors in classrooms			DESIRED
25.	Group Insurance to be provided for the employees			DESIRED
26.	Insurance for students			DESIRED

27.	Staff Quarters			DESIRED
28.	Principal's Quarters			DESIRED [150 sq.m]
29.	Guest House			DESIRED [30 sq.m]
30.	Sports Club / Gymnasium			DESIRED [100 sq.m]
31.	Auditorium / Amphi Theatre			DESIRED [250 sq.m]
32.	Boys Hostel			DESIRED Adequate
33.	Girls hostel			DESIRED Adequate

f ACADEMIC INFRASTRUCTURE [FIRST, SECOND YEAR& THIRD YEAR]												
S. No	Category	AREA [sq.m]			Details to be provided, whichever necessary							
		Required	Available	Size [l x b]	Capacity	Work Table (Nos)	Furniture (Nos)	Teaching Aids [BB / OHP / LCD]	No. of Lights	No. of Fans	Ventilation (Y/N)	Power Connection (Y/N)
1.	Class Room 1											
2.	Class Room 2											
3.	Class Room 3											
4.	Class Room 4											
5.	Class Room 5											
6.	Class Room 6											
7.	Class Room 7											
8.	Class Room 8											
9.	Class Room 9											
10.	Class Room 10											
11.	Tutorial Room 1											
12.	Tutorial Room 2											
13.	Laboratory 1											
14.	Laboratory 2											
15.	Laboratory 3											
16.	Laboratory 4											
17.	Laboratory 5											
18.	Laboratory 6											
19.	Laboratory 7											
20.	Laboratory 8											
21.	Laboratory 9											
22.	Laboratory 10											

a FACULTY AND STAFF REQUIREMENTS [FIRST, SECOND YEAR & THIRD YEAR]						
S.No	Discipline	Sanct. Intake	HOD	Lecturer	TOTAL	AICTE NORMS & GUIDELINES
1.	FIRST YEAR					
	English					Faculty : Student Ratio = 1 : 20 Principal : 1 HOD : 1 per Dept. Lecturer : Intake / 20
	Mathematics					
	Physics					
	Chemistry					
	Engineering					
	Architecture					
2.	SECOND YEAR					
	CIVIL					
	MECHANICAL					
	EEE					
	ECE					
	COMPUTER					
	IT					
	AUTOMOBILE					
3.	THIRD YEAR					
	CIVIL					
	MECHANICAL					
	EEE					
	ECE					
	COMPUTER					
	IT					
	AUTOMOBILE					
	TOTAL					
(i)	TOTAL SANCTIONED INTAKE				:	
(ii)	TOTAL STAFF REQUIRED [at the ratio of 1 : 20]				:	
(iii)	TOTAL STAFF AVAILABLE [ON THE PAY ROLL] -				:	
(iv)	STAFF STUDENT RATIO [BASED ON PAYROLL] -				:	
2.	Principal			:		ONE
3.	Librarian			:		ONE
4.	Physical Education Director			:		ONE
5.	Non-Teaching Technical Staff :		FOREMAN	:		<i>The ratio between the Foreman to Workshop Instructor = 1 : 5 for the entire 3 years</i> <i>One Lab. Assistant for each laboratory</i>
			WORKSHOP INSTRUCTOR	:		
			SKILLED / LAB ASSISTANTS	:		

	UNSKILLED ASSISTANTS	:		One Assistant for each Department
6.	Number of Ministerial Staff	:		As per Institutions requirement
7.	Number of Basic Servants	:		As per Institutions requirement
8.	Whether AICTE Pay Scales implemented	:	YES / NO	:

b	FACULTY - QUALIFICATION AND EXPERIENCE							
I.	PRINCIPAL - QUALIFICATION							
NAME OF THE PRINCIPAL				:				
Stamp Size Photo	Date of Birth & Age	Qualification with Class obtained starting from the highest Degree	Corresponding Specialization	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature

II.	PRINCIPAL - EXPERIENCE					
Teaching			Industry			
Institution	Position	Years	Institution	Position	Years	

III.	TEACHING FACULTY - QUALIFICATION									
Name of the Faculty Member with Stamp Size Photo	Designation	Department	Qualification with Class obtained starting from the highest Degree	Corresponding Specialization	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature

--	--	--	--	--	--	--	--	--	--	--

c. TEACHING FACULTY - EXPERIENCE							
S.No	Name of the faculty Member	Teaching			Industry		
		Institution	Position	Years	Institution	Position	Years

d. LIBRARIAN AND PHYSICAL EDUCATION DIRECTOR									
Name of the Faculty Member with Stamp Size Photo	Designation	Qualification with Class obtained starting from the highest Degree	Previous Experience	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature
	Librarian								
	Physical Education Director								

e. WORKSHOP AND TECHNICAL SUPPORTING STAFF	

S. No	Name of the Staff	Department	Laboratory	Designation	Qualification	Previous Experience	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature

f MINISTERIAL STAFF												
S. No	Name of the Staff	Place of Work	Designation	Qualification	Previous Experience	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature	

PART V – DETAILS OF MACHINERY/ EQUIPMENT

**LIST OF EQUIPMENTS AND ITS ADEQUACY [FOR A BATCH OF 30 STUDENTS]	
(a)	EQUIPMENTS
1.	Whether Equipments for all the Laboratories / Workshops prescribed as per syllabus is available : YES / NO
2.	Whether all the existing equipments are entered in Stock Register ? : YES / NO
3.	Whether all the existing equipments are in working condition or not ? : YES / NO
4.	If not, list out the equipments that are not in working condition : (list to be enclosed)
5.	Whether any equipments are likely to be purchased in respect of the Courses for which extension of approval is applied : YES / NO
6.	If YES, list out the equipments - (list to be enclosed)
(b)	LIST OF EQUIPMENTS AND ITS ADEQUACY (as per prescribed/ revised curriculum) [FOR A BATCH OF 30 STUDENTS]
	[FIRST, SECOND YEAR & THIRD YEAR]

S. No	List of Equipments	Quantity Required	Quantity Available	Adequate or Not	If Not, Whether Order has been placed?	If YES, Purchase Order details	Remarks
		4 SETS					

PART VI – FINANCIAL & PHYSICAL RESOURCES

3.1. Budgeted Expenditure for the year 2013-14

Expenditure Heads	Budget (In lakhs)	Actual Expenditure	Shortfall if any
I. Academic Buildings: - Construction - Maintenance Expenses			
II. Laboratories/Computing Centre - New Equipment - Furniture - Operation & Maintenance			
III. Salary - Salary of Teaching Staff - Salary of Non-Teaching Staff			
IV. Faculty/Staff Development (Seminars/Workshops/Incentive Schemes/Training/Higher Studies)			
V. Library - Books - Journals ,e-journals - E-library			
VI. Services - Administration/Transport/Hostels/Canteen/ Security/Water/Electricity/P&T: - Hostel Maintenance - Landscaping - Internet facility			
VII. Students Activities - Extracurricular/Co-curricular/ Sports/Cultural /extra classes			
VIII. Medical Expenses -Full time or otherwise			
IX. Any Other, please specify			

. Latest Balance Sheet of the Society certified from CA is to be attached

PART- V II:STUDENTS

Academic Performance of Last three Years (Attach Annexure if required)

S. No.	Discipline	Year	Number of student Appeared	Passed	Passed with 1 st Division	Pass Percentage
			A	Number (B)		(B/A)*100

1.		1 st year				
		2 nd year				
		3 rd year				
2.						

UPKEEP OF ATTENDENCE RECORD OF STUDENTS

S. No.	Branch/ with year/ Semester	Hours of teaching from start of session	Total student on roll	Number of students				Remarks
				Above 75%	Above 70%	Above 65%	Above 60%	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Details of

- (i) Merit position/toppers branch wise in the SBTE Exams if any.
- (ii) Awards awarded by the Polytechnic to the academic toppers of your Polytechnic.
- (iii) Steps taken for improving the academic results.
- (iv) Conduct of extra classes for weak/ needy students (Please attach copy of time table also).
- (v) Total no. of working days observed in Semester (Please attach copy of time table also).
- (vi) Number of placements & efforts made for improving Industrial Institution Interaction

COMPLIANCE REPORT OF AICTE

S. No.	Conditions/ Shortcomings	Status of Compliance

COMPLIANCE REPORT OF HSBTE

S. No.	Conditions/ Shortcomings	Status of Compliance

Teaching Learning

Implementation of Academic Calendar	Yes/ No
Use of Teaching Aids	Yes/ No
Student Feedback implemented or not	Yes/ No
Any new innovation/ practice in teaching	

Others		
i.	Status of Bio-metric Attendance	
ii.	Institutional Website	
iii.	Maintenance of Teacher's Diary	
iv.	Mandatory Disclosures on institute website	

PART – VIII: SUPPLEMENTARY LEARNING PROCESSES

Details of

- (i) Student Feedback implemented or not?
- (ii) Whether Alumni association is formed or not.
- (iii) Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students.
- (iv) Steps taken for improving academic ambience of the Polytechnic like land scaping, horticulture, tree plantation etc.
- (v) Any new innovations /practices/modern techniques in teaching started in the institutions.
- (vi) Utilization of student fund for student welfare activities.

PART-VIII INDUSTRY INSTITUTION INTERACTION & PLACEMENTS

(a) Mention the following details if any.

- (i) Details of industrial tours/visits/ seminar etc. organized in the previous academic session
- (ii) Consultancy
- (iii) Industrial Project Work
- (iii) Seminars/Conferences/Lectures with industry partnership

(b) Student's Placement :

- I. Whether training and placement cell has been established? Yes/No
- II. Name of the Training and Placement Officer _____
- III. Qualification and Experience of Training and Placement Officer _____
- IV. Number of companies which visited the Institute during the last three years for campus interviews: _____
 - a. (Please supply the list of companies)
- V. Number of extension lectures delivered by outside experts during the last three
 - a. years _____
- VI. Number of students placed during the last 3 years;

No. of Eligible Students	No. of Students Placed	Percentage

PART IX – FACULTY DEVELOPMENT INITIATIVES

- (i) Number of faculty sponsored till date for improvement of academic qualification teaching skills etc.

- (ii) Number of faculty sponsored to attend training conference and other professional meeting within and outside the country and the total amount spent for this purpose by the Institute/ Trust/ Society.
- (iii) Number of faculty sponsored for industrial training.
- (iv) Do you have any faculty development plan, if so give the details.

PART X-EXTRA CURRICULAR ACTIVITIES :

Please give a brief account of the activities/ achievements of your Institute during the previous year under the following subheadings.

- a) Games and sports
- b) Debates/ Paper presentation / Quiz Competitions / etc.
- c) Cultural activities
- d) NCC/NSS
- e) Students help desk
- f) Any other

PART XI- OTHERS

1. Please state whether the applicant is running and/ or managing any other technical/professional institution which is approved in the premises on sharing basis. If so, please give the name of the program/course being conducted.
2. Whether the applicant has any court case in respect of violation of provisions of state Govt./UGC or that of any other statutory body including AICTE/NCHMCT/PCI.
3. Does your institute has ever been served show cause notice by the HSBTE for indulging in malpractices in conduct of Board examination?. If Yes, Please mention the details and its present status.
4. Does your institute has ever been served show cause notice by the DTE/AICTE/PCI/HSBTE for indulging in malpractices/violation of rules, etc ?.If Yes, Please mention the details and its present status.
5. Please submit status of compliance in respect of various conditions/guidelines as per latest AICTE approval Letter.
6. Please submit status of compliance in respect of Grievance Redressal Committee for students as notified by AICTE.
7. Please submit status of compliance in respect of various conditions/guidelines as per latest DTE/State Govt. NOC.
8. Whether any deficiencies were reported by the AICTE during last two years ? If Yes, Please submit the compliance of these deficiencies.
9. Whether any deficiencies were reported by the DTE/HSBTE during last two years ? If Yes, Please submit the compliance of these deficiencies.
10. Please describe briefly future plans for improvements in infrastructure/expansion in academic and other activities to fully meet the norms and standards.

Name and Signature of
the Head of the
Institution.

Counter signed by:

(Head of the Society/Trust/Board)

(Two Members on Society/Trust/Board)