

**Speed Post/ Email**

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

**Letter No: 189  
Dated: 23.05.2016**

To

The Principal  
RCM Polytechnic, M.P. Majra, Beri, Jhajjar, 124103

**Subject: Extension of Provisional Affiliation for the Academic year 2016-17.**

Sir/Madam,

Kindly refer to your proposal regarding Extension of Affiliation for the Academic year 2016-17.

In terms of the provisions under the Haryana State Board of Technical Education Act No. 19 of 2008 at clause 27 (u), norms, standards, procedures, conditions, other notifications issued from time to time, I am directed to convey the Extension of affiliation to the Institute to conduct following Diploma courses with the Intake mentioned against each for the academic year 2016-17.

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

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

**All institutions shall fulfil the following general conditions:**

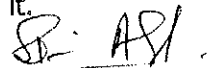
1. The management shall provide adequate funds for development of land and for providing related infrastructural, instructional and other facilities as per norms and standards laid down by the AICTE as well as norms and standards prescribed by HSBTE in affiliation Bye-laws and act of HSBTE from time to time and for meeting recurring expenditure.
2. The institution by virtue of approval by AICTE shall not be automatically entitled for affiliation. Before granting affiliation to a new polytechnic/institute Board shall conduct Physical inspection regarding whether institution has complied the condition of approval letter or not issued by AICTE as well as other conditions mentioned in Act of HSBTE & Affiliation Bye-laws. If found that there are no deficiencies then only the institute shall be

- entitled for affiliation otherwise only after the compliance of deficiencies observed by committee it shall be considered for affiliation by HSBTE.
3. The admissions shall be made in accordance with the regulation notified by the State Govt. only after adequate infrastructure and all other facilities, including, the availability/recruitment of the required faculty as mentioned in approval process handbook of the AICTE, with prior Affiliation by HSBTE.
  4. No excess admission shall be made by the institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Board appropriate action as per the rules and regulations of the Board shall be initiated against the Institution.
  5. The curriculum of the course, the procedure for evaluation and assessment of students shall be in accordance with the norms prescribed by HSBTE and the facilities to implement curriculum prescribed by Haryana State Board of Technical Education shall be in place.
  6. The institution shall not run any non-technical education courses or institution in the same premises or campus and or in the name of the Institution without prior permission or approval of AICTE, State Govt. and HSBTE. If found so, appropriate action as per the rules and regulations shall be initiated against the Institution.
  7. The institution shall not conduct any courses in the field of technical education in the same premises or campus and or in the name of the institution without prior permission and approval of AICTE.
  8. The tuition and other fees shall be charged as prescribed by the Competent Authority or State Fee Committee from time to time. No capitation fee or fine or any other fee of any kind shall be charged from the students or parents of students or guardians of students in any form. If found so, appropriate action as per the rules and regulations shall be initiated against the institution.
  9. The account of the institution/trust shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Board or any other Body or persons authorized by it.
  10. The Principal, teaching and other staff shall be appointed in given time frame and selection shall be done according to procedures, qualifications and experience prescribed by the AICTE from time to time and pay scales are as per the norms prescribed by the AICTE from time to time.
  11. The institution shall publish an information booklet before commencement of the academic year giving details regarding the institution and courses / Programs being conducted and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet may be made available to the stakeholders of the Technical Education. The mandatory disclosure information, as per directions in the AICTE website/ Approval Process Handbook, shall be put on the Institution website and same shall be sent to the Board.
  12. It shall be mandatory for the institution to maintain a website providing the prescribed information as per AICTE norms. The website information must be regularly updated in first week of every month preferably with a link to HSBTE website.
  13. If a technical Institution fails to disclose the information or suppress and or misrepresents the information, appropriate action as per the rules and regulations shall be initiated against the Institution.

14. Board may carry out inspections round the year for verifying the status of the Institution to ensure compliance of norms and standards, academic ambience etc.
15. Institution shall provide infrastructure, facilities i.e. faculty, laboratories etc., for smooth implementation of curriculum.
16. Board may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms and standards, to verify any misrepresentation, violation of norms and standards, malpractices etc.
17. The Institution by virtue of the affiliation by the Board shall not automatically become claimant to any grant-in-aid from the Central or State Government.
18. Fee and security received from the students should be refunded as per State Govt. and AICTE instructions.
19. The Institute shall take appropriate measures for prevention of ragging in any form, in the light to AICTE regulation "Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting Technical Education" Regulation 2009 noticed vide F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009. In case of failure to prevent the instances of ragging by the Institutions, the Board shall take appropriate action as per the notified regulations of AICTE.
20. The Institute shall ensure establishment Grievance Redressal Committee in the Institute and Appointment OMBUDSMAN by the University (As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/Lega112012, dated 25.05.2012).
21. The Institute shall ensure establishment of Internal Complaint Committee (ICC) (As per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013).
22. The Institute shall ensure establishment of Committee for SC/ST (As per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11.09.1989).
23. It shall be obligatory for all institutions/Polytechnics affiliated to the HSBTE to follow examination rules for the smooth conduct of Haryana State Board Examination. The institution which do not co-operate in the conduct of examination & found indulging in malpractices/violation of rules by DTE/AICTE/PCI/HSBTE, shall be liable for suitable action which could even lead to disaffiliation of the institution as per rules and regulation of the Board.
24. Building: The entire building of the college will be at the disposal of the Controller of Examinations for the purpose of conduct of examinations. As and when the Centre of Examination (for theory and practical both) is created it will be obligatory for the Principal to provide necessary infrastructure for smooth conduct of examination.
25. All the laboratories, workshops etc., shall be equipped as per the syllabi of the affiliating Board and shall be in operational condition before making admissions.
26. A library shall be established with adequate number of titles, books, journals, (both national & international), E-subscription, etc. as per AICTE norms.
27. A computer centre with adequate number of terminals, printers etc. shall be established as per AICTE norms.
28. The institution shall provide barrier free environment and toilets for physically challenged persons.

29. Examination Centre: Creation of an Examination Centre in the college will be at the discretion of the Controller of Examinations. The centre of examinations for the students studying in the College can be shifted to any other college. In such a situation, it will be the responsibility of the Institution to make arrangements for transporting the students to the centre of Examinations without any extra charges from the students. Similarly, the Board can also shift the students of one institute/polytechnic to another institute/polytechnic under reference for which necessary infrastructure will have to be provided by the Principal concerned.
30. During Examination if any kind of complaint is received, the centre will be shifted either to Government or nearby Polytechnic as deemed fit without assigning any reason.
31. Staff: For the purpose of conduct of examinations, the services of entire teaching & non-teaching staff will be at the disposal of the Controller of Examination. The examination duties can be assigned to any member of teaching and non-teaching staff which will have to be complied with the interest of smooth conduct of examinations.
32. Strong Room: There will be a Strong Room in the institute/polytechnic at the prime location-adjacent to the office of the Principal to keep the confidential material of the Board as and when required. The Strong Room will essentially have double lock system.
33. The Board shall contemplate action including withdrawal of affiliation in case of violation of conditions/any condition as enumerated.
34. It shall be obligatory for all institutions/Polytechnics affiliated to the HSBTE to install Biometric machine to ensure presence of students in class at least with 80% attendance so as to promote teaching learning process.

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

  
**Deputy Secretary**  
**HSBTE, Panchkula**

**CC:**

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