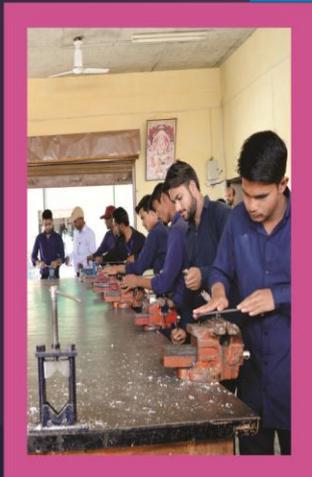
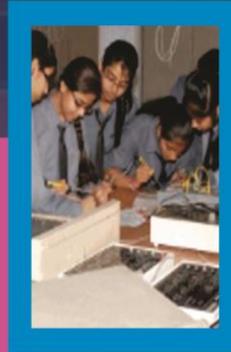
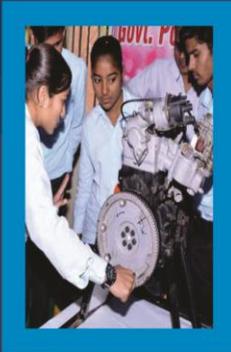




Directorate of Technical Education, Haryana

Diploma Prospectus

2018-19



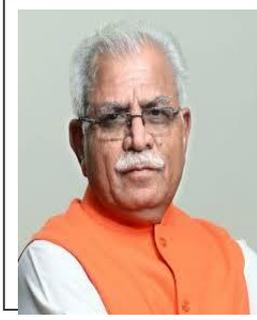
- **Diploma Engineering**
- **Diploma Engineering - Lateral Entry**
- **Diploma Pharmacy**

Haryana State Technical Education Society (HSTES)

Bays No. 7-12, Sector - 4, Panchkula, Haryana

Website : www.hstes.org.in, E-mail : hscshelp327@gmail.com

Toll Free No. 1800 420 2026



**CHIEF MINISTER, HARYANA,
CHANDIGARH**

Message

I am very pleased to know that the Haryana State Technical Education Society is publishing an Admission Brochure for various courses in the Technical Education Institutions of Haryana for the academic session 2018-19 in the Technical Education.

Technical Education is critical in harnessing the energies of our youth in the nation building. In the knowledge-based economies its role is becoming even more significant. Our Technical Education Department is continuously upgrading and updating courses and curriculum as per the requirement of the Industry. Machinery and equipment are also upgraded regularly.

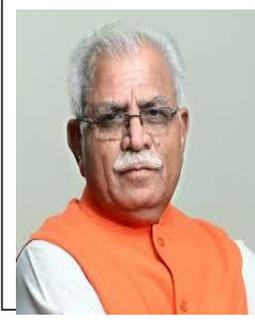
To further promote the spirit of “Beti Bachao Beti Padhao” 25% seats have been reserved for girls in all Technical Institutions of the State. Besides this, no tuition fee is being charged from girl students admitted in Government and Government Aided Polytechnics.

Our dream is that our youth should be skilled, self-reliant and that they have the qualities of entrepreneurship and a whole host of new doors of employment get opened for them in the country and abroad.

Skill development schemes like Community Development through Polytechnics (CDTP), Creation of Employment Generation Opportunity (CEGO) and Pradhan Mantri Kaushal Vikas Yojana (PMKVY) in addition to technical courses at Diploma, UG and PG level are also being run by the Technical Education Department to make the youth employable.

I hope the aspirant will find this brochure useful, which includes all relevant information regarding admissions, fee and various motivational schemes of the Government for the academic session 2018-19. I wish you success in all your ventures and look forward to your support in building a stronger, modern and developed Haryana.

(Manohar Lal)



मुख्य मंत्री, हरियाणा
चण्डीगढ़

संदेश

मुझे यह जानकर अत्यन्त प्रसन्नता हुई कि हरियाणा राज्य तकनीकी शिक्षा सोसायटी शैक्षणिक सत्र 2018-19 के लिए हरियाणा के तकनीकी शिक्षा संस्थानों में विभिन्न पाठ्यक्रमों के लिए एक दाखिला ब्रोशर प्रकाशित कर रही है।

राष्ट्र निर्माण में हमारे युवाओं की ऊर्जा का उपयोग करने में तकनीकी शिक्षा अत्यंत महत्वपूर्ण है। ज्ञान आधारित अर्थ-व्यवस्था में इसकी भूमिका और भी महत्वपूर्ण होती जा रही है। हमारा तकनीकी शिक्षा विभाग उद्योगों की आवश्यकताओं के अनुसार कोर्सों और पाठ्यक्रमों का लगातार उन्नयन और अद्यतन कर रहा है। मशीनरी और उपकरणों को भी नियमित रूप से अपग्रेड किया जा रहा है।

'बेटी बचाओं-बेटी पढ़ाओं' की भावना को और बढ़ावा देने के लिए राज्य के सभी तकनीकी संस्थानों में लड़कियों के लिए 25 प्रतिशत सीटें आरक्षित की गई हैं। इसके अतिरिक्त, सरकारी और सरकारी सहायता प्राप्त बहुतकनीकी संस्थान में दाखिला लेने वाली छात्राओं से कोई ट्यूशन फीस नहीं ली जाती।

हमारा सपना है कि हमारे युवा कुशल एवं आत्मनिर्भर हों, उनमें उद्यमशीलता के गुण हों और देश-विदेश में उनके लिए रोजगार के अपार अवसर उपलब्ध हों। युवाओं को रोजगार योग्य बनाने के लिए तकनीकी शिक्षा विभाग द्वारा डिप्लोमा, यू.जी. और पी.जी. स्तर के तकनीकी कोर्सों के अलावा बहुतकनीकी संस्थानों के माध्यम से सामुदायिक विकास, रोजगार सृजन के अवसर उत्पन्न करना और प्रधानमंत्री कौशल विकास योजना जैसी कौशल विकास योजनाएं चलाई जा रही है।

मुझे आशा है कि विद्यार्थी इस ब्रोशर को लाभकारी पाएंगे, जिसमें शैक्षणिक सत्र 2018-19 के लिए दाखिलो, फीस और सरकार की विभिन्न प्रेरक योजनाओं के बारे में सभी प्रासंगिक जानकारी शामिल है।

मैं दाखिला ब्रोशर के सफल प्रकाशन के लिए अपनी शुभकामना देता हूँ और आशा करता हूँ कि एक मजबूत, आधुनिक और विकसित हरियाणा के निर्माण में आप अपना पूर्ण सहयोग देंगे।

(मनोहर लाल)



**Technical Education Minister,
Haryana, Chandigarh**

Message

Technical Education is very important for the development of the country in general and empowerment of youth who have scientific temperament and aptitude for skill. It is the axis around which the development of an industry, infrastructure and economy of the country revolves. The main aim of Technical Education Department is to upgrade the quality of technical education in the State.

Haryana is the first State in the country to introduce “On line off campus” counseling. Technical Education Department is taking many initiatives to improve the quality of technical education and to enhance the employability of every degree/ diploma holder. The information provided in this brochure will help and guide the aspiring candidates to seek admission in the branches of engineering/ non engineering of their choice for the academic session 2018-19.

I hope that Technical Education Department will continue to upgrade and update its courses/ curriculum as per the requirement of the industry to make the students capable enough to interface with skill, scale and speed as per the requirement of the industry to meet the global competition. I wish all the students a very bright future.

(Ram Bilas Sharma)



तकनीकी शिक्षा मंत्री,
हरियाणा, चण्डीगढ़

संदेश

तकनीकी शिक्षा देश के विकास के लिए सामान्यतः तथा वैज्ञानिक स्वभाव एवं कौशल में अभिरुचि रखने वाले युवाओं के सशक्तिकरण के लिए बहुत महत्वपूर्ण है। यह देश के औद्योगिक, बुनियादी ढांचे एवं अर्थव्यवस्था के विकास की धुरी है। तकनीकी शिक्षा विभाग, हरियाणा का प्रमुख उद्देश्य राज्य में तकनीकी शिक्षा की गुणवत्ता को बढ़ाना है।

हरियाणा 'ऑन लाईन ऑफ कैंपस काउंसलिंग' आरंभ करने वाला देश का पहला राज्य है। तकनीकी शिक्षा विभाग द्वारा तकनीकी शिक्षा की गुणवत्ता को बढ़ाने के लिए एवं सभी डिग्री/ डिप्लोमा धारकों को रोजगार प्राप्ति के अवसरों में वृद्धि के लिए अनेक कदम उठाए जा रहे हैं। इस प्रवेश पुस्तिका में शैक्षणिक सत्र 2018-19 हेतु दी गई सूचना इच्छुक उम्मीदवारों को अपनी पसंद के इंजीनियरिंग/ गैर इंजीनियरिंग कोर्सों में प्रवेश लेने में सहायता एवं मार्गदर्शन करेगी।

मैं उम्मीद करता हूँ कि तकनीकी शिक्षा विभाग अपने कोर्सों/ पाठ्यक्रमों में उद्योगों की आवश्यकता के अनुसार निरंतर बदलाव एवं सुधार करता रहेगा ताकि विद्यार्थी विश्वस्तरीय प्रतिस्पर्धा हेतु उद्योगों द्वारा वांछित कौशल, पैमाना और गति के मानदंडों अनुसार पर्याप्त सक्षम बने। मैं सभी छात्रों के उज्ज्वल भविष्य की कामना करता हूँ।

(राम बिलास शर्मा)

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ABBREVIATIONS AND TERMS USED

- i. "AICTE" means "All India Council for Technical Education."
- ii. "CBSE" means "Central Board of Secondary Education".
- iii. "MHRD" means "Ministry of Human Resource Development, Government of India".
- iv. "State Government" means "Government of Haryana".
- v. "NIC" means "National Informatics Centre".
- vi. "Department" means "Department of Technical Education, Haryana."
- vii. "HSBTE" means "Haryana State Board of Technical Education (Affiliating Board)".
- viii. "HSTES" means "Haryana State Technical Education Society, Panchkula"
- ix. "SFC" means "State Fee Committee".
- x. "Qualifying Examination": For Qualifying Examination, refer to **Chapter No.3**.
- xi. "ITI holder" means "A candidate possessing two years duration certificate course in Industrial Training Institute affiliated with relevant authority".
- xii. "DET(L)" means "Lateral Entry Diploma Entrance Test - 2018.": The candidates who have passed 10+2, 10+2 (Vocational) and ITI (two years) are admitted directly in 2nd year of Diploma Courses on the basis of score/ rank obtained in DET(L).
- xiii. "OLET" means "On-Line Entrance Test - 2018".
- xiv. "AIO" means "All India Open Category".
- xv. "HOGC" means "Haryana Open General Category".
- xvi. "SC" means "Scheduled Caste of Haryana."
- xvii. "BCA" means "Backward Class Block 'A' " of Haryana.
- xviii. "BCB" means "Backward Class Block 'B' " of Haryana.
- xix. "ESM" means "Ex-Servicemen and their Wards" of Haryana.
- xx. "FF" means "Freedom Fighters" of Haryana.
- xxi. "PH" means "Physically Handicapped" of Haryana.
- xxii. "KM" means "Kashmiri Migrants".
- xxiii. "HGST" means "Haryana Government School Topper".
- xxiv. "TFW" scheme means "Tuition Fee Waiver scheme" of AICTE.
- xxv. "SDB" means "Shivalik Development Board".
- xxvi. "MAR" means "Mewat Area Residents"
- xxvii. "NRI's Seats" means "the seats meant for Non-Resident Indians and their children or wards."
- xxviii. "E-challan" means " On-Line generated Fee Deposition Form (Bank's copy and Candidate's copy)"
- xxix. "Entrance Test Fee" for DET (L)-2018 Rs. 500/- for General Category and Rs. 200/- for All Reserved Categories (SC/BC/ PH/ FF/ ESM/ KM/ HGST/ Girls).
- xxx. "Application Fee" for Diploma Engg. including HGST, KM, MAR, SDB, TFW Categories and Diploma Pharmacy including MAR Category Rs. 500/- for General Category and Rs. 200/- for All Reserved Categories. (SC/ BC/ PH/ FF/ ESM/ KM/ HGST/ Girls).
- xxxi. "Counseling Fee" Rs. 500/- for all categories.
- xxxii. "Intake" means "Sanctioned Intake".
- xxxiii. "PI" means the 'Participating Institutes' and 'AI' means the Allotted Institute for the purpose of counseling and reporting by the candidate.
- xxxiv. "Allotted Seat" means seat allotted by NIC server.
- xxxv. "Reported seat" means allotted seat confirmed after physical reporting at the allotted institute.
- xxxvi. "Haryana Resident" means "a person eligible for grant of Resident Certificate as per instructions of Chief Secretary, Haryana, vide memo No. 62/17/95 – 6 GSI dated 3.10.96, No. 62/27/2003-6GSI Dated 29-7- 2003, No.62/32/2000-6GSI Dated 23-5-2003 and No. 22/28/2003-3G.S.III dated 30-1-04.
- xxxvii. "First Division" means "60% and above"
- xxxviii. "Second Division" means "50% and above"

Chapter-1

POLYTECHNIC EDUCATION-AN OVERVIEW

Technical education contributes substantially to the Socio Economic development of the country as a whole. The development sustenance of the industrial sector is entirely dependent upon the availability of trained manpower to perform the multidimensional activities needed to keep the wheel of industry running. The Technical Education Department aims towards making available these trained technically qualified hands to serve the industry and society. Equality of educational opportunities and preparing highly skilled work force for enterprises with excellence is also objective of Technical Education. 'For this purpose the Department has to perform multifarious duties/ functions which interaila include timely conducting of Entrance Tests, Admissions and Examinations, updating the curricula and training programmes, encouraging the development entrepreneurship, Industry-Institute-Interaction for ensuring placement of the students and other extracurricular activities for all round development of students providing necessary assistance and controlling the activities of various Institutions and taking other steps from time to time to improve the quality of education.

At the time of inception of Haryana as a separate state in 1966, there were only 6 polytechnics (Govt.-4 and Govt. Aided-2). At present there are 181 institutions (33 Govt. + 4 Govt. Aided + 144 Self Financing) in the State which have been approved by AICTE and affiliated to HSBTE (**Appendix-IV**). These polytechnics are offering Diploma Courses in various disciplines of Engineering & Technology, Architecture, Business Management, Finance Account & Auditing, Hotel Management, Library & Information Science, Office Management & Computer Applications, Pharmacy, Para Medicals etc.

PLACEMENT

- Placement Cell in all Govt./ Govt. Aided Polytechnics.
- Effective Institution Industrial linkages through IIIC.
- Constitution of Institution Management Committees with participation from Industries.
- Alumni Association in all Govt./ Govt. Aided Polytechnics.

CURRICULAS/CO-CURRICULA/EXTRA CURRICULA'S

The multi-disciplinary curriculum is dynamic, flexible and need based which aims to deliver skill oriented and broad based education, integrating with IT and modern industry practices for an all round development of future technicians having competencies in relevant fields.

Seminars, workshops, technology demonstrations, guest lectures, industry interactions and project works firmly root the diploma students to the real world by providing an overview and orientation to the world of Technology.

- It provides an enhanced environment for thinking, learning and gestation.
- It ensures a fundamental and common approach for emerging industry in consonance with the emerging challenges, needs of the industry and the overall vision and goal of Technician Education.
- It provides uniform basic knowledge and skill competencies, generic to the disciplines of service industry and Engg. and Technology with vertical and horizontal mobility of the students for their professional growth.
- Special emphasis is being laid on communication skills. Experts training for students have been outsourced. Languages lab have been set up in all Govt. Polytechnics.
- With an object of overall Personality development and to inculcate team spirit, appropriate focus is laid on sports and allied activities like NSS, NCC, and Cultural etc. Sports at institute level & Inter-Polytechnic Athletic meet, Inter-Polytechnic Cultural Festival and Short term educational tours are organized.

WELFARE AND MOTIVATIONAL SCHEMES

Various schemes for welfare of girl candidates, SC candidates, Kashmiri Migrants, Haryana Govt. School Toppers and Economically weaker section are being implemented.

- There is 25% horizontal reservation for Girl Students in all Technical Institutions/Polytechnics of Haryana.
- No tuition fee is charged from girls admitted in Govt. / Govt. Aided Polytechnics.
- Reimbursement of tuition fee to the SC Students.
- Auxilliary academic support in the form of remedial classes.
- Benefits to the Haryana Govt. School Toppers (HGST) in admissions.
- Benefits to Economically Weaker Section in admissions through Tution Fee Waiver (TFW) scheme of AICTE

Chapter-2

IMPORTANT INFORMATION

1. The Diploma Prospectus is for admission to all Diploma Courses i.e. Diploma Engg., Diploma Engg. Lateral Entry and Diploma Pharmacy for the Academic Year 2018-19. Its contents are subject to change without prior notice.
2. The list of Govt./ Govt. Aided/ Self Financing Polytechnics alongwith Branches and Sanctioned Intake for the Session 2018-19 is available at **Appendix-IV**. Institutions/ Branches/ Sanctioned Intake are subject to change. Updated information would be available on the website **www.techadmissionshry.gov.in** at the time of counseling.
3. For the session 2018-19, admissions in various Diploma Courses shall be made through Online Off-Campus counseling on the following basis:
 - I. Admission in **Diploma Engg. Course including HGST, KM, MAR, SDB and TFW categories** shall be made on the basis of merit of Secondary School Examination (Matriculation) or equivalent qualifying examination.
 - II. Admissions in **Diploma Engg. Lateral Entry Course including TFW category** shall be made on the basis of the inter-se merit of **Lateral Entry Diploma Entrance Test 2018**. So, candidates applying for this category must appear in DET (L)-2018.
 - III. Admission for **Diploma Pharmacy Course including MAR category** shall be made on the basis of inter-se-merit prepared on the basis of **%age of qualifying examination**.
4. DET (L) is mandatory for admission to Diploma Engg. Lateral Entry Course for the session 2018-19. However, the unfilled/ vacant centralized seats will be filled as per the criteria laid down for filling of management quota seats.
5. The private unaided institutions shall make admission against management quota seats (25% of the sanctioned seats including 15% seats for Children/ Wards of NRI's) after online centralized counseling(s) at their own level. For making admission against management quota seats, following procedure shall be followed:

Diploma Engg. & Diploma Pharmacy Course: The management quota seats shall be filled on the basis of Inter-se-Merit/ Rank of qualifying examination.

Diploma Engg. Lateral Entry Course: The management quota seats shall be filled up on the basis of Merit/ Rank of DET(L)-2018. In case sufficient numbers of DET (L)-2018 candidates are not available for filling the management quota seats, the vacant seats may be filled up on the basis of merit of qualifying examination.
6. For the session 2018-19, **Lateral Entry Diploma Entrance Test (DET-L)** shall be conducted **online** as per the schedule mentioned in **Appendix-I** at the centers mentioned in **Appendix-III**.
7. There is no printed application form and applications for admission in **all Diploma Courses (including categories)** shall be invited online at **www.onlinetestshry.gov.in** as per "Key Dates" given in **Appendix-I**.
 - To help and guide the candidates in Filling Online Application Form all Govt./ Govt. Aided Polytechnics have been selected as Designated Centers. Candidates can apply free of cost from any of the nearby Designated Center on all working days on or before the **last date for Submission of Online Application Form**.
 - The candidates have to fill the particulars online and also upload their coloured photograph (JPG File Max. 30KB Size) and signature (JPG File Max. 20KB Size).
 - The particulars of the candidate in the application form must exactly be the same as registered in the qualifying examination.
 - The candidates are advised to clearly opt the course i.e. Diploma Engg./ Diploma Engg. Lateral Entry/ Diploma Pharmacy and category i.e. HGST/ KM/ MAR/ SDB/ TFW.
 - The candidates should note down the unique application number which will be generated as the candidate submits online application form. The unique application number will be required for future communication. The candidate should keep a copy of application form for his/ her record.

- After submission of Online Application Form and deposit of Application Fee, a candidate applying for Diploma Engg. including HGST, KM, MAR, SDB & TFW categories and Diploma Pharmacy including MAR category shall report at the selected Designated Center along with the relevant documents for Verification & Confirmation of Online Filled Application Form as per the notified schedule **(for details Refer C-A of Chapter-5)**.
 - Candidates applying for **TFW category in Diploma Engg. Lateral Entry** shall report at any of the Designated Center (List at Appendix-II) and shall deposit the print out of Online Filled Application Form along with Income Certificate of Parents and Haryana Resident Certificate (in case candidate has not passed/ appeared in the qualifying examination from Haryana) for Verification of the said category **(for details Refer C-B of Chapter-5)**.
8. The Application Fee or Entrance Test Fee (whichever is applicable) shall be deposited by the candidate either Online (Debit Card/ Credit Card/ Net Banking) or through E-challan (generated while filling-up of Online Application Form) in any branch of the following Designated Banks:
- I. Axis Bank
 - II. Punjab National Bank

Note:

- The applicable fee shall be accepted on next working day of generation of the E-challan.
 - The candidate must deposit Application Fee or Entrance Test Fee in the selected bank **upto last date of fee deposit** as per **"Key Dates"** given in **Appendix-I**.
 - The Application Fee or Entrance Test Fee once paid will not be refunded (full or partial) under any circumstances.
 - **Application Fee or Entrance Test Fee: Rs. 500/- for General Category
Rs. 200/- for All Reserved Categories
(SC/BC/PH/FF/ESM/KM/HGST/Girls)**
9. The admit card for appearing in DET (L)-2018 shall be available online only at **www.onlinetesthry.gov.in** or **www.hstes.org.in** as per **"Key Dates"** given in **Appendix-I**. HSTES shall not ISSUE or POST any admit card to any registered candidate for DET (L)-2018.
10. The result of DET (L)-2018 shall be declared on the website **www.onlinetesthry.gov.in** and **www.hstes.org.in** as per the **"Key Dates"** given in **Appendix-I**. No separate result card will be sent to the candidates. There will be no re-evaluation/ re-checking of answers of the Entrance Test and no request in this regard will be entertained.
11. The candidates shall register online at **www.techadmissionshry.gov.in** for participating in counseling (choice filling and seat allotment) after deposit of the counseling fee (Rs. 500/- for all categories) either Online (Debit Card/ Credit Card/ Net Banking) or through E-challan in any branch of the Designated Banks (Axis or PNB) as per Key Dates given in **Appendix-I**. Candidates are advised to check status of counseling fee deposited under the **"Payment Status"** link on **www.techadmissionshry.gov.in**. The Counseling Fee once paid shall not be refunded (full or partial) under any circumstances. For detailed information regarding counseling procedure please refer **Chapter-6**.

Note:

- Candidates are advised to register for Online Counseling and fill choices **from their own home or by going to Govt. Polytechnics, Govt. Aided Polytechnics and SHOULD NOT go to any cyber cafe or any outside unauthorized persons** for the same, as they may mislead or misguide the candidates. However, in any case if the candidate registers from Cyber Cafe/unauthorized venue, he must ensure that the password is created by himself only in a secret manner. Candidates should strictly keep record of the password for their own use only and not to disclose this to others. In the event of sharing of password, candidate will be solely responsible for the change of registration details, choices etc., if any.
- A candidate shall be allowed to change his/ her registration details on the counseling website as and when required before last date for filling of choices during particular counseling period. **In case any candidate changes registration details after submission of choices, but before locking, all choices filled earlier will be initialized and all choices will be required to be filled in again within that counseling period.**
- Locking of submitted choices is advisable. However, last filled choices would be considered as final if not locked by the candidate.

12. Two **Online Counselings** will be conducted for admission to all Diploma Courses for all the seats of Govt. / Govt. Aided and 75% seats of Self Financing Institutes only (for details about counseling refer **Chapter-6**) as follows :

1st Counseling - shall be done for all categories namely AIC, HOGC, KM, HGST, TFW, SC, BC-A, BC-B, PH, ESM (with all priorities) and FF of all categories with 25% Horizontal Female reservation.

2nd Counseling - shall be done for all categories namely AIC, HOGC, KM, HGST, TFW, SC, BC (by merging BCA and BCB in BC), PH, ESM (by merging all priorities) and FF with 25% Horizontal Female reservation.

After 2nd counseling no online counseling shall be conducted and admission at Institute Level Manual Counseling shall be made according to the following procedure:

For Diploma Engg. & Diploma Pharmacy: For participating in Institute Level Manual Counseling, candidates shall apply to the respective institute(s) as per the schedule notified by the concerned institute. Fresh Inter-se-Merit/ Rank of the candidates who have applied for Institute Level Manual Counseling shall be prepared by the respective institute according to the prescribed criteria of preparation of Inter-se-Merit/ Rank of qualifying examination as mentioned in Chapter-3 of Diploma Prospectus. The Institute Level Manual Counseling shall be conducted after merging the sub categories (including female) of a particular reserved category into the main reserved category. In the event of seats remaining vacant/ unfilled, if any, same shall be filled up before final cut off date of admissions without any reservation.

For Diploma Engg. Lateral Entry: For participating in Institute Level Manual Counseling, candidates shall apply to the respective institute(s) as per the schedule of Institute Level Manual Counseling. Admission shall be made at Institute Level Manual Counseling on the basis of Merit/ Rank of DET (L)-2018 after merging the sub categories (including female) of a particular reserved category into the main reserved category. In the event of seats remaining vacant/ unfilled, if any, same shall be filled up before final cut off date of admissions without any reservation, firstly on the basis of Merit/ Rank of DET (L)-2018 and thereafter on the merit of qualifying examination.

13. While displaying the status of availability of seats, the number of seats available in a specific branch of an institution will be displayed as per eligibility/ category. The non-availability of the seats in a branch of an institution and the seats/institution for which a candidate is not eligible will not be shown to him/ her.
14. After declaration of the result of first counseling, the candidate shall report in the allotted institute for admission against the allotted seat alongwith all requisite documents/ certificates/ testimonials, photograph as per instructions of **Chapter-7** and password, as per schedule mentioned in the provisional seat allotment letter generated from the website. The candidates are allowed to deposit the self attested certificates at the time of reporting for admission. The candidate shall deposit one semester fee in the allotted institute. On verification of credentials and deposition of the admission fee the details of the candidate shall be updated on HSTES website by the institute. The candidate **MUST** get the **Provisional Admission Slip** from the allotted institute dully signed by the admission coordinator of the institute and the candidate himself.
15. It has been decided by the Government that from the session 2018-19, the candidate shall submit preferably the Aadhaar Number (or Enrolment No.) at the time of online registration. In case Aadhaar Number is not available then alternate documents such as passport, bank account or any other valid Govt. identity number may be submitted. Further, the Aadhaar Number (or Enrolment No.) not submitted at the time of online registration by the candidate, the same shall be submitted by him/her within one month after reporting at the Institute. The Institute shall also update /include the Aadhaar Number (or Enrolment No.) of the candidates admitted through institute level counseling in the same manner.
16. **Admission Data Management Fee (Rs. 200/- per admission) shall be charged one time by HSTES in respect of all admissions (Centralized Admissions and Institute Level Admissions) in Self Financing Institutions including un-aided branches of Aided Institutions from the academic session 2016-17. The said Fee be charged from the admitted students by the concerned institute and be credited/ deposited in HSTES account.**
17. To participate in 2nd and subsequent counselings, candidates will have to fill the choices again in the order of priority on the counseling website **www.techadmissionshry.gov.in** without depositing further,

counseling fee. In case seat is allotted in 2nd or subsequent counseling, the earlier allotted/ reported seat will be **cancelled automatically** and the candidate will have to report again in the institute allotted in 2nd or subsequent counseling. Thus candidates are advised to fill the choices in order of priority only to upgrade. The candidates who wish to retain the reported seat are advised not to opt for subsequent counselings. However, if at all, the candidate participates in the 2nd Counseling and after filling the choices he feels that he should not have opted for 2nd counseling then at this stage he should delete all the choices filled by him to retain the seat reported through 1st counseling.

After declaration of the result of each counseling, the candidate shall report in the allotted institute as mentioned above and **MUST** get the **Provisional Admission Slip**.

18. Fulfilling eligibility for Diploma Engg./ Diploma Engg. Lateral Entry/ Diploma Pharmacy courses w.r.t. qualification shall be proved by the candidate during reporting at allotted institute. A candidate may not be eligible on the 1st day of counseling but may be eligible on subsequent days of counseling due to the reasons, whatsoever. The candidate may seek admission at his/ her own risk and cost and if he/ she is found ineligible at the time of reporting, his/ her admission shall be cancelled for which he/ she shall have no claim, whatsoever.
19. Any candidate who has been disqualified or debarred by the University or Board or any other Statutory Board shall not be eligible for admission to the polytechnics of Haryana State for the period he/ she has been debarred.
20. If a candidate is admitted on the basis of the information submitted by him/ her, which is found to be incorrect or false later on, his/ her admission shall be cancelled and all fees and other dues paid by him/her shall be forfeited. The HSTES/ institute may also take further action, as deemed fit, against the candidate and his/ her guardian in accordance with law.
21. The Principal of the concerned Polytechnic/ Institute shall satisfy himself regarding the authenticity of all certificates submitted by the candidates for the purpose of their admission in the Polytechnic and shall be verified by the institution from the issuing authority. Principal should also ascertain the identity of the candidate by verifying his photo from photo available at **www.onlinetesthry.gov.in**, **www.hstes.org.in**. The Principal of the Polytechnic shall be held responsible for any ineligible admission made in the Polytechnic.
22. If the Principal of the Polytechnic/ Institute is not satisfied with the character, past behavior or antecedents of a candidate, in such case the admission to the candidate may be denied in the Polytechnic to maintain academic ambiance of the institution.
23. Under no circumstances the original certificates of the candidate should be retained by the institute. The candidate seeking admission will submit 2 sets of his documents alongwith 2 latest coloured photograph/ certificates/ testimonials duly self attested, at the time of reporting in the institute. The Director-Principal/ Registrar of the Institute will authenticate and verify these documents/ certificates/ testimonials after comparing these from the originals and the originals will be returned to the candidate. One set of these documents/ certificates/ testimonials thus authenticated by the institute shall be deposited in HSBTE, for the purpose of registration, for which no original certificate shall be demanded. Anyhow, if HSBTE, so desires, the original certificates from the candidate can be demanded through the institute in which he/ she is admitted.
24. For the guidance of candidates, List of Institutes along with branches and Intakes thereof is provided at **Appendix-IV**. Candidates should go through the same for preparation of his/ her mind set for selection of preferences of choices of institutions/ branches to be filled by the candidate during online counseling.
25. The fee structure of various self financing technical institutions is available at **Appendix-V** and on website **www.techeduhry.gov.in** . Candidates are advised in their own interest to see the fee structure of institutes on the website **www.techeduhry.gov.in** before filling the choices of branches and institute, during online counseling.
26. The result of all institutions for May/ June 2017 is available at **Appendix-VI**. Candidates are advised in their own interest to see the same before filling the choices of branches and institute, during online counseling.
27. For the guidance of candidates, Institute-wise, branch-wise first and last ranks of admission status of the

previous session 2017-18 is available on counseling website www.techadmissionshry.gov.in

28. Internal **sliding (change in branch) is not allowed by any Govt./ Govt. Aided/ Self Financing Polytechnic after counselings.**
29. For **refund** of semester/ admission fee deposited in the institute, in case of admission cancellation, candidate has to give application for refund to the concerned institute well within time and get a receipt of the same from them. In case, Institute doesn't provide the same, the Refund Intimation can also be given to HSTES before *last cut-off date of admissions*. Remember to apply for refund in case you don't want admission in allotted institute before *last cut-off date of admissions*. The ultimate responsibility of fee refund lies with the institute. In case the institute does not refund candidate's fee, the candidate can complain to the HSTES and AICTE for further action. **(Refund direction/ Policy are issued by the AICTE, as per AICTE public notice Advt. No. AICTE/DPG/06(02)/2009)**
30. List of fake Universities/ Boards/ Institutions may be seen on website www.hstes.org.in.
31. The admissions made by private institutes at their own level as per prescribed procedure will be open for supervision and monitoring of Directorate of Technical Education, Haryana, Haryana State Technical Education Society, Haryana State Board of Technical Education and State Admission Committee constituted by the State Govt. in pursuance of the judgment dated 14.08.2003 of Hon'ble Supreme Court of India in Writ Petition (Civil) No. 350 of 1993 (Islamic Academy & Anr. vs. State of Karnataka & Ors.).
32. The decision of the Haryana State Technical Education Society (HSTES) in all matters relating to the admissions shall be final. All disputes pertaining to counseling for making admissions to all Diploma Courses for the session 2018-2019 are subject to the jurisdiction of Panchkula only. The Haryana State Technical Education Society (HSTES) shall be the legal authority in whose name the State may sue or may be sued for this purpose. No suit, prosecution or other legal proceedings shall lie against the State of Haryana or any officer of the State Govt. or the NIC or Haryana State Technical Education Society, for anything which is in good faith done or intended to be done for the purpose of on-line off-campus counseling.
33. Candidates seeking admission in private unaided institutions are advised to ensure that they are lawfully admitted failing which, they shall not be authenticated by HSTES and shall not be registered by the Haryana State Board of Technical Education, Panchkula and they themselves shall be responsible for any such lapse.
34. Canvassing in any form is strictly prohibited. Further, if any candidate, person or official engages himself / herself in any unlawful act that results in any kind of unfair means in the **Online Lateral Entry Diploma Entrance Test - 2018**, he/ she shall be liable to prosecution under relevant law as per Indian Penal Code.
35. Always quote your online generated unique Application Form No./ Roll No while making correspondence regarding admission to Diploma Courses.
36. The candidates may contact any Government/ Govt.-Aided Polytechnic or HSTES at **18004202026** (Toll Free) or **hscshelp327@gmail.com** for any enquiry/ help regarding applying online, Entrance Test, counseling etc.
37. If the admissions in any branch in Govt./Govt Society/ Govt.aided polytechnics are less than 25%, the students of that branch will be shifted to other polytechnics or branches, as per the vacancies by the Haryana State Board of Technical Education (HSBTE), Panchkula on the basis of directions issued by the Directorate of Technical Education, Haryana.
38. The institute shall submit one set of documents self attested by the admitted candidates (whose details uploaded on HSTES portal upto 16th August) and duly authenticated by Institute to the concerned affiliating University /Board for authentication and registration purpose. The concerned affiliating University / Board will further authenticate the documents of the admitted students submitted by the institute upto 30th September, 2018 for registration of the students.

Chapter-3

ELIGIBILITY FOR ALL DIPLOMA COURSES

A. DIPLOMA ENGG.

[Three Years Duration - Semester Based Course]

► Eligibility

Passed 10th Std/ SSC Examination.

Obtained at least 35% marks (33% in case of candidates belonging to Scheduled Castes and Scheduled Tribes category or Kashmiri Migrants Category) at the qualifying examination.

Compulsory pass in Maths and Science subjects in the qualifying examination.

► Basis of Admissions

Admission in Diploma Engg. Course shall be made on the basis of merit of Secondary School Examination (Matriculation) or equivalent qualifying examination.

- **Inter-se-Merit/ Rank of Qualifying Examination:** Each eligible candidate who has submitted and got his/ her Online Application Form Verified & Confirmed by the selected Designated Center upto the last date of Verification & Confirmation of Online Application Form for admission to Diploma Engg. will be assigned Inter-se-Merit/ Rank based on the following criterion:
 - I. Percentage of Aggregate Marks obtained at Secondary School Examination - SSC (Matriculation) or equivalent qualifying examination shall be the basis for the purpose of determining the Inter-se-Merit.
 - II. Rounding off of the marks secured by the candidate will be done upto four decimal places in individual subject and grand total while converting marks of the individual subject out of 100 and calculating percentage of Aggregate Marks.
 - III. For calculating the percentage of subject wise and Aggregate Marks, the marks of individual subject and Grand Total given by the respective School Board will be considered. In case, subject wise and Aggregate Marks are not mentioned by the concerned Board then GPA and CGPA awarded by the Board will be considered for calculating the percentage of subject wise and Aggregate Marks according to the Conversion Factor mentioned in Mark Sheet. If, the Conversion Factor is not mentioned in Mark Sheet, the candidate shall submit proof of subject wise and Aggregate Marks issued by the concerned Board upto the last date prescribed for the Verification/ Confirmation of Online Filled Application Form.
 - IV. In case, where the aggregate marks or the CGPA is not mentioned by the concerned Board in the DMC of Qualifying Examination (Matriculation), then total marks of all the subjects should be considered for calculating percentage of aggregate marks of Qualifying Examination.
 - IV. In case, Mark Sheet issued by any School Education Board is in a Language other than English and Hindi, candidate shall submit copy of transcript of Mark Sheet issued by the concerned Board in English or Hindi.
- **Tie-Breaking Criteria:** In case of a tie i.e. when two or more candidates obtain equal Aggregate Marks at SSC (Matriculation) or equivalent qualifying examination as mentioned in Point No. 1, Inter-se-Merit of such candidates shall be decided in the following order:
 - I. Resolution by marks obtained in Mathematics in Qualifying Examination. Candidate obtaining higher marks will be given better rank.
 - II. Resolution by marks obtained in Science in Qualifying Examination. Candidate obtaining higher marks will be given better rank.
 - III. Resolution by marks obtained in English in Qualifying Examination. Candidate obtaining higher marks will be given better rank.
 - IV. Resolution by Date of Birth of candidate. Elder candidate will be given better rank.
 - V. Resolution by name of the candidate (in English as per matriculation mark sheet) in alphabetical order i.e. candidate whose name appears first will be given better rank.

- VI. Resolution by father's name of the candidate (in English as per matriculation mark sheet) in alphabetical order i.e. candidate whose father's name appears first will be given better rank.
- VII. Resolution by mother's name of the candidate (in English as per matriculation mark sheet) in alphabetical order i.e. candidate whose mother's name appears first will be given better rank.

• **Modification in marks of Qualifying Examination:**

If the marks in the qualifying examination are modified due to any reason by the respective School Education Board after declaration of Inter-se-Merit/ Rank of qualifying examination by HSTES, the same must be reported to HSTES immediately along with proof. However, the effect of the change will be taken into consideration only for the subsequent round(s) of counseling.

► **ADMISSION IN SPECIAL QUOTA SEATS IN DIPLOMA ENGG.**

Admissions in following Categories/ Special Quota Seats in Diploma Engg. shall also be made on the basis of merit of Secondary School Examination (Matriculation) or equivalent qualifying examination through Online off-campus Counseling:

1. **Haryana Govt. School Toppers (HGST) Seats:** One seat in each branch in each Polytechnic is reserved for Haryana Govt. School Toppers (having minimum 2nd division and minimum strength of the class should be 5) in the current year (2018) matriculation examination.

A candidate applying for HGST category must submit the following certificates at the time of verification at the selected Designated Center:

- Attested copy of HGST category certificate as given in **Annexure-XIII** (issued by Principal/ Headmaster of the Govt. School of Haryana of which the candidate is Topper)
- Attested copy of Mark Sheet of Qualifying Examination
- Proof of deposit of Application Fee

2. **Kashmiri Migrants (KM) Quota:** Seats upto maximum 5 percent of sanctioned intake in each branch are reserved for wards of Kashmiri Migrants in all AICTE approved institutions. These seats shall be supernumerary in nature.

A candidate applying for KM category must submit the following certificates at the time of verification at the selected Designated Center:

- Attested copy of Migration Certificate dully signed by competent authority or Relief Commissioner
- Attested copy of Mark Sheet of Qualifying Examination
- Proof of deposit of Application Fee

3. **Tuition Fee Waiver (TFW) Scheme:** Under Tuition Fee Waiver (TFW) Scheme of AICTE, seats up to maximum 5 percent of sanctioned intake per course shall be available in all institutions approved by AICTE. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30% of sanctioned seats in the respective courses are filled up.

A candidate applying for TFW category must submit the following certificates at the time of verification at the selected Designated Center:

- Attested copy of Income Certificate of the parents from all sources from the organization where parents are working or Affidavit of Income on stamp paper from Notary (Annual income of Parents/ Guardians should be less than Rs. 6.00 lakh from all sources)
- Haryana Resident Certificate (in case candidate has not passed/appeared in the qualifying examination from Haryana)
- Attested copy of Mark Sheet of Qualifying Examination
- Proof of deposit of Application Fee

4. **Mewat Area Residents (MAR) Quota:** 50% of total intake of Govt. Polytechnic, Uttawar is horizontally reserved for the residents of Mewat Area. However, seats reserved for the domicile/ residents of village Panchayat(s) at Govt. Polytechnic, Uttawar shall be provided out of MAR Quota.

A candidate applying for MAR category must submit the following certificates at the time of verification at the selected Designated Center:

- Attested copy of Mewat Area Resident Certificate
- Attested copy of Mark Sheet of Qualifying Examination
- Proof of deposit of Application Fee

5. **Shivalik Development Board (SDB) Quota:** 50% of the total intake at Govt. Polytechnic for Women, Morni, District Panchkula are reserved for girl students who are bonafied residents of areas falling under the ambit of Shivalik Development Board (SDB) in Haryana. However, seats reserved for the domicile/ residents of village Panchayat(s) at Govt. Polytechnic for Women, Morni, District Panchkula shall be provided out of SDB Quota.

A candidate applying for SDB category must submit the following certificates at the time of verification at the selected Designated Center:

- Attested copy of Bonafied Residents of Areas falling under Shivalik Development Board (SDB) Certificate
- Attested copy of Mark Sheet of Qualifying Examination
- Proof of deposit of Application Fee

Important Note:

Candidates, if any, simultaneously applying for admission in Diploma Engg. as per his/ her category and also for HGST/ KM/ MAR/ SDB/ TFW quota seats are required to participate in Online Off-campus Counseling separately after deposit of separate counseling fee at www.techadmissionshry.gov.in against the respective Roll No.

- **Reservation of Seats for the domicile/ residents of village Panchayat(s):** As per notification of the State Government 02 Seats per branch (within sanctioned intake) are reserved for the domicile/ residents of the village Panchayat(s) who have gifted land free of cost/ leased out by State Government on nominal lease for set up of following Government Polytechnics in the State:
- Ch. Matu Ram Arya Govt. Polytechnic, Sanghi, Rohtak for residents of Sanghi Village
 - Govt. Polytechnic, Lisana, Rewari for residents of Lisana Village
 - Govt. Polytechnic, Manesar, Gurgaon for residents of Manesar Village
 - Govt. Polytechnic, Uttawar, Palwal for residents of Uttawar Village
 - Govt. Polytechnic for Women, Morni, Panchkula for the residents of Village Behlon in block Morni. In case no suitable candidates are available from Village Behlon, then these seats will be offered to residents of villages under the Bhoj Ddarti Panchyat in which village Behlon falls.
 - Govt. Polytechnic, Shergarh, Kaithal for residents of Shergarh Village.
 - Govt. Polytechnic, Dhargar, Distt. Fatehabad for the respective Village Gram Panchayat who have provided the land.
 - Maharishi Kashyap Govt. Polytechnic, Jattal, Distt. Panipat for the respective Village Gram Panchayat who have provided the land.
 - Govt. Polytechnic Indri, Distt. Nuh
 - Govt. Polytechnic Malab, Distt. Nuh
 - Govt. Polytechnic Mandkola, Distt. Palwal
 - Govt. Polytechnic Chhappar, Distt. Charkhi Dadri
 - Govt. Polytechnic Nanakpur, Distt. Panchkula
 - Govt. Polytechnic Umri, Distt. Kurukshetra
 - Deen Bandhu Sir Chhotu Ram Govt. Polytechnic, Sampla, District Rohtak

The reservation policy will be as follows:

S. No.	No. of branches in the Polytechnic	Total no. of seats reserved for residents of village @ 2 seats per branch	Category wise Seat Matrix
1	3	6	(Seat Matrix is to be prepared as per Haryana Govt. notified Reservation Policy)
2	4	8	
3	5	10	
4	6	12	
5	7	14	
6	8	16	

The seats will be filled as follows:

- Common merit on the basis of Inter-se-Merit/ Rank of qualifying examination will be prepared from amongst the residents of villages(s).
- First, general category seats will be filled based on the merit so prepared, irrespective of category depending upon the choice of the candidate and availability of the seats in a particular branch.
- When general category seats are exhausted, candidates from reserved category will be allotted seats in their respective categories on the basis of merit depending upon the choice of the candidate and availability of the seats in particular branch.
- 25% horizontal reservation shall be provided for girl students in categories where seats in the respective category are 3 or more.
- If any seat of reserved category remains vacant, the same will be filled through general category.

The above seat matrix will be for 1st year only. However, a year-wise roster would be maintained by each polytechnic/ institute so that the candidates from all categories namely General, SC, BC 'A' and BC 'B' etc will have fair chance of getting branch of their choice as per State Reservation Policy, 25% horizontal reservation will be provided for girl students in different categories on yearly roster basis.

The respective Polytechnic shall make the admissions for seats reserved for the domicile/ residents of village Panchayat(s) on the basis of merit of Secondary School Examination (Matriculation) or equivalent qualifying examination through open advertisement.

- **Wakf Board Seats at Seth Jai Parkash Polytechnic, Damla:** 10 seats at S.J.P. Damla are horizontally reserved for nominees of Haryana Wakf Board (Chemical Engg. - 03 seats, Electronic & Comm. Engg- 04 seats, Computer Engg.- 03 seats) and one seats in Electronics & Communication Engg. is also reserved for resident of Damla village.
- 03 seats are reserved for three year **Diploma (Engg)** course in **Printing Technology at Northern Regional Institute of Printing and Technology, Taliargang, Allahabad-U.P.** These seats along with any other seats if allotted by MHRD for Polytechnics in other state(s), are to be filled on the basis of merit of Secondary School Examination (Matriculation) or equivalent qualifying examination by HSTES through open advertisement.

► **Branches in Diploma Engg. Course**

S. No.	BRANCH	S. No.	BRANCH
1.	Agriculture Engineering	21.	Information Technology
2.	Aircraft Maintenance Engineering	22.	Instrumentation & Control Engineering
3.	Architectural Assistantship	23.	Library & Information Science
4.	Automobile Engineering	24.	Mechanical Engineering
5.	Ceramic Engineering	25.	Mechanical Engineering (Automobile)
6.	Chemical Engineering	26.	Mechanical Engineering (CAD/ CAM)
7.	Chemical Engineering (Pulp & Paper)	27.	Mechanical Engineering (Production)
8.	Civil Engineering	28.	Mechanical Engineering (Tool & Die)
9.	Computer Engineering	29.	Mechatronics Engineering
10.	Diploma in Business Management	30.	Medical Electronics
11.	Diploma in Hotel Management	31.	Medical Laboratory Technology
12.	Electrical Engineering	32.	Office Management & Computer Application
13.	Electrical & Electronics Engineering	33.	Plastic Technology
14.	Electronics & Communication Engineering	34.	Production Engineering
15.	Electronics Engg.	35.	Textile Design
16.	Fashion Design	36.	Textile Processing
17.	Fashion Designing & Garment Technology	37.	Textile Technology
18.	Fashion Technology		
19.	Finance Account & Auditing		
20.	Food Technology		

Note:

1. The list of Govt./ Govt. Aided/ Self Financing Polytechnics alongwith Branches and Sanctioned Intake for the session 2018-19 is available at **Appendix-IV**.
2. Institutions/ Branches/ Sanctioned Intake for the session 2018-19 on the counseling website **www.techadmissionshry.gov.in** is as per the list received from Haryana State Board of Technical Education, Panchkula.

B. ADMISSION IN DIPLOMA ENGG. – LATERAL ENTRY

[Two Years Duration - Semester Based Course]

► Eligibility

All those candidates who have passed ITI of at least two years duration (after 10th), 10+2 (vocational), 10+2 with Physics, Chemistry and Math (PCM) or 12th class passed with NSQF level 4 will be eligible for consideration in various Diploma Engineering courses on the basis of merit/ rank obtained in DET (L)-2018 only and as per the compatibility of the courses.

Note:

- The candidates who have passed ITI of at least two years duration (after 10th) or 10+2 with Physics, Chemistry and Math (PCM) will be eligible for consideration in all streams of Diploma Engg.
- The candidates who have passed 10+2 (Arts/ Commerce) will be eligible for consideration in Non-Engineering Diploma Courses (Diploma in Business Management, Industrial & Personal Management, Hotel Management, Finance, Accounts & Auditing, Library & Information Science and Office Management & Computer Application) only.
- Candidates who have passed 10+2 (Medical) will be eligible for consideration in Diploma in Medical Laboratory Technology only.
- The candidates who have passed 12th class with NSQF level 4 or 10+2 (Vocational) will be eligible as per the compatibility of the course.

Candidates who have completed Three year diploma in particular branch would be eligible to take admission in 2nd year of a different branch through lateral entry.

► Basis of Admissions

Admission of the candidates to the Diploma level courses under the lateral entry scheme will be made on the basis of inter-se-merit/rank of **On-Line Lateral Entry Diploma Entrance Test** i.e. **DET (L)-2018**.

For candidates obtaining equal marks in DET (L)-2018 merits, the candidate with higher marks in Math will be placed at higher Rank. If the candidate has same marks in Math, the candidate having higher marks in science will be placed at higher Rank. For the candidate having same marks in Math and Science, the candidate having higher marks in English will be placed at higher Rank. For the candidate having same marks in Math, Science and English the candidate having high marks in General Awareness and Aptitude will be placed at higher rank. For candidate having same marks in Math, Science, English and General Awareness and Aptitude, senior in age will be placed at higher Rank.

► Syllabus of DET (L)-2018

- **Syllabus:** 10+2 (Standard) of Board of School Education Haryana.
- **Question Paper:** There will be a composite online entrance test of 100 minutes duration consisting of 100 objective type multiple choice questions of 1 mark each having equal distribution of English, General Awareness and Aptitude, Mathematics, Science.
- Questions will be in English only.
- THERE WILL BE NO NEGATIVE MARKING FOR THE WRONG ANSWER.

► Schedule for DET (L)-2018

1	Filling up of online application form of On-Line Entrance Test on website:- www.onlinetesthry.gov.in	25.04.2018 to 17.05.2018 (Closing Date)
2	Deposit of Entrance Test Fee either Online or through E-challan generated on website: - www.onlinetesthry.gov.in	25.04.2018 to 17.05.2018 (Online) 26.04.2018 to 18.05.2018 (E-challan)
3	Availability of DET (L)-2018 Admit Card at Websites: www.onlinetesthry.gov.in or www.hstes.org.in	From 23.05.2018 (after 11:00 AM)
4	Conduct of Online Diploma Entrance Test (Lateral Entry)-2018	Online Entrance Test from 29.05.2018 to 01.06.2018
5	Declaration of Result/ Unique Rank Declaration on Websites: www.onlinetesthry.gov.in or www.hstes.org.in	06.06.2018 (after 5:00 PM)

Note: Candidate shall report at the Examination Center as per Date/ Shift mentioned in Admit Card.

► **ADMISSION IN SPECIAL QUOTA SEATS IN DIPLOMA ENGG. LATERAL ENTRY.**

1. **Tuition Fee Waiver (TFW) Scheme:** Under Tuition Fee Waiver (TFW) Scheme of AICTE, seats up to maximum 5 percent of sanctioned intake per course shall be available in all institutions approved by AICTE. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30 % of sanctioned seats in the respective courses are filled up. These seats shall be filled through online counseling on the basis of **DET (L)-2018** rank.

A candidate applying for TFW category must report at any of the Designated Center (List at Appendix-II) as per the notified schedule and submit the following certificates along with the print out of Online Filled Application Form for verification of the said category:

- i. Attested copy of Income Certificate of the parents from all sources from the organization where parents are working or Affidavit of Income on stamp paper from Notary (Annual income of Parents/ Guardians should be less than Rs. 6.00 lakh from all sources)
- ii. Haryana Resident Certificate (in case candidate has not passed/appeared in the qualifying examination from Haryana)
- iii. Attested copy of Mark Sheet of Qualifying Examination
- iv. Proof of deposit of Entrance Test Fee

Note: Candidates, if any, simultaneously applying for Diploma Engg. Lateral Entry as per his/ her category and also for TFW quota seats are required to participate in Online Off-campus Counselling separately after deposit separate counseling fee at www.techadmissionshry.gov.in against the respective Roll No.

► **Compatibility of Polytechnic Courses with ITI Courses**

S.No.	Diploma Courses	Branch Name of ITI/Polytechnic
1.	Any Diploma Engg. Course	<ul style="list-style-type: none"> • Two Year duration ITI in any Engg. Trades • Any three year Polytechnic Diploma
2.	Any Non Engg. Diploma Course	Two Year duration ITI in any Non-Engg. Trades.

► **Compatibility of Polytechnic Courses with 12th class with NSQF level 4 Courses:**

S. No	Branch Name of diploma courses in Polytechnics	Compatible 10+2 (NSQF - Level – IV) Courses
1	Agriculture Engineering	i. Agriculture
2	Automobile Engineering	i. Automobile
3	<ol style="list-style-type: none"> i. Computer Engineering ii. Electronics & Communication Engg. iii. Information Technology iv. Instrumentation & Control Engg. v. Medical Electronics 	<ol style="list-style-type: none"> i. Information Technology/ ITeS ii. Media Entertainment/ Animation
4	Medical Lab Technology	<ol style="list-style-type: none"> i. Health Care (Patient Care Assistant) ii. Health Care (Vision Technician)
5	<ol style="list-style-type: none"> i. Fashion Design ii. Fashion Designing & Garment Technology iii. Fashion Technology iv. Textile Technology v. Textile Processing vi. Textile Design 	<ol style="list-style-type: none"> i. Apparel (Fashion Design)
6	<ol style="list-style-type: none"> i. Business Management ii. Industrial & Personal Management iii. Hotel Management iv. Finance Accounts & Auditing v. Library & Information Science vi. Office Management & Computer Application 	<ol style="list-style-type: none"> i. Banking & Financial Services ii. Banking & Insurance Services iii. Beauty & Wellness iv. Physical Education & Sports v. Retail vi. Security vii. Travel & Tourism

► **Compatibility of Polytechnic Courses with 10+2 (vocational) Courses**

S. No	Branch Name of diploma courses in Polytechnics	Compatible Vocational Courses (10+2)
1	Agriculture Engineering	ii. Crop Production / Cultivation iii. Floriculture iv. Repair and Maintenance of Power Driven Farm Machinery (RMPDFM)
2	Automobile Engineering	ii. Auto Technician (TTWR) iii. Mechanical
3	Ceramic Technology	i. Visual Arts (Pottery and Ceramics)
4	vi. Computer Engineering vii. Electronics & Communication Engg. viii. Information Technology ix. Instrumentation & Control Engg. x. Medical Electronics xi. Electrical Engineering	iii. Lineman iv. Electrician (MREDA) v. Computer Technique vi. Electrical Technology
5	Civil Engineering	i. Furniture Maker and Designer
6	Food Technology	i. Bakery & Confectionery
7	Mechanical Engineering	i. Boiler Attendant ii. Material Testing & Heat Treatment
8	Textile Technology	i. Mechanic Textile Machinery
9	Fashion Technology	i. Commercial Garments Designing and Making
10	Office Management & Computer Application	i. Accountancy & Auditing ii. Banking iii. Marketing & Salesmanship iv. Office Secretary ship Stenography English v. Office Secretary ship Stenography Hindi vi. Computer Technique
11	Mechanical Engineering Mechanical Engineering (Tool & Die) Production Engineering	i. Refrigeration & Air Conditioning ii. Mechanical
12	Electronics & Communication Engineering	Electronics Technology

► **General Conditions**

The candidates taking admission in lateral entry in Diploma Courses i.e. in 2nd year will have to undergo additional course(s) as per study scheme prescribed by HSBTE.

C. ADMISSION IN DIPLOMA PHARMACY

[Two Years Duration - Annual Course]

- ▶ **Entry qualification:** 10+2 from Board of School Education, Haryana, or equivalent examination from a recognized board/ university with 35% marks (Subject to change by State Govt. decision).
- ▶ **Eligibility (Subject to change by State Govt. / Pharmacy Council decision if any)**
Pass with 35% marks from a recognized Board/University in any of the following examination with pass in Physics, Chemistry and Biology/ Mathematics:
 - ◆ Intermediate examination in science.
 - ◆ First year of the three years degree courses in science.
 - ◆ Regular 10+2 examination only in science academic stream.
 - ◆ 12 years Higher Secondary Education Board Exam (Science academic stream with Physics, Chemistry, Biology) of Higher Secondary Education Board, Nepal.
 - ◆ Pre-degree exam., or
 - ◆ Any other qualification approved by Pharmacy Council of India as equivalent to any of the above examination.

NOTE:

1. As per letter no. 14-2/2015- PCI(A)/23891-25895 dated 07-09-2015 of Pharmacy Council of India, it has been decided that "A student who has passed from Open School education system of the Central Govt./ State Govt. institutions are eligible for admission to Pharmacy courses as per the concerned Education Regulations." It was further decided that the students of such Open Schools who have already passed or are undergoing pharmacy course(s) shall be treated as eligible for registration as a pharmacists under the Pharmacy Act, 1948 subject to fulfillment of the other prescribed conditions of registration under the Pharmacy Act, 1948.
 2. As per letter no. 14-2/2006- PCI-5763-6337 dated 13-06-2007 of Pharmacy Council of India candidates having pre-university examinations (new scheme) of Andhra University with Physics, Chemistry, Maths or Physics, Chemistry, Biology are not eligible.
- ▶ **Basis of Admission**
Admission to Diploma Pharmacy course shall be made on the basis of inter-se-merit/ rank prepared on the basis of %age of qualifying examination through On-line Off-Campus counseling at **www.techadmissionshry.gov.in**.
 - **Inter-se-Merit/ Rank of Qualifying Examination:**
Order of merit shall be decided on the basis of percentage of aggregate marks obtained in qualifying examination in Chemistry, Physics, Biology/Mathematics and English.
 - **Tie-Breaking Criteria**
 1. In case of tie, the tie breaking criteria will be in the order of marks obtained in Chemistry, Physics, Biology/Mathematics and English.
 2. If tie, still persists senior in age will be placed at higher merit.
 3. If tie, still persists the same shall be resolved in the following order:
 - i. Resolution by name of the candidate (in English as per matriculation mark sheet) in alphabetical order i.e. candidate whose name appears first will be given better rank.
 - ii. Resolution by father's name of the candidate (in English as per matriculation mark sheet) in alphabetical order i.e. candidate whose father's name appears first will be given better rank.
 - iii. Resolution by mother's name of the candidate (in English as per matriculation mark sheet) in alphabetical order i.e. candidate whose mother's name appears first will be given better rank.
 - **Modification in marks of Qualifying Examination:**
If the marks in the qualifying examination are modified due to any reason by the respective School Education Board after declaration of Inter-se-Merit/ Rank of qualifying examination by HSTES, the same must be reported to HSTES immediately along with proof. However, the effect of the change will be taken into consideration only for the subsequent round(s) of counseling.

► **ADMISSION IN SPECIAL QUOTA SEATS IN DIPLOMA PHARMACY:**

1. **Mewat Area Residents (MAR) Quota:** 50% of total intake of Govt. Polytechnic, Uttawar in Diploma Pharmacy is horizontally reserved for the residents of Mewat Area and these seats shall also be filled on the basis of inter-se-merit/ rank prepared on the basis of %age of qualifying examination through On-line Off-Campus counseling. However, seats reserved for the domicile/ residents of village Panchayat(s) at Govt. Polytechnic, Uttawar shall be provided out of MAR Quota.

A candidate applying for MAR category must submit the following certificates at the time of verification at the selected Designated Center:

- i. Attested copy of Mewat Area Resident Certificate
- ii. Attested copy of Mark Sheet of Qualifying Examination
- iii. Proof of deposit of Application Fee

2. **Reservation of Seats for the domicile/ residents of village Panchayat(s):** 02 seats are reserved at Govt. Polytechnic, Uttawar, Palwal for the domicile/ residents of the Uttawar Village and these seats shall be filled on the basis of inter-se-merit/ rank prepared on the basis of %age of qualifying examination.

The Govt. Polytechnic, Uttawar, Palwal shall make the admissions for seats reserved for the domicile/ residents of village Panchayat(s).

Important Note:

1. Candidates, if any, simultaneously applying for admission in Diploma Pharmacy as per his/ her category and also for MAR quota seats are required to participate in Online Off-campus Counseling separately after deposit of separate counseling fee at www.techadmissionshry.gov.in against the respective Roll No.

D. Physical Standards for Diploma Engg./ Diploma Engg. Lateral Entry/ Diploma Pharmacy Courses

All the candidates seeking admission in the various Polytechnics/Institutions affiliated to State Board of Technical Education Haryana will have to submit a medical certificate given at **Annexure–XIV** of this Prospectus duly signed by any Govt./ Registered Medical Practitioner having MBBS Degree at the time of joining the Institute. The standards of Physical Fitness are laid down in **Annexure-XIVA**.

Chapter-4 RESERVATION OF SEATS

Reservation in admission in Technical Education Institutions for the session 2018-19:

Category	Code	Percentage
[a] All India Category Seats	AIO	15% of the sanctioned intake
[b] State Quota		85% of the sanctioned intake
[b-1] Haryana Open General Category (General)	HOGC	50% of State Quota
[b-2] Reserved Categories of Haryana		50% of State Quota
Scheduled Castes	SC	20% of State Quota
Backward Classes (A)	BCA	16% of State Quota
Backward Classes (B)	BCB	11% of State Quota
Physically Handicapped	PH	3% of State Quota

In the event of quota reserved for physically handicapped remain unutilized due to non-availability for suitable category of handicapped candidates, it may be offered to the Ex-serviceman and their wards (1%) and the dependents of freedom Fighters (1%).

Further 3% horizontal reservation is also provided to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of general category, 1% out of Scheduled Castes and 1% from Backward Classes category for admission to the various educational institutions of the Govt. and Govt. aided/institutes located in Haryana. As far as block allocation in Block-A and Block-B of Backward Classes category is concerned, year-wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the academic year 2006, the next block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2007 and so on.

Vide Notification No. 808-SW(1) dated 17 August, 2016 issued by Welfare of Scheduled Castes and Backward Classes Department, Haryana, the criteria for exclusion of creamy layer within the Backward Classes as per the Schedules appended to the Act. namely Scheduled I, II & III will be as under:

"The children of persons having gross annual income of upto three lakh rupees shall first of all get the benefit of reservation in services and admission in educational institutions. The left out quota shall go to that class of Backward Classes of citizens who earn more than Three Lakh rupees but upto Six Lakh rupees per annum. The sections of the Backward Classes earning above Six Lakh rupees per annum shall be considered as Creamy Layer under section 5 of the said Act."

25% horizontal reservation shall be provided for girls students in all categories.

For private unaided institutions:-

The sanctioned intake in a private institute shall be distributed as under:-

- i) 25% of sanctioned intake shall be filled by the institutions.
- ii) 75% of sanctioned intake shall be filled through HSTES as per State Reservation Policy as mentioned above.

For private unaided Minority institutions –

- i. All India category including NRI seats not exceeding upto 15% (at the discretion of the management as above).
- ii. Minority Quota - 42.5% of sanctioned intake fixed by the State Govt. vide notification No. 20/5/2004-4TE, dated 25.06.2004.
- iii. Balance- 42.5% (half for Haryana Open General and half for reserved categories of Haryana in the ratio as specified above).

SPECIAL QUOTA SEATS

Haryana State Technical Education Society (HSTES) has implemented various schemes of Govt. of Haryana, AICTE New Delhi and MHRD regarding Special Quota Seats given as under:

A. SPECIAL QUOTA SEATS IN DIPLOMA ENGG.

1. **Haryana Govt. School Toppers (HGST) Seats:** One seat in each branch in each Polytechnic is reserved for Haryana Govt. School Toppers (having minimum 2nd division and minimum strength of the class should be 5) in the current year (2018) matriculation examination.
2. **Kashmiri Migrants (KM) Quota:** Seats upto maximum 5 percent of sanctioned intake in each branch are reserved for wards of Kashmiri Migrants in all AICTE approved institutions. These seats shall be supernumerary in nature.
3. **Tuition Fee Waiver (TFW) Scheme:** Under Tuition Fee Waiver (TFW) Scheme of AICTE, seats up to maximum 5 percent of sanctioned intake per course shall be available in all institutions approved by AICTE. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30% of sanctioned seats in the respective courses are filled up.
4. **Mewat Area Residents (MAR) Quota:** 50% of total intake of Govt. Polytechnic, Uttawar in Diploma Engg. is horizontally reserved for the residents of Mewat Area. However, seats reserved for the domicile/ residents of village Panchayat(s) at Govt. Polytechnic, Uttawar shall be provided out of MAR Quota.
5. **Shivalik Development Board (SDB) Quota:** 50% of the total intake at Govt. Polytechnic for Women, Morni, District Panchkula are reserved for girl students who are bonafied residents of areas falling under the ambit of Shivalik Development Board (SDB) in Haryana. However, seats reserved for the domicile/ residents of village Panchayat(s) at Govt. Polytechnic for Women, Morni, District Panchkula shall be provided out of SDB Quota.
6. **Reservation of Seats for the domicile/ residents of village Panchayat(s):** As per notification of the State Government 02 Seats per branch (within sanctioned intake) are reserved for the domicile/ residents of the village Panchayat(s) who have gifted land free of cost/ leased out by State Government on nominal lease for set up of following Government Polytechnics in the State:
 - i. Ch. Matu Ram Arya Govt. Polytechnic, Sanghi, Rohtak for residents of Sanghi Village
 - ii. Govt. Polytechnic, Lisana, Rewari for residents of Lisana Village
 - iii. Govt. Polytechnic, Manesar, Gurgaon for residents of Manesar Village
 - iv. Govt. Polytechnic, Uttawar, Palwal for residents of Uttawar Village
 - v. Govt. Polytechnic for Women, Morni, Panchkula for the residents of Village Behlon in block Morni. In case no suitable candidates are available from Village Behlon, then these seats will be offered to residents of villages under the Bhoj Ddarti Panchyat in which village Behlon falls.
 - vi. Govt. Polytechnic, Shergarh, Kaithal for residents of Shergarh Village.
 - vii. Govt. Polytechnic, Dhargar, Distt. Fatehabad for the respective Village Gram Panchayat who have provided the land.
 - viii. Maharishi Kashyap Govt. Polytechnic, Jattal, Distt. Panipat for the respective Village Gram Panchayat who have provided the land.
 - ix. Govt. Polytechnic Indri, Distt. Nuh
 - x. Govt. Polytechnic Malab, Distt. Nuh
 - xi. Govt. Polytechnic Mandkola, Distt. Palwal
 - xii. Govt. Polytechnic Chhappar, Distt. Charkhi Dadri
 - xiii. Govt. Polytechnic Nanakpur, Distt. Panchkula
 - xiv. Govt. Polytechnic Umri, Distt. Kurukshetra
 - xv. Deen Bandhu Sir Chhotu Ram Govt. Polytechnic, Sampla, District Rohtak

The number of seats reserved for the domicile/ residents of village Panchayat(s) in above Polytechnics, basis of admission and method of applying is mentioned in Chapter-3.

7. **Wakf Board Seats at Seth Jai Parkash Polytechnic, Damla:** 10 seats at S.J.P. Damla are horizontally reserved for nominees of Haryana Wakf Board (Chemical Engg. - 03 seats, Electronic & Comm. Engg- 04 seats, Computer Engg.- 03 seats) and one seats in Electronics & Communication Engg. is also reserved for resident of Damla village.
8. 03 seats are reserved for three year **Diploma Engg.** course in **Printing Technology** at **Northern Regional Institute of Printing and Technology, Taliargang, Allahabad-U.P.** These seats along with any other seats if allotted by MHRD for Polytechnics in other state(s), are to be filled on the basis of merit of Secondary School Examination (Matriculation) or equivalent qualifying examination only by HSTES through open advertisement.

B. SPECIAL QUOTA SEATS IN DIPLOMA ENGG. LATERAL ENTRY

1. **Tuition Fee Waiver (TFW) Scheme:** Under Tuition Fee Waiver (TFW) Scheme of AICTE, seats up to maximum 5 percent of sanctioned intake per course shall be available in all institutions approved by AICTE. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30% of sanctioned seats in the respective courses are filled up.

C. SPECIAL QUOTA SEATS IN DIPLOMA PHARMACY

1. **Mewat Area Residents (MAR) Quota:** 50% of total intake of Govt. Polytechnic, Uttawar in Diploma Pharmacy is horizontally reserved for the residents of Mewat Area. However, seats reserved for the domicile/ residents of village Panchayat(s) at Govt. Polytechnic, Uttawar shall be provided out of MAR Quota.
2. **Reservation of Seats for the domicile/ residents of village Panchayat(s):**
02 seats in Diploma Pharmacy at Govt. Polytechnic, Uttawar, Palwal are reserved for the domicile/ residents of the Uttawar Village and these seats shall be filled on the basis of inter-se-merit/ rank prepared on the basis of %age of qualifying examination.
The method of applying for seats reserved for the domicile/ residents of village Panchayat(s) at above Polytechnic is mentioned in Chapter-3.

The Basis of Admission and Method of Applying for Special Qouta Seats has been mentioned Course wise in Chapter-3.

Note:

1. Change, if any, shall be applicable at the time of counseling.
2. If the number of seats in any particular category is not a round figure, 0.5 or above will be taken as one and less than 0.5 shall be ignored, except that in Physically Handicapped, Children and Grand-children of Freedom Fighters and Ex-Servicemen and their Wards Categories, at least one candidate will be admitted from all the three categories in total, even if the share is less than 0.5 seats provided the number of sanctioned intake in the particular course is 30 or above.
3. Merging of sub-categories in the reserved categories and removal of ESM priorities of Haryana shall be made before 2nd Phase of counseling. The vacant seats of reserved categories of Haryana shall be converted and offered to General Category Candidates alongwith other net resultant vacancies in the subsequent counseling.
4. While allotting seat to a candidate, he/ she shall be considered first in All India Category, then in Haryana Open General Category and thereafter in his/ her own category as applicable.

INSTRUCTIONS FOR THE CANDIDATES CLAIMING RESERVATION FOR:

▪ **HARYANA RESIDENTS:**

All the candidates claiming to be bonafide Residents of Haryana should produce a Haryana Resident Certificate signed by competent authority as per details given in **Annexure-I/IA/IB**. A format of certificate for Resident of Haryana is given at **Annexure-VI** of this Diploma Prospectus. A format of certificates from the employer in the case of employees of Govt. of Haryana, members of All India Services borne on Haryana Cadre, employees statutory bodies/corporation is given at **Annexure-VII**.

▪ **SCHEDULED CASTE/ SCHEDULED TRIBE (SC/ST):**

A candidate claiming seat against the seats reserved for Scheduled Caste / Scheduled Tribe (SC/ST) (as per list at Annexure-II) will have to attach a copy of the certificate given at **Annexure-VIII** of this Diploma Prospectus from the competent authority, that is, Circle Revenue Officers (Tehsildar/Naib Tehsildar-cum-Executive Magistrate of the District/Sub Division) to which the candidate is a permanent resident.

▪ **BACKWARD CLASSES (BC):**

A candidate-claiming seat against the seats reserved for Backward Class (BC) Block A/ Block B (As per **Annexure-III**) will have to submit and produce a certificate in the format at **Annexure-IX** of this Diploma Prospectus. An affidavit as given at **Annexure-X** is to be submitted by the parents of BC category candidate.

▪ **Ex-Serviceman (ESM):**

A candidate claiming seat against the seats reserved of Ex-Serviceman must attach a certificate from the Secretary District Soldier, Sailors Airman's Board as a proof of their being as such. The candidate claiming seat against the seats reserved for children/wards of the Armed Forces Personnel must attach a certificate from the local unit as a proof of their being as such. Against the seats reserved for children/wards of Armed Forces Personnel/Ex-Servicemen, **First priority in the admission shall be given to the candidate whose father died in action while in active service.** Next priority shall be given to Ex-Serviceman himself seeking admission and only the remaining seats if any, shall be given to the children/wards of Armed Forces Personnel/Ex-Servicemen who may be either serving or may have served the army. The children/wards of Civil G.T. Cops A.S.C, who are civilian class III and IV Government servants and serve in the field under the same conditions as Military Personnel, are also entitled to the same concession as applicable to the defence personnel **Annexure-V and XVI**.

▪ **FREEDOM FIGHTER (FF)/ DEPENDENT OF FREEDOM FIGHTER (DEF):**

The candidates claiming the reservation for children/wards of freedom fighter shall be required to produce certificate from the office of the Chief Secretary to Government of Haryana (protocol and publicity branch) duly signed and stamped. The candidate should also submit an affidavit counter signed by the Magistrate showing the relationship of the candidate with the freedom fighter. The certificate can also be obtained from Deputy Commissioner of concerned district of Haryana State as per **Annexure-XII**.

▪ **PHYSICALLY HANDICAPPED (PH):**

The handicap disability should not be less than 40% and should not interfere with the requirement of the professional career as an Engineer/Architect/Technician in all the courses. The certificate to this effect should be obtained from Civil Surgeon heading the constituted medical board as given at **Annexure -XI**.

▪ **KASHMIRI MIGRANTS (KM)**

A candidate claiming seat against the seats reserved of Kashmiri Migrants **will be required to possess the original Migration Certificate duly signed by the competent authority or Relief commissioner.**

- **HARYANA GOVT. SCHOOL TOPPER (HGST)**

The candidates applying under Haryana Govt. School Toppers (HGST) will produce a certificate (**Annexure-XIII**) in the support of their claim from the Principal/ Headmaster of the Govt. School of which the candidate is Topper, clearly stating the strength of class and the candidate claiming HGST quota should be Topper (minimum 2nd division) in current year examination i.e. 2018 (Minimum strength of class should be 5 to become eligible for HGST).

- **TUTION FEE WAIVER SCHEME (TFW) - Not Applicable in Diploma Pharmacy**

The candidate applying for Tuition Fee Waiver Category will produce the relevant Income Certificate of the parents from all sources from the organization where parents are working or Affidavit of Income on stamp paper from Notary (Annual income of Parents/Guardians should be less than Rs. 6.00 lakh from all sources).

TEMPORATIVE

Chapter-5

Procedure for Applying Online for all Diploma Courses

There is no printed application form and applications for admission in all Diploma Courses shall be invited online at www.onlinetesthry.gov.in as per "Key Dates" given in **Appendix-I**. List of Diploma Courses/ Categories is given below:

S. No.	Course Name	Basis of Admission
I	Diploma Engg. including HGST, KM, MAR, SDB & TFW Categories	Merit of Secondary School Examination (Matriculation) or equivalent qualifying examination
II	Diploma Engg. Lateral Entry including TFW Category	Inter-se-Merit/ Rank of Online Lateral Entry Diploma Entrance Test i.e. DET (L)-2018
III	Diploma Pharmacy including MAR Category.	Inter-se-Merit/ Rank prepared on the basis of percentage of Qualifying Examination

Important:

- A candidate applying for **Diploma Engg. (including HGST, KM, MAR, SDB & TFW categories)** and **Diploma Pharmacy (including MAR category)** shall report at the selected Designated Center along with the relevant documents for Verification & Confirmation of Online Filled Application Form as per the notified schedule.
- Candidates applying for **TFW category in Diploma Engg. Lateral Entry** shall report at any of the Designated Center (List at Appendix-II) and shall deposit the print out of Online Filled Application Form along with Income Certificate of Parents and Haryana Resident Certificate (in case candidate has not passed/ appeared in the qualifying examination from Haryana) for Verification of the said category.

A. Instructions for Applying Online

1. Before applying online, the candidate should read carefully Diploma Prospectus-2018 available at www.hstes.org.in.
2. The candidate must apply before the **closing date for Submission of Online Application Form** as per "Key Dates" given in **Appendix-I**.
3. To help and guide the candidates in Filling Online Application Form all Govt./ Govt. Aided Polytechnics have been selected as Designated Centers. Candidates can apply free of cost from any of the nearby Designated Center on all working days on or before the **last date for Submission of Online Application Form**.
4. The candidates have to fill the particulars online and also upload their coloured photograph (JPG File Max. 30KB Size) and signature (JPG File Max. 20KB Size).
5. The particulars of the candidate in the application form must exactly be the same as registered in the qualifying examination.
6. The candidates are advised to clearly opt the course i.e. Diploma Engg./ Diploma Engg. Lateral Entry/ Diploma Pharmacy and category i.e. HGST/ KM/ MAR/ SDB/ TFW.
7. The candidates should note down the unique application number which will be generated as the candidate submits online application form. The unique application number will be required for future communication. The candidate should keep a copy of application form for his/ her record.
8. Submission of duplicate application is not allowed. In case, if a candidate wants to correct/ update certain detail(s) submitted in his/ her online application form, same would be done upto the last date of verification of online application form by the verification team at the Designated Center (Govt. or Govt. Aided Polytechnic in the State) where the candidate reports for verification of marks of qualifying examination/ other particulars filled in online application form along with the required documents. Also, the candidate may contact HSTES for correction/ updation of certain detail(s) submitted in his/ her online application form during the specified period.

B. Instructions for Deposit of Application Fee or Entrance Test Fee

1. The Application Fee or Entrance Test Fee (whichever is applicable) shall be deposited by the candidate either Online (Debit Card/ Credit Card/ Net Banking) or through E-challan (generated while filling-up of Online Application Form) in any branch of the following Designated Banks:
 - I. Axis Bank
 - II. Punjab National BankThe applicable fee shall be accepted on next working day of generation of the E-challan.
2. The candidate must deposit Application Fee or Entrance Test Fee in the selected bank **upto last date of fee deposit** as per "**Key Dates**" given in **Appendix-I**.
3. The Application Fee or Entrance Test Fee once paid will not be refunded (full or partial) under any circumstances.

C. Instruction for Verification & Confirmation of Online Filled Application Form

A. For Diploma Engg. (including HGST, KM, MAR, SDB & TFW Categories) and Diploma Pharmacy (including MAR Category):

1. The candidate shall select a Designated Center (Govt. or Govt. Aided Polytechnic in the State) while filling Online Application Form for Verification & Confirmation of his/ her Online Filled Application Form. The list of Designated Centers is given in **Appendix-II**.
2. After submission of Online Application Form and deposit of Application Fee, the candidate shall report at the selected Designated Center before the **last date for Verification & Confirmation of Online Application Form** for Verification & Confirmation of Online Filled Application Form along with original/ attested/ self attested copy of following documents:
 - I. Mark Sheet of Qualifying Examination
 - II. Proof of Date of Birth if the same is not mentioned Mark Sheet of Qualifying Examination
 - III. Proof of Reserved Category (if any)
 - IV. Relevant Certificate in case of HGST, KM, MAR, SDB & TFW Category
 - V. Proof of deposit of Application Fee or Entrance Test Fee in the Designated Bank
 - VI. Application No. and Password (**the candidate shall enter his/ her Application No. and Password for Verification process at the Designated Center**)
3. The Verification Team of two members (with at least one Group A or B officer) at the concerned Designated Center shall check the relevant documents and accordingly shall verify the marks of qualifying examination/ other particulars of the candidate in Online Filled Application Form.
4. After successful Verification & Confirmation of Online Filled Application Form, the Designated Center shall provide system generated Verification Report to the candidate duly signed by the committee and the candidate. A copy of the same attached with proof of marks of Qualifying Examination and proof of Reserved/ Special Category (if any) will also be retained by the Designated Center.
5. The **Inter-se-Merit/ Rank of Qualifying Examination** of only the verified and confirmed Application Forms shall be declared by HSTES at www.onlinetesthry.gov.in & www.hstes.org.in as per Key Dates. The candidate shall participate in **On-Line Counseling** (Registration, Filling and Locking of Choices) according to the Key Dates. The candidates who could not made themselves part of the published merit may participate in institute level counseling for admissions against vacant seats.

B. For TFW Category of Diploma Engg. Lateral Entry Course:

1. The Candidate shall report at any near by Designated Center as per notified schedule and shall deposit the print out of Online Filled Application Form along with Income Certificate of Parents & Haryana Resident Certificate (in case candidate has not passed/appeared in the qualifying examination from Haryana) for verification.
2. On successful verification of the application form, the designated center shall provide a receipt to the candidate.
3. The hard copy of the complete online application form along with the attachments shall be retained by the designated institute.

4. The designated center shall submit a combined list of applications of the said category to HSTES. The HSTES in turn will forward Soft copy (Excel) sheet of all such applications to NIC for the purpose of counseling.

A candidate facing problem in Verification & Confirmation at the Designated Center should contact HSTES at 18004202026 (Toll Free).

D. Admit Card for Online Lateral Entry Diploma Entrance Test i.e. DET (L)-2018

1. The admit card for appearing in DET (L)-2018 shall be available online only at **www.onlinetesthry.gov.in** or **www.hstes.org.in** as per "Key Dates" given in **Appendix-I**. HSTES shall not ISSUE or POST any admit card to any registered candidate for DET (L)-2018.
2. No candidate shall be allowed to appear in the entrance test without admit card. Admit card and other required documents shall be verified before appearing in the Test.
3. The candidate should report to the allotted Test Center on given date and time along with the following documents for appearing in the Test:
 - I. Admit Card with photograph attested by gazetted officer.
 - II. A copy of valid Identity (ID) proof having his photograph on it
 - III. Proof in respect of Date of Birth (Copy of Matriculation Certificate etc.) for verification before appearing in the entrance test.
4. Candidate must not write or change any entry made therein on the Admit Card.
5. **Request for change of examination center/ city will not be entertained under any circumstances.**

E. Instructions for Online Lateral Entry Diploma Entrance Test i.e. DET (L)-2018

1. All candidates are advised to be conversant with handling of Keyboard and Mouse as the Test is Computer Based. Questions will be displayed on the Computer (screen) allotted to the candidate. Sample screen of the Test is available at **www.onlinetesthry.gov.in**.
2. Candidates are required to report at the allotted Test Center 30 minutes before the start of Test on the given date/ shift. The candidate will be allowed to appear in the Entrance Examination provisionally, subject to fulfilling the prescribed eligibility conditions/criteria given in the Admission Brochure.
3. Use of books, papers, slide rules, log tables, cellular phones, calculators, pagers, digital diaries etc. will not be allowed in the Test Center.
4. Test will be of 100 minutes duration and 15 Minutes (extra) will be given to the candidates for filling up particulars of the candidate.
5. The candidate may take the help of invigilator in case of any problem regarding acquaintance of system/ computer allotted to him.
6. On completion of the Test, number of questions attempted and marks scored by the candidates will be available online.
7. After the completion of the schedule of DET (L)-2018, the proper Inter-se-Merit and Ranks shall be displayed on **www.onlinetesthry.gov.in** and **www.hstes.org.in** as per the "Key Dates" given in **Appendix-I**.

F. Result of Online Lateral Entry Diploma Entrance Test i.e. DET (L)-2018

The result of DET (L)-2018 shall be declared on the website **www.onlinetesthry.gov.in** and **www.hstes.org.in** as per the "Key Dates" given in **Appendix-I**. No separate result card will be sent to the candidates.

All candidates are advised to visit regularly the websites www.hstes.org.in and www.onlinetesthry.gov.in for updates/ notices/ messages etc.

Chapter-6

Counseling Procedure for all Diploma Courses

A PROCEDURAL STEPS FOR PARTICIPATING IN ONLINE OFF CAMPUS COUNSELING:

1. This procedure is applicable for the candidates who want to take admissions through online counseling.
2. Candidates should go through Diploma Prospectus-2018 for detailed information about "Key Dates" given in **Appendix-I**, counseling schedule and procedures.
3. **Two Online Counselings** will be conducted for admission to all Diploma Courses for all the seats of Govt. / Govt. Aided and 75% seats of Self Financing Institutes only as follows:
1st Counseling - shall be done for all categories namely AIC, HOGC, KM, HGST, TFW, SC, BC-A, BC-B, PH, ESM (with all priorities) and FF of all categories with 25% Horizontal Female reservation.
2nd Counseling - shall be done for all categories namely AIC, HOGC, KM, HGST, TFW, SC, BC (by merging BCA and BCB in BC), PH, ESM (by merging all priorities) and FF with 25% Horizontal Female reservation.

After 2nd counseling no online counseling shall be conducted and admission at Institute Level Manual Counseling shall be made according to the following procedure:

For Diploma Engg. & Diploma Pharmacy: For participating in Institute Level Manual Counseling, candidates shall apply to the respective institute(s) as per the schedule of Institute Level Manual Counseling. Fresh Inter-se-Merit/ Rank of the candidates who have applied for Institute Level Manual Counseling shall be prepared by the respective institute according to the prescribed criteria of preparation of Inter-se-Merit/ Rank of qualifying examination as mentioned in Chapter-3 of Diploma Prospectus. The Institute Level Manual Counseling shall be conducted after merging the sub categories (including female) of a particular reserved category into the main reserved category. In the event of seats remaining vacant/ unfilled, if any, same shall be filled up before final cut off date of admissions without any reservation.

For Diploma Engg. Lateral Entry: For participating in Institute Level Manual Counseling, candidates shall apply to the respective institute(s) as per the schedule of Institute Level Manual Counseling. Admission shall be made at Institute Level Manual Counseling on the basis of Merit/ Rank of DET (L)-2018 after merging the sub categories (including female) of a particular reserved category into the main reserved category. In the event of seats remaining vacant/ unfilled, if any, same shall be filled up before final cut off date of admissions without any reservation, firstly on the basis of Merit/ Rank of DET (L)-2018 and thereafter on the merit of qualifying examination.

4. The candidates shall register online on **www.techadmissionshry.gov.in** for participating in counseling (choice filling and seat allotment) after deposit of the counseling fee (Rs. 500/- for all categories) either Online (Debit Card/ Credit Card/ Net Banking) or through E-challan in any branch of the Designated Banks (Axis or PNB) as per Key Dates given in **Appendix-I**. Candidates are advised to check status of counseling fee deposited under the **"Payment Status"** link on **www.techadmissionshry.gov.in**. The counseling fee once paid shall not be refunded (full or partial) under any circumstances.

For registration, candidate will be required to generate a password for use in future logins. Candidates should strictly keep record of the password for their own use only and not to disclose this to others. In the event of sharing of password, candidate will be solely responsible for the change of registration details, choices etc., if any.

Candidates are advised to Register for Online Counseling and fill choices **from their own home or by going to Govt. Polytechnics, Govt. Aided Polytechnics and SHOULD NOT go to any cyber cafe or any outside unauthorized persons** for the same, as they may mislead or misguide the candidates. However, in any case if the candidate registers from Cyber Cafe/ unauthorized venue, he must ensure that the password is created by himself only in a secret manner.

5. On above website, view general information about institutions profile, cut off ranks (previous years), latest schedules of counseling etc.
6. **To start counseling** click on **"New Registration"** option and submit your details of Course, Roll Number, Application Number, Name, Date of birth (as per admit card OR details provided by HSTES).
7. If any of the details are incorrect, please check the details once again. For any correction/ verification, you may contact HSTES at **18004202026 (Toll Free)** or **hscshelp327@gmail.com**.
8. If all information is entered correctly, you will get registration page for registering yourself as follows:
 - i) It has been decided by the Government that from the session 2018-19, the candidate shall submit preferably the Aadhaar Number (or Enrolment No.) at the time of online registration. In case Aadhaar Number is not available then alternate documents such as passport, bank account or any other valid

Govt. identity number may be submitted. Further, the Aadhaar Number (or Enrolment No.) not submitted at the time of online registration by the candidate, the same shall be submitted by him/her within one month after reporting at the Institute. The Institute shall also update /include the Aadhaar Number (or Enrolment No.) of the candidates admitted through institute level counseling in the same manner.

- ii) Gender
 - iii) Eligible for Haryana domicile
 - iv) Category
 - v) Sub Category
 - vi) Physical handicapped
 - vii) Educational Qualification
 - viii) % age marks
 - ix) Name of School/ College from where eligible educational qualification attained
 - x) Type of School/College
 - xi) Location of School/College
 - xii) Parental Annual Income
 - xiii) Password and Re enter Password
 - xiv) Security Questions
 - xv) Security Answers
 - xvi) Contact Address
 - xvii) City/Town
 - xviii) Home District
 - xix) Pin Code
 - xx) Telephone number
 - xxi) Mobile number
 - xxii) Email address etc.
9. In case your entered details are invalid, software will not allow you to SUBMIT.
 10. Please check all the details once again, before submission.
 11. After this, candidate will be redirected to "Registration Confirmation" page where all entered registration details are displayed for confirmation once again. If you find any detail incorrect, that can be corrected by using the option "edit registration details" otherwise "**Click here to continue**", if all the registration details shown are correct.
 12. Once you proceeded from the above step, your registration details can't be changed or edited, so click on "Registration Confirmation" page only when all your particulars are correct. In exceptional case, you may have to visit/contact HSTES.
 13. You can generate a User ID and Password. **Candidates should strictly keep record of the password for their own use only and not to disclose this to others. In the event of sharing of password, candidate will be solely responsible for the change of registration details, choices etc.** In the event of losing or forgetting of password, the same can be retrieved by the candidate on replying the queries by the system on the counseling website.
 14. Candidate will login the website **www.techadmissionshry.gov.in** with his User ID/ and chosen Password. After this, Candidate will confirm his/ her registration details and move to fill his/ her eligible choice. Registration confirmation is necessary for choice filling.
 15. While displaying the status of availability of seats, the number of seats available in a specific branch of an institution will be displayed as per eligibility/category. The non-availability of the seats in a branch of an institution and the seats/institution for which a candidate is not eligible will not be shown to him/ her.
 16. Candidate can also see his/ her eligible choices and can take the print out of his/ her eligible choices.
 17. Candidate will go to fill his/ her choices by clicking on Fill/Modify choice and fill his/ her Choices priority wise by clicking on add choice button (+) in left frame. Candidate should save the filled choices frequently.
 18. **To increase the probability of getting a seat, candidates are advised to fill maximum eligible choices.**
 19. After filling the choices, the candidate will lock his/ her choices. Locking choices means candidate has finalized his/ her choices.
 20. Incase candidate make changes in his/ her registration details, then he/ she has to fill the choices again as previous choices will be deleted automatically by the system as soon as any change is made in registration details
 21. After this, Candidate has to wait for result of desired course.

22. Seat Allotment Result publishing date is available on Key Date's section on the website.
23. After declaration of the result of first counseling, the candidate shall report in the allotted institute for admission against the allotted seat alongwith all requisite documents/certificates/testimonials, photograph as per instructions of **Chapter-7** and password, as per schedule mentioned in the provision seat allotment letter generated from the website. The candidate shall deposit one semester fee in the allotted institute. On verification of credentials and deposition of the admission fee the details of the candidate shall be updated on HSTES website by the institute. The candidate **MUST** get the **Provisional Admission Slip** from the allotted institute dully signed by the admission coordinator of the institute and the candidate himself.
24. **For up gradation of the allotted seat, a candidate should participate in subsequent counseling. For that the Candidate will login on web site www.techadmissionshry.gov.in and click on the undertaking that I understand and accept that, by participating in this counseling, my earlier admission/ allotment, if any, will be cancelled automatically, in case I get new allotment in next counseling.**
25. Candidates have to check the undertaking and click on Accept Participation and Proceed to participate in further counseling. Candidate is advised to opt only for the choice(s), which are better than the seat reserved in previous counseling. However, if at all the candidate participates in the 2nd Counseling and after filling the choices he feels that he should not have opted for 2nd counseling then at this stage he should delete all the choices filled by him to retain the seat reported through 1st counseling.
26. If candidate wants to change his/ her registration details, then candidate has to approach HSTES for modification in his/ her registration details, along with relevant certificates. By changing registration details, candidate filled up choices, if any, would be automatically deleted and eligible choices of candidate may be affected.
27. For all subsequent counseling(s), repeat step 14 to 26.

THINGS TO REMEMBER

- ◆ For withdrawal of one semester admission Fee, the candidate should submit a request in the institution concerned well before cut off date of admissions. After withdrawal, the seat shall be cancelled and shall be allotted to next candidate in queue.
- ◆ In case a candidate gets a new seat in subsequent counseling, the earlier allotment/ admission, if any, will stand cancelled automatically.
- ◆ In case a candidate upgrades to a new discipline in the same institution, he/ she should report again in the allotted institution but need not to deposit one semester fees again.
- ◆ If a candidate upgrades to a new institute, one semester fees shall required to be deposited in the new institute also along with verification of documents and should submit fee withdrawal request in the previous institution well before last cut off date of admission.
- ◆ The candidates who did not get seat in previous counseling or who are not satisfied with the allotted seat may try in subsequent counseling for getting a seat or up gradation as per the case respectively.
- ◆ Once the seat in subsequent counseling is allotted, the previous allotted seat will be cancelled automatically. After allotment of seat in subsequent counseling, the candidate must report at the allotted institute and in case of non reporting by the candidate, the allotted seat will also be cancelled automatically. **(Previously allotted seat got cancelled due to new allotment of seat in subsequent counseling and newly allotted seat got canceled due to non reporting)** and that seat will be automatically offered to candidates in the subsequent counseling. **Previously allotted seat will not be given to candidate by any means after allotment of seat in the subsequent counseling even if it remains vacant.**

B Counseling for Kashmiri Migrants (KM), Haryana Govt. School Toppers (HGST), Tuition Fee Waiver, Scheme Mewat Area Residents (MAR) Quota and Shivalik Development Board (SDB) Haryana Quota Seats:

- For Diploma Engg. including HGST, KM, MAR, SDB & TFW categories, Diploma Engg. Lateral Entry including TFW category and Diploma Pharmacy including MAR category candidate shall apply online and the fee for the purpose shall also be deposited online through E-challan generated at **www.onlinetesthry.gov.in**. The candidate shall select a Designated Center (Govt. or Govt. Aided

Polytechnic in the State) while filling Online Application Form for Verification & Confirmation of his/ her Online Filled Application Form. The list of Designated Centers is given in **Appendix-II**.

- Candidates, if any, simultaneously applying for admission in Diploma Engg. as per his/ her category and also for HGST/ KM/ MAR/ SDB/ TFW quota seats are required to participate in Online Off-campus Counseling separately after deposit of separate counseling fee at **www.techadmissionshry.gov.in** against the respective Roll No.
- Candidates, if any, simultaneously applying for Diploma Engg. Lateral Entry as per his/ her category and also for TFW quota seats are required to participate in Online Off-campus Counseling separately after deposit separate counseling fee at **www.techadmissionshry.gov.in** against the respective Roll No.
- Candidates, if any, simultaneously applying for admission in Diploma Pharmacy as per his/ her category and also for MAR quota seats are required to participate in Online Off-campus Counseling separately after deposit of separate counseling fee at **www.techadmissionshry.gov.in** against the respective Roll No.
- The candidates are required to participate in online off-campus counseling as per schedule mentioned in "**Key Dates**" at **www.techadmissionshry.gov.in**.

C Admission to Management Quota Seats-25% of the Sanctioned Seats per Branch per Institute (including 15% Seats if any for Children/ Wards of NRI)

- The private unaided institutions shall make admission against management quota seats (25% of the sanctioned seats including 15% seats for Children/ Wards of NRI's) at their own level. The private institutions can also fill any unfilled seats out of 75% seats at their own level. For making admission (against management quota seats and unfilled seats out of 75% seats) following procedure shall be followed in a fair and transparent manner:
For Diploma Engg. & Diploma Pharmacy: The management quota seats shall be filled on the basis of Inter-se-Merit/ Merit of qualifying examination.
For Diploma Engg. Lateral Entry: The management quota seats shall be filled up on the basis of Merit/ Rank of DET (L)-2018. In case sufficient numbers of DET (L)-2018 candidates are not available for filling the management quota seats, the vacant seats may be filled up on the basis of merit of qualifying examination.
- The private institutions shall make these admissions before final cut off date of admissions. Admission made after last cut off date shall be considered illegal and wrong and will not be updated on **www.intrahstes.gov.in**
- In any case all kind of admissions shall be done before the final cut of date admission (as mentioned in Key Dates) and the fee fixed by the State fee Committee shall be charged as per the laid down procedure. In any case higher fee shall not be charged by any institute.
- The final list of admitted candidates (including the institute level admission), should be updated online by the institute as per schedule mentioned in "**Key Dates**" given in **Appendix-I**, so that the same may be forwarded to the HSBTE.
- **Admission Data Management Fee (Rs. 200/- per admission) shall be charged one time by HSTES in respect of all admissions (Centralized Admissions and Institute Level Admissions) in Self Financing Institutions including un-aided branches of Aided Institutions from the academic session 2016-17 onwards. The said Fee be charged from the admitted students by the concerned institute and be credited/ deposited in HSTES account.**

Chapter-7

Reporting of the Candidate at Allotted Institutes

(A) REPORTING OF THE CANDIDATES

1. After declaration of the result of a particular counseling, the candidate shall print the provisional allotment letter from website **www.techadmissionshry.gov.in**.
2. After declaration of the result of first counseling, the candidate shall report in the allotted institute for admission against the allotted seat alongwith all requisite documents/certificates/testimonials, photograph and password, as per schedule mentioned in the provisional seat allotment letter. **The candidate shall deposit one semester fee in the allotted institute.** On verification of credentials and deposition of the admission fee the details of the candidate shall be updated on HSTES website by the institute. The candidate **MUST** get the Provisional Admission Slip from the allotted institute duly signed by the admission coordinator of the institute and the candidate himself.
3. The seat of selected candidate who do not report at allotted institute during reporting period of that particular counseling shall be cancelled. Such candidates may go for subsequent phases of counseling, if any.

(B) LIST OF DOCUMENTS TO BE BROUGHT AT THE TIME OF REPORTING IN THE INSTITUTE:

Important: It has been decided by the Government that from the session 2018-19, the candidate shall submit preferably the Aadhaar Number (or Enrolment No.) at the time of online registration. In case Aadhaar Number is not available then alternate documents such as passport, bank account or any other valid Govt. identity number may be submitted. Further, the Aadhaar Number (or Enrolment No.) not submitted at the time of online registration by the candidate, the same shall be submitted by him/her within one month after reporting at the Institute. The Institute shall also update /include the Aadhaar Number (or Enrolment No.) of the candidates admitted through institute level counseling in the same manner.

The candidates, at the time of reporting at allotted institutes must bring the following Original Certificates/ Documents/Testimonials alongwith three sets of duly attested photocopies of these and coloured photograph with them. Any candidate, who fails to produce any of the required Certificate / Document/ Testimonial at the time of reporting at the allotted institution, will forfeit his/ her claim to admission.

- i. Original and duly self attested photocopy of Qualifying Examination i.e. 10th or 10+2 as the case may be. In case, DMC of Qualifying Examination has not been issued by the concerned Board the result of the Qualifying Examination can be verified from the official website of the concerned Board.
- ii. Inter-se-Merit/ Rank card of qualifying examination declared by HSTES (for Diploma Engg. & Diploma Pharmacy) and DET (L) Rank card (for Diploma Engg. Lateral Entry).
- iii. Admit Card of DET (L)-2018.
- iv. Character Certificate:
 - (a) Regular Candidates: The candidates who passed their qualifying examination from School/College as regular students are required to submit the Character Certificate as per **Annexure-XV**.
 - (b) Private Candidates: Candidates, who have passed the qualifying examination as private candidates should submit their Character Certificate, duly signed by a First Class Magistrate.
- v. Residents Certificate as per **Annexure-VI**, is applicable for the candidates who have passed their qualifying examination from a Board/ Recognized school located out of the state of Haryana but their parental address is in the State of Haryana and for the Candidates, who have passed their qualifying examination from a Board/Recognized School located in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.
- vi. Certificate from the Employer in the case of Employees of Govt. of Haryana, members of All India Services borne on Haryana Cadre, Employees of Statutory Bodies/Corporations as per **Annexure-VII**, if applicable.
- vii. Scheduled Caste Certificate as per **Annexure-VIII**, if applicable.

- viii. Backward Class Certificate as per **Annexure-IX**, if applicable and affidavit as per **Annexure-X**.
- ix. Certificate in respect of Physically Handicapped Candidates as per **Annexure-XI**, if applicable.
- x. Certificate required to be furnished by the Children and Grand-children of Freedom Fighters as per **Annexure-XII**, if applicable.
- xi. Certificate from wards of Deceased/ Disabled/ Discharged Military/ Para-Military Personnel/ Ex-Servicemen or Ex-Personnel of Para-Military Forces – **Annexure-V**.
- xii. Certificate from wards of ex-employee of Indian Defence Services/ Para-Military Forces-**Annexure-XVI**
- xiii. Certificate of Medical Fitness- **Annexure-XIV**.
- xiv. Undertaking of Antiragging by the Student **Annexure – XVIII**.
- xv. Undertaking of Antiragging by the Parent/ Guardian **Annexure – XIX**.
- xvi. Proof of annual parental income from all sources (in case TFW quota candidates)
- xvii. Coloured Photograph (JPG File Max. 30KB Size)
- xviii. **Aadhar Number (or Enrolment No.). In case Aadhar Number is not available then alternate documents such as passport, bank account or any other valid Govt. identity number.**

Note:

- (i) The original certificates shall be returned back to the candidate concerned after verification by the institute.
- (ii) The 3 sets of attested copies of certificates/documents/testimonials will be verified and signed by the Director-Principal or his authorized representative and will be retained for registration purposes with the HSTES and subsequently in the Board.
- (iii) In case of Kashmiri Migrants, supporting certificates and original certificate of migration duly signed by the competent authority or Relief Commissioner should be submitted.
- (iv) In case of HGST category in Diploma Engg., candidates shall produce a certificate in the support of their claim from the Principal/ Headmaster of the Govt. School of which the candidate is topper clearly stating the strength of class (attach the attested form available at **Annexure –XIII**).
- (v) **Admission Data Management Fee (Rs. 200/- per admission) shall be charged one time by HSTES in respect of all admissions (Centralized Admissions and Institute Level Admissions) in Self Financing Institutions including un-aided branches of Aided Institutions from the academic session 2016-17 onwards. The said Fee be charged from the admitted students by the concerned institute and be credited/ deposited in HSTES account.**

(C) POST COUNSELING INSTRUCTIONS FOR THE INSTITUTES:

- Verification of the credentials of the candidate will be done by the allotted institutes at the time of reporting for admission, by comparing with the original certificates against which candidate has been allotted seat. Any entry or information filled/ made by the candidate, if found to be false, shall entail automatic cancellation of his/ her admission. The candidate's identity should be compared with the photo provided by him available at HSTES website
- The candidates found eligible for admission, will be required to complete other admission formalities as per norms. Three set of copies of certificates etc duly attested by a Gazetted officer/ Head of institution last attended shall be submitted by the candidate at the allotted institute.
- Online Reporting of each selected candidate in presence of the candidate shall be done by allotted institute by simply selecting/ tick marking the checklist online for checking all the parameters of the check list. Online reporting should be done as and when candidate reports at institute and not on the last date of admission.
- After successful admission of the candidate, allotted institute must provide system generated admission slip to candidates duly signed by the admission coordinator of the institute and the candidate himself.
- Institute are required to update the vacancy position online on **www.intrahstes.gov.in** /strictly as per Key dates so that the subsequent counseling may be conducted as per schedule, failing which they will be responsible for consequences of non updation.
- All admissions by institutes including institute level admissions are to be updated/ reported online as and when they report/admit the candidates. No permission of any kind would be provided for admitting students, if not reported online as per **Key Dates/** schedule given in **Appendix-I**. The online reported

candidates for centralized as well as institute level admissions would only be forwarded online to HSBTE.

- The institute shall submit the final list of admitted students' alongwith documents/ certificates proving eligibility to HSBTE for registration purposes and same shall be verified with the list of admissions as updated by respective institute on **www.intrahstes.gov.in** till final cut off date of all admissions.
- Any admission made after the last cut off date of admission shall be treated as wrong and illegal and will not be permitted/ updated at **www.intrahstes.gov.in**. No excuse from institutes regarding non-updation of admissions would be entertained in any case.
- All institutes shall ensure that admissions be made strictly as per the eligibility criteria / laid down qualification and on the basis of merit of entrance test/ qualifying examination, whichever is applicable.
- In case of violation of eligibility criteria/merit for the first time, the institute shall not be allowed to make admission in a particular branch in the next session in which violation has been committed. Further, if such violation is repeated, then disaffiliation of the institute will be recommended to the concerned University/Board apart from sending recommendation to AICTE for disapproval of the institute.

Note:- Respective institutes shall check the admission status of all the candidates admitted at the institute in second counseling and make the candidates aware through notification on first day of reporting itself whose admissions have been cancelled due to up-gradation, so that he/ she may check his/ her allotment status online on counseling website and report at newly allotted institute/ seat within reporting period of second counseling.

Chapter-8

Various Financial Supports and Motivational Schemes

Financial Supports and Motivational Schemes for Scheduled Castes/ Minority students are as follows:

1. Post Matric Scholarship of Govt. of India (GOI) for SC students (Details given in the following **Table-I**)
2. SCSP Scheme of Haryana Govt. for SC student (Details given in the following **Table-I**)
3. Post Matric Scholarship for Minorities Diploma Students (Details given in the following **Table-II**)
4. Merit-cum-Means Scholarship for UG/ PG Students (Details given in the following **Table-II**)
5. Reimbursement of State Transport Facilities/ Train Pass- Eligibility: All scheduled caste students of Diploma/ UG/PG level of Technical Courses having Aadhar/ UID number. However, scheduled castes students residing in campus hostels shall not be eligible for this benefit.

Table-I: SC Scholarship Schemes at a Glance

Parameters of the Schemes	PMS Scheme (G.O.I. Scheme) (Post Matric Scholarship)	SCSP Scheme (State Scheme) (Schedule Caste Sub Plan)	
Applicability	<i>SC & BC Welfare Department</i>	w.e.f. 2007-08	
	Ceiling of 40% of total filled seat in any course in a Institute.	Only the students admitted through Central Counseling conducted by HSCS are eligible.	
Eligibility: Regarding Annual Parental Income from all sources	Upto Rs. 2.5 lacs <i>w.e.f. 2013-14</i>	Rs. 2.50 lacs to Rs. 3.50 lacs <i>w.e.f. 2013-14</i>	
Other Conditions of Eligibility	i. AADHAR NUMBER / UID NO. OF THE CANDIDATE IS REQUIRED FOR CLAIMING SCHOLARSHIP FOR THE PURPOSE OF VERIFICATION. WITHOUT UID NO. SCHOLARSHIP CLAIMS SHALL NOT BE ENTERTAINED. ii. 70% attendance in the semester and should appear in at least one theory paper.		
Reimbursement	Tuition fee, Development fund & Student fund as fixed by State Fee Committee including Maintenance Allowance & Examination fee. Maintenance Allowance:		
	Type of Course	Day Scholar	Hosteller
	BE/B.Tech./MBA/MCA (Gp-I)	550/- pm	1200/- pm
	M.Pharm. /B.Pharm./ BHMCT (Gp-II)	530/- pm	820/- pm
	Diploma (Gp-IV)	230/- pm	380/- pm
		Only Tuition Fee is reimbursed as below: <u>Diploma courses:</u> Tuition fee or Rs. 20000/- whichever is less <u>UG /PG courses:</u> Tuition fee or Rs. 40000/- whichever is less	
Intensive checking /inspections shall be made by the respective Disbursing Institute of the Department during the conduct of session. Only after verifying the records of the admitted SC students, minimum attendance (70%), physical presence of the SC students in at least one theory paper of semester examination, the claim shall be settled & scholarship released accordingly.			

Table-II: Minorities Scholarship Schemes at a Glance

(Schemes Transferred from Social Justice & Empowerment Department to Technical Education Department w.e.f 2010-11)

Parameter	Merit-cum-Means Scheme	Post Matric Scholarship Scheme																												
Applicability	UG/PG Technical and Professional Courses from recognized institutions	Diploma courses (studies in Govt. or Private Higher Secondary School /Universities and Technical and Vocational Courses of classes 11th and 12th level)																												
Eligibility	I. Annual parent/ guardian's income from all sources upto Rs. 2.50 lacs. II. Financial Assistance is being provided to the Minority Students pursuing Degree and / or Post Graduate Level Technical and Professional Courses from recognized institutions. III. Selection on merit bases. IV. Continuation of scholarship in subsequent year will depend on successful completion of the course in preceding year.	I. Annual parent/ guardian's income from all sources upto Rs. 2 lacs. II. Not less than 50% marks or equivalent grade in the previous final examination. III. Preference in the ascending order of income to Students from BPL families. IV. 30% of Scholarship will be earmarked for girls students																												
Scholarship Rate	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Type of Financial Assistance</th> <th>Hosteller</th> <th>Day Scholar</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Course Fees</td> <td>Rs. 20,000 per annum or actual whichever is less.</td> <td>Rs. 20,000 per annum or actual whichever is less.</td> </tr> <tr> <td>2</td> <td>Maintenance Allowance (for 10 months only)</td> <td>Rs. 10,000 per annum (Rs. 1000 P.M.)</td> <td>Rs. 5,000 per annum (Rs. 500 P.M.)</td> </tr> <tr> <td colspan="2">Total</td> <td>Rs. 30,000/-</td> <td>Rs. 25,000/-</td> </tr> </tbody> </table>	Sr. No.	Type of Financial Assistance	Hosteller	Day Scholar	1	Course Fees	Rs. 20,000 per annum or actual whichever is less.	Rs. 20,000 per annum or actual whichever is less.	2	Maintenance Allowance (for 10 months only)	Rs. 10,000 per annum (Rs. 1000 P.M.)	Rs. 5,000 per annum (Rs. 500 P.M.)	Total		Rs. 30,000/-	Rs. 25,000/-	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Type of Financial Assistance</th> <th>Hosteller</th> <th>Day Scholar</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Admission and course/ tuition fee (includes fee/ charges for raw material etc.)</td> <td>Actual subject to maximum ceiling of Rs. 10,000 per annum.</td> <td>Actual subject to maximum ceiling of Rs. 10,000 per annum.</td> </tr> <tr> <td>2</td> <td>Maintenance allowance (for 10 months only)</td> <td>Rs. 380 per month</td> <td>Rs. 230 per month</td> </tr> </tbody> </table>	Sr. No.	Type of Financial Assistance	Hosteller	Day Scholar	1	Admission and course/ tuition fee (includes fee/ charges for raw material etc.)	Actual subject to maximum ceiling of Rs. 10,000 per annum.	Actual subject to maximum ceiling of Rs. 10,000 per annum.	2	Maintenance allowance (for 10 months only)	Rs. 380 per month	Rs. 230 per month
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Chapter-9

Information Regarding Fee and Refund of Fee

FEE:

In pursuance of the judgment dated August 14, 2003 of Hon'ble Supreme Court of India in writ petition (Civil) No.350 of 1993 (Islamic Academy and Anr. Vs. State of Karnataka and Ors.), the State Government had constituted State Fee Committee to fix fee structure of private unaided minority/non minority institutions for various types of technical courses. The Supreme Court guidelines stipulate that fee structure should be such that it is viable for the Colleges to function as per norms laid down by AICTE, but there should be no profiteering.

The fee structure of various technical institutions is available at **Appendix-V** and on the website **www.techeduhry.gov.in**. Candidates are advised to see the changes, if any, in the fee structure of institutes on the website **www.techeduhry.gov.in** before filling the choices of branch and institute. during online counseling as there are pending requests with State Fee Committee from some institutes for fee revision.

Important Note:

1. The semester fees should be deposited as per the schedule notified by the institute.
2. A fine of Rs. 20/- per day shall be charged for the next 15 days and thereafter re-admission fee of (Rs. 1000/- only) shall be charged.
3. The re-admission can be taken within a period of one month from the start of the semester.

Refund of Semester/ Admission Fee collected by the Institutes to the Candidate:

In the event of a student withdrawing before the starting of the course, the entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (Rupees one thousand only) shall be refunded by the institutions. It would not be permissible for Institutions to retain the School/ Institutions Leaving certificates in original. In case, if a student leaves after joining the course and if the vacated seat is consequently filled by another student by the last date of admission, the Institutions must refund the fee collected after a deduction of the processing fee of not more than Rs.1000/- (Rupees one thousand only) and proportionate deductions of monthly fee and hostel rent, where applicable. The last date for withdrawal of PGDM admission for the purpose of refund of fees shall be 30th June of every year. In case the vacated seat is not filled, the institution should refund the security deposit and return the original documents. Institutions should not demand fee for the subsequent years from the students cancelling their admission at any point of the time. Fee refund along with the return of Certificates should be completed within 7 days.

Institutions not following guidelines issued by the council regarding refund of fee on cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the Council.

- Fine for non-compliance or refund rules of fee levied against each case shall be five times the total fee collected per student.
- Suspension of approval for supernumerary seats, if any, for one Academic year.
- Reduction in "Approved Intake".
- No admission in one/ more Course(s) for one Academic year
- Withdrawal of approval for Programme(s)/ Course(s)

Aggrieved parents/students are advised to contact/communicate in this regard to:

The Regional Officer, AICTE-NWRO, Plot No. 1310, Sector 42-B, Chandigarh-160 036 (Ph. No. 0172-2613326 & 2661201 (Fax No. 0172- 2660179) under intimation to Joint Director, Haryana State Technical Education Society, Panchkula, Haryana, Takniki Shiksha Sadan. Bays No. 7 – 12, Sector -4, Panchkula.

Chapter-10

Post Admission Instructions & Rules

RAGGING:

1. Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately, which may include expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take the shape of (i) withholding scholarships or other benefits, (ii) debarring from representation in events, (iii) withholding results, (iv) suspension or expulsion from hostel or mess, and the like. If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent.
2. The following will be termed as the act of ragging: any disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Candidate are required to submit the following two affidavit to ensure that they shall not be indulge in ragging (above type of activities)

- Affidavit by the Student (available at **Annexure – XVIII**)
- Affidavit by Parents/Guardian (available at **Annexure – XIX**)

INSTRUCTIONS & RULES:

1. a) For each student to enjoy the full benefits of the facilities placed at his disposal, he must abide by the rules and regulations of the institution. These are solely designed to safeguard the welfare and privileges of students and those of the fellow students and are liable to change without notice from time to time. The students are advised to keep themselves informed about the day-to-day instructions given to them. A plea of ignorance of any rule cannot be accepted as an excuse for breaking it.
b) Any student of first semester absenting from class on the very first day without notice or without adequate reasons is liable to be removed from the rolls of the Institute by the Principal.
2. Students are expected to behave with decorum and to pay due respects to their faculty and other staff members. Every member of staff has the authority to forbid disorderly behavior either within or outside the Institution and must be immediately obeyed by students in such circumstances. Students failing to observe this clause, are liable to be punished with levy of fines and even expulsion from the Institution.
3. Talking loudly, loitering or congregating in the institute premises or any other mode being a source of disturbance and annoyance to others is not permitted.
4. Smoking, consuming of alcohol, Tobacco is not allowed either in the Institution, Examination Hall, or in the hostel premises. Any student found committing breach of this rule shall be expelled from the Institution summarily.
5. Late arrival or early departures from a class are recorded as absence from the class for the period concerned.
6. It is misdemeanor, to interfere with any apparatus or enter any department other than directed, is not allowed.
7. No student has any authority over the employees of the Institution.
8. Survey instruments, tools and other apparatus/equipment of laboratories and workshops must be left in good order after use. Damage caused due to mishandling shall be charged as fine.
9. All students must attend any industrial visit arranged for them unless previously exempted by the Principal and notes on the visit shall be submitted within a fortnight after visits.

10. Students themselves only are responsible for their own belongings/property whilst in the Institution and Hostel premises. No responsibility shall be accepted for any loss or damage to student's property
11. Student shall observe all safety precautions. The Polytechnic is not responsible for accidents for whatever nature in the Polytechnic or Hostel or Workshop or Laboratories or during the tours organized for the students.
12. The studies at the Institute require attention and diligence on the part of students. A student neglecting his studies and showing unsatisfactory progress, will be given two warnings after which if he fails to improve, he will be liable for expulsion from the Institution.
13. The Conduct inconsistent with general ethics or persistent neglect of work or failure to respond promptly to official notices shall be punished with levy of fines and even expulsion from the Institution.
14. Students are advised to deposit all cash with the Local Post Office /Bank and draw the requirements from time to time. The institution is not responsible for any loss by theft or otherwise.
15. No Institute society shall be formed without the permission of the Principal.
16. The decisions of the Principal shall be final in all matters concerning the Institute's administration and regulation,
17. The Rules and Regulations/ Instructions framed by the State Board of Technical Education, Haryana shall have superseding effect over the provisions and representations made in this prospectus. A copy of such Rules and Regulations will be maintained in the institute's library and should be referred to each student. Any amendments or modifications in the rules will be kept in the library office of the Principal of the Institution for the reference of the students for making themselves upto date in respect of such amendments.
18. Legal disputes, if any, to the level of session court are subject to the Jurisdiction of the place of admission.
19. For Attendance and Leave Rules refer **Appendix –VII.**
20. Other Informations:

Uniform: The students of the Polytechnics are required to strictly abide by the rules pertaining to uniform as prescribed by the respective institute. Every student shall equip himself/herself with the necessary sets of uniform. Non-compliance may lead to imposition of fines.

Hostel: Normally, every student is required to stay in the hostel. However, if any student desires to stay outside the hostel, he/ she will have to obtain prior approval of the Principal of the Institute acting on request by parents and the Principal may allow such exemption only after satisfying himself/herself.

The resident students will be required to pay prescribed fees. The resident students shall have to strictly abide by the rules and regulations of the hostel. They are under the disciplinary control of the Hostel Superintendent and warden and shall obey all the orders issued from time to time. Any breach of the Hostel rules & regulations by any student is liable for serve punishment amounting to expulsion from the hostel and even from the Institution.

Library and Reading Room: Each Institute maintains a good collection of books of technical, professional and general interest. The students are allowed to use of these books freely under the following regulations:-

1. Books must be returned or got renewed within 15 days, but the Librarian may summon the return to any book earlier and when urgently required.
2. A fine of Rs.1/- per day will be imposed for every book returned late with a maximum limit of cost of the book whichever is less with a penalty of Rs.10/- for each book.
3. Students will be required to pay the cost of books, if lost by them and in addition a fine of Rs.10/- per book.
4. Marking on books, defacing or tearing of paper is not permitted and the defaulters will ordinarily be required to pay the price of the book.
5. Technical journals are only provided in the Reading Room for the students.

Book Bank: Every polytechnic maintains a Book Bank having sufficient number of Text books for the poor and needy students. Books are issued to the deserving students for full semester/year.

Institute's Magazine: Every Institution publishes an annual journal which contains articles of technical as well as general character together with the news and notes of that Institution.

Students Extra Curricular Activities : The Institution provides facilities for different kinds of extracurricular activities of the students like Sports, Games, Engineering Societies, Social Services Squad, Volunteer Squad, Hobby Club, Music and Dramatic Club etc. Every student can take part in one or more of the activities provided.

The Institutions are equipped with modern teaching aids. The instructional work is supplemented with film shows mostly of technical character for the benefit of the students.

Medals and Prizes: Every year a number of medals and prizes for proficiency in various subjects and extracurricular activities are awarded to the students on the basis of each semester/ year activities of each discipline by the Institution.

Conclusion: With admission into the institute, there begins a period of great responsibilities, He/ she should recognize that the success of his/ her carrier depends largely upon his/ her own purpose, industry and determination to make the best use of the opportunities offered. The Institute offers instructions and allows the use of equipment. Teachers and others are ready to help with encouragement and advice and it will be upto the student to derive greatest advantage from facilities offered to him/ her. He/ she should be prepared to do hard work and bear hard life.

Appendix-I

Admission Schedule for admission in Diploma Engg. and Diploma Pharmacy for the Session 2018-19 (For all seats of Govt./ Govt. Aided Polytechnics and 75% seats of Private Institutes)

Description of Event	Name of Course/ Categories			
	Diploma Engg. (including HGST, KM, MAR, SDB & TFW Categories)		Diploma Pharmacy (including MAR Category)	
Basis of Admission	Inter-se-Merit/ Rank prepared on the basis of marks obtained in Qualifying Examination			
Online Admission Brochure at www.hstes.org.in and www.techduhry.gov.in	12 th April, 2018 onwards			
Applying Online at website: www.onlinetesthry.gov.in	07.05.2018 to 14.06.2018			
Deposit of Application Fee either Online (Debit Card/ Credit Card/ Net Banking) or through E-challan (generated at www.onlinetesthry.gov.in while applying online) in any branch of the Designated Bank.	07.05.2018 to 14.06.2018 (Online) 08.05.2018 to 15.06.2018 (E-challan)			
Reporting of candidate at the selected Designated Center for Verification & Confirmation of marks of Qualifying Examination and other details filled in Online Application Form	08.05.2018 to 15.06.2018 (All working days 09:00 AM to 05:00 PM)			
Declaration of Inter-se-Merit/ Rank prepared on the basis of marks obtained in Qualifying Examination at www.onlinetesthry.gov.in and www.hstes.org.in	20.06.2018 (After 5:00 PM)		19.06.2018 (After 5:00 PM)	
Deposit of Counseling Fee either Online or through E-challan (generated at www.techadmissionshry.gov.in) in any branch of the Designated Bank.	21.06.2018 onwards			
Online Counseling Schedule	Diploma Engg. including HGST, KM, MAR, SDB & TFW Categories		Diploma Pharmacy including MAR Category	
	1st Counseling	2nd Counseling	1st Counseling	2nd Counseling
Online registration, Filling of choices and locking of choices at www.techadmissionshry.gov.in	22.06.2018 to 26.06.2018	04.07.2018 to 07.07.2018	21.06.2018 to 25.06.2018	02.07.2018 to 05.07.2018
Result of seat allotment at www.techadmissionshry.gov.in	27.06.2018 (After 5:00 PM)	09.07.2018 (After 5:00 PM)	26.06.2018 (After 5:00 PM)	06.07.2018 (After 5:00 PM)
Physical reporting of the candidates at the allotted institutes after deposition of semester fee at allotted institute.	29.06.2018 to 02.07.2018 (upto 05:00 PM)	10.07.2018 to 13.07.2018 (upto 05:00 PM)	27.06.2018 to 30.06.2018 (upto 05:00 PM)	09.07.2018 to 12.07.2018 (upto 05:00 PM)
Updation of vacancy position by the respective institutes on www.intrahstes.gov.in	29.06.2018 to 02.07.2018	10.07.2018 to 13.07.2018	27.06.2018 to 30.06.2018	09.07.2018 to 12.07.2018
Start of Session	09.07.2018			
Final cut-off date of all admissions (including institute level)	15-08-2018 (As per the schedule notified by AICTE in pursuance to the orders passed by Hon'ble Supreme Court of India in Civil Appeal No. 9048 of 2012)			
Final cut-off date for institutes for online uploading of institute level admissions on HSTES portal	16-08-2018			

Important:

- Schedule of Counseling(s) may change, therefore, the candidates are advised to visit HSTES websites regularly. **However, final cut-off date of admissions is 15.08.2018 and Final cut-off date for institutes for online uploading of institute level admissions on HSTES portal is 16.08.2018 (15.08.2018 being holiday).**
- After Submission of Online Application Form for candidate is required to report at the selected Designated Center and get his/ her Online Filled Application Form Verified & Confirmed by the concerned Designated Center as Inter-se-Merit/ Rank of only the Verified & Confirmed Application Forms will be prepared.

Application Fee: (Non-refundable)	For General Category	Rs. 500/- (Rs. Five Hundred only)
	For all Reserved Categories of Haryana	Rs. 200/- (Rs. Two hundred only (SC/BC/PH/FF/ESM/KM/HGST/GIRLS))
Counseling Fee: (Non-refundable)	For All Categories	Rs. 500/- (Rs. Five hundred only)

**In case of any query you may contact Haryana State Technical Education Society Call Centre at:
1800-420-2026 (Toll free) or www.hstes.org.in**

Admission Schedule for admission in Diploma Engg. Lateral Entry for the Session 2018-19
(For all seats of Govt. / Govt. Aided Polytechnics and 75% seats of Private Institutes)

Description of Event	Name of the Course	
	Diploma Engg. Lateral Entry	TFW Category in Diploma Engg. Lateral Entry
Basis of Admission	Inter-se-Merit/ Rank of Online Lateral Entry Diploma Entrance Test i.e. DET (L)-2018	
Availability of Online Admission Brochure at www.hstes.org.in and www.techduhry.gov.in	12 th April, 2018 onwards	
Applying Online for appearing in DET (L)-2018 at the website: www.onlinetesthry.gov.in	25.04.2018 to 17.05.2018	25.04.2018 to 17.05.2018
Deposit of Entrance Test Fee either Online (Debit Card/ Credit Card/ Net Banking) or through E-challan (generated at www.onlinetesthry.gov.in while applying online) in any branch of the Designated Bank.	25.04.2018 to 17.05.2018 (Online) 26.04.2018 to 18.05.2018 (E-challan)	
Reporting of candidate at the selected Designated Center for Verification & Confirmation of details filled in Online Application Form	Not Applicable	08.05.2018 to 28.05.2018 (All working days 09:00 AM to 05:00 PM)
Availability of Admit Card on website: www.onlinetesthry.gov.in	23.05.2018 (after 11:00 AM)	
Date of Entrance Test:	Online Entrance Test From 29.05.2018 to 01.06.2018	
Date of Declaration of result/ unique rank of DET (L)-2018 at www.onlinetesthry.gov.in and www.hstes.org.in	06.06.2018 (After 5:00 PM)	
Deposit of Counseling Fee either Online or through E-challan (generated at www.techadmissionshry.gov.in) in any branch of the Designated Bank.	From 07.06.2018 onwards	
Online Counseling Schedule	Diploma Engg. Lateral Entry including TFW Category	
	1st Counseling	2nd Counseling
Online registration, Filling of choices and locking of choices at www.techadmissionshry.gov.in	13.06.2018 to 18.06.2018	29.06.2018 to 02.07.2018
Result of seat allotment at www.techadmissionshry.gov.in	19.06.2018 (After 5:00 PM)	03.07.2018 (After 5:00 PM)
Physical reporting of the candidates at the allotted institutes after deposition of semester fee at allotted institute.	21.06.2018 to 25.06.2018 (upto 05:00 PM)	05.07.2018 to 09.07.2018 upto 05:00 PM
Updation of vacancy position by the respective institutes on www.intrahstes.gov.in	21.06.2018 to 25.06.2018	05.07.2018 to 09.07.2018
Start of Session	01.07.2018	
Final cut-off date of all admissions (including institute level)	15-08-2018 (As per the schedule notified by AICTE in pursuance to the orders passed by Hon'ble Supreme Court of India in Civil Appeal No. 9048 of 2012)	
Final cut-off date for institutes for online uploading of institute level admissions on HSTES portal	16-08-2018	

Important:

- Schedule of Counseling(s) may change, therefore, the candidates are advised to visit HSTES websites regularly. **However, final cut-off date of admissions is 15.08.2018 and Final cut-off date for institutes for online uploading of institute level admissions on HSTES portal is 16.08.2018 (15.08.2018 being holiday).**
- **For TFW Category in Diploma Engg. Lateral Entry:**
 1. Admissions in TFW Category of Diploma Engg. Lateral Entry shall be made on the basis of Merit/ Rank of DET (L)-2018. So, candidates applying for this category must apply/ appear in DET (L)-2018.
 2. **Candidates applying for TFW Category of Diploma Engg. Lateral Entry must report at any of the Designated Center (List at Appendix-II) and shall deposit the print out of Online Filled Application Form along with Income Certificate of Parents and Haryana Resident Certificate (in case candidate has not passed/ appeared in the qualifying examination from Haryana) for Verification of the said category.**

Entrance Test Fee (Non-refundable)	For General Category	Rs. 500/- (Rs. Five Hundred only)
	For all Reserved Categories of Haryana	Rs. 200/- (Rs. Two hundred only) (SC/BC/PH/FF/ESM/KM/HGST/GIRLS)
Counseling Fee: (Non-refundable)	For All Categories	Rs. 500/- (Rs. Five hundred only)

**In case of any query you may contact Haryana State Technical Education Society Call Centre at:
1800-420-2026 (Toll free) or www.hstes.org.in**

Appendix-II

List of Designated Centers for Verification of Online Filled Application Forms

Designated Center: For Verification & Confirmation of Online Filled Application Forms (for Diploma Engg., Diploma Pharmacy and TFW Category of Diploma Engg. Lateral Entry), following Govt./ Govt. Aided Polytechnics have been authorized as Designated Centers:

S. No.	Designated Centers	S. No.	Designated Centers
1.	BKN Govt. Polytechnic, Narnaul, Mahendergarh	17.	Govt. Polytechnic, Sirsa
2.	Ch. Bansi Lal Govt. Polytechnic, Bhiwani	18.	Govt. Polytechnic, Sonipat
3.	Ch. Devi Lal Govt. Polytechnic, Nathu Sari Chopta, Sirsa	19.	Govt. Polytechnic, Uttawar, Mewat
4.	Ch. Matu Ram Arya Govt. Polytechnic, Sanghi, Rohtak	20.	Guru Brahma Nand Ji Govt. Polytechnic, Nilokheri, Karnal
5.	Deen Bandhu Sir Chhotu Ram Govt. Polytechnic, Sampla, District Rohtak	21.	Kalpna Chawla Govt. Polytechnic for Women, Ambala City
6.	Govt. Polytechnic for Women, Faridabad	22.	Rajiv Gandhi Govt. Polytechnic, Narwana, Jind
7.	Govt. Polytechnic for Women, Morni, Panchkula	23.	Rani Jhansi Laxmi Bai Govt. Polytechnic, Loharu, Bhiwani
8.	Govt. Polytechnic for Women, Sirsa	24.	BPS Mahila Polytechnic, Kanya Gurukul, Khanpur, Sonipat
9.	Govt. Polytechnic, Ambala City	25.	Chhotu Ram Polytechnic, Rohtak
10.	Govt. Polytechnic, Chika, Kaithal	26.	Seth Jai Parkash Polytechnic, Damla, Yamunanagar
11.	Govt. Polytechnic, Hisar	27.	Vaish Technical Institute, Rohtak
12.	Govt. Polytechnic, Jhajjar	28.	Maharishi Kashyap Govt. Polytechnic, Jattal (Panipat).
13.	Govt. Polytechnic, Lisana, Rewari	29.	Govt. Polytechnic, Mandkola (Palwal).
14.	Govt. Polytechnic, Mandi Adampur, Hisar	30.	Govt. Polytechnic Malab (Nuh).
15.	Govt. Polytechnic, Manesar, Gurgaon	31.	Govt. Polytechnic Chappar (Charkhi Dadri).
16.	Govt. Polytechnic, Meham, District Rohtak		

For Diploma Engg. (including HGST, KM, MAR, SDB & TFW Categories) and Diploma Pharmacy (including MAR Category):

1. The candidate shall select a Designated Center (Govt. or Govt. Aided Polytechnic in the State) while filling Online Application Form for Verification & Confirmation of his/ her Online Filled Application Form.
2. After submission of Online Application Form and deposit of Application Fee, the candidate shall report at the selected Designated Center before the **last date for Verification & Confirmation of Online Application Form** for Verification & Confirmation of Online Filled Application Form along with original/ attested/ self attested copy of following documents:
 - I. Mark Sheet of Qualifying Examination
 - II. Proof of Date of Birth if the same is not mentioned Mark Sheet of Qualifying Examination
 - III. Proof of Reserved Category (if any)
 - IV. Relevant Certificate in case of HGST, KM, MAR, SDB & TFW Category
 - V. Proof of deposit of Application Fee or Entrance Test Fee in the Designated Bank
 - VI. Application No. and Password (**the candidate shall enter his/ her Application No. and Password for Verification process at the Designated Center**)
3. The Verification Team of two members (with at least one Group A or B officer) at the concerned Designated Center shall check the relevant documents and accordingly shall verify the marks of qualifying examination/ other particulars of the candidate in Online Filled Application Form.
4. After successful Verification & Confirmation of Online Filled Application Form, the Designated Center shall provide system generated Verification Report to the candidate duly signed by the committee and the

candidate. A copy of the same attached with proof of marks of Qualifying Examination and proof of Reserved/ Special Category (if any) will also be retained by the Designated Center.

5. The **Inter-se-Merit/ Rank of Qualifying Examination** of only the verified and confirmed Application Forms shall be declared by HSTES at www.onlinetesthry.gov.in & www.hstes.org.in as per Key Dates. The candidate shall participate in **On-Line Counseling** (Registration, Filling and Locking of Choices) according to the Key Dates. The candidates who could not made themselves part of the published merit may participate in institute level counseling for admissions against vacant seats.

For TFW Category of Diploma Engg. Lateral Entry Course:

1. The Candidate shall report at any near by Designated Center as per notified schedule and shall deposit the print out of Online Filled Application Form along with Income Certificate of Parents & Haryana Resident Certificate (in case candidate has not passed/appeared in the qualifying examination from Haryana) for verification.
2. On successful verification of the application form, the designated center shall provide a receipt to the candidate.
3. The hard copy of the complete online application form along with the attachments shall be retained by the designated institute.
4. The designated center shall submit a combined list of applications of the said category to HSTES. The HSTES in turn will forward Soft copy (Excel) sheet of all such applications to NIC for the purpose of counseling.

A candidate facing problem in Verification & Confirmation at the Designated Center should contact HSTES at 18004202026 (Toll Free).

Candidates can also apply online and make registration/ choice filling free of cost from any of the nearby designated center on all working days on or before the closing date as mentioned in "Key Dates" given in Appendix-I.

Appendix-III

List of Examination Centers for conduct of On-Line DET (L)-2018

Centre code	Name of centre with complete address
01	University Institute of Engg. & Tech., Kurukshetra University, Kurukshetra
02	Deptt. Of Engg. & Tech., Maharashi Dayanand University, Rohtak
03	University Computer & Informatics Centre, GJU of Sc. & Tech., Hisar
04	YMCA University of Science & Technology, Faridabad.
05	Govt. Polytechnic, Nilokheri
06	Deenbandhu Chhotu Ram Univ. of Sc. & Tech., Murthal, Sonapat
07	Govt. Polytechnic, Ambala
08	Indra Gandhi University, Meerpur (Rewari)
09	Govt. Polytechnic, Manesar (Gurgaon)

The On-Line Entrance Test shall be conducted in the following three shifts:

1st Shift: 09:30 AM to 11:30 AM

2nd Shift: 12:00 Noon to 02:00 PM

3rd Shift: 03:00 PM to 05:00 PM

- Note:** 1. The shifts/ centres for entrance test can be decreased/ increased depending upon the number of candidates.
2. Candidates are advised to fill up two centres and two shifts. However, candidates will be allotted center and shifts of his choice only if it is available.

Admit Card for Online Lateral Entry Diploma Entrance Test i.e. DET (L)-2018:

1. The admit card for appearing in DET (L)-2018 shall be available online only at **www.onlinetesthry.gov.in** or **www.hstes.org.in** as per "Key Dates" given in **Appendix-I**. HSTES shall not ISSUE or POST any admit card to any registered candidate for DET (L)-2018.
2. No candidate shall be allowed to appear in the entrance test without admit card. Admit card and other required documents shall be verified before appearing in the Test.
3. The candidate should report to the allotted Test Center on given date and time along with the following documents for appearing in the Test:
 - I. Admit card with photograph attested by gazetted officer.
 - II. A copy of valid Identity (ID) proof having his photograph on it
 - III. Proof in respect of Date of Birth (Copy of Matriculation Certificate etc.) for verification before appearing in the entrance test.
4. Candidate must not write or change any entry made therein on the Admit Card.
5. **Request for change of examination center/ city will not be entertained under any circumstances.**

APPENDIX-IV

Institutions List along with Discipline & Intake for Diploma Engg. and Diploma Pharmacy Courses for the Session 2017-18 subject to change for session 2018-19. Updated Institutions list along with Discipline & Intake for the session 2018-19 will be incorporated after approval of regulatory and affialiting bodies before the start of counseling.

Govt. Polytechnics

Govt. Aided Polytechnics

Self-Financing/ Private Polytechnics

Important:

- Institutions/ Branches/ Sanctioned Intake for the session 2018-19 on the counseling website www.techadmissionshry.gov.in is as per the list received from Haryana State Board of Technical Education, Panchkula.
- The candidates are advised to check the approval of All India Council for Technical Education (AICTE) for a particular course of any institute from the website of respective institute or from the website of AICTE.
- Institutions are advised to check Sanctioned Intake of their institutes and contact HSBTE in case of any discrepancy.

APPENDIX-V

Institute wise Fee Structure

Fee Structure Diploma (in Rs. per student per annum)					
Sr.No.	All Govt.Polytechnics / Govt. Aided Courses in Aided Polytechnics	Tuition Fee	Development Charges	Total Fee	Remarks
1	All Govt.Polytechnics (33 Nos.)	3000*	1500	4500	
2	Seth Jai Parkash Poly Damla. Yamuna Nagar	3000*	1500	4500	
3	Vaish Technical Institute, Rohtak	3000*	1500	4500	
4	Chhotu Ram Polytechnic, Rohtak	3000*	1500	4500	
5	BPS Mahila Polytechnic, Khanpur	3000*	1500	4500	
	* No Tuition fee for girl students				
S.No	Institute Name (Self Financing)	Fee Fixed by SFC			Remarks
		Tuition Fee	Dev Fund	Total	
1	Aakash Institute of Technology, Gehra Road, Kanina, Distt. Mohindergarh (Haryana).	18700	4400	23100	
2	Aastha Polytechnic, Village Bhagwanpur, Thana Chappar-Adhoya Road, Distt. Yamuna Nagar.	17000	4000	21000	
3	Adarsh Polytechnic, Brahmanwas, Julana, Jind	16000	4000	20000	
4	AERP Institute of Technology & Management, Village Sondh, Tehsil Hodal, Nuh Road, Distt. Palwal.	18700	4400	23100	
5	Ambition Institute of Polytechnic, VPO Moriwala, Distt. Sirsa.	20000	5000	25000	AICTE approved progressive closure from academic year 2016-17
6	Apex Institute of Polytechnic, Satish Colony, Fatehabad, Haryana	18700	4400	23100	
7	Apex Poly. & Engg. Coll. Biohaikera Teh. Tohana, Fatheabad	17500	5000	22500	
8	Aryans Institute of Technology, Sadhaura (Rajpur), Distt. Yamuna Nagar.	17000	3000	20000	
9	Ashtvinayak Institute of Technology, Village Kharkali, Ladwa, Tehsil, Thanesar, Distt. Kurukshetra.	17500	5000	22500	
10	B.P.S. Mahila Polytechnic, Kanya Gurukul, Khanpur-Kalan, Distt. Sonapat.(For unaided courses: Computer Engg., Inf. Tech., MLT, Fashion Tech., Architectural Asstt.)	15000	5000	20000	
11	B.R. College of Pharmacy, Village Bagur, P.O. Mohan, Tehsil Bagur, Distt. Palwal	18700	2805	21505	

12	Baba Mast Nath polytechnic, Asthal Bohar, Rohtak (Haryana).	18700	4400	23100	
13	Balaji College of Engineering, Loharu Road, Bhiwani	20000	5000	25000	
14	BCM Polytechnic, Village Raiya Jhajjar, Haryana	16000	4000	20000	
15	Bhagwan Mahaveer Instt. of Poly., Sonapat	20000	5000	25000	
16	Bhagwan Parshuram Polytechnic, G.T. Road Masana*, Kurukshetra	16000	4000	20000	
17	Bharat Institute of Pharmacy, Babain, kurukshetra	19765	2965	22730	
18	Bharat Institute of Polytechnic, Gohana Highway, Near Mohana Police Station, Sonapat.	17000	4000	21000	
19	Bharat Institute of Technology & Management at Kurukshetra-Jhansa Road, Dhurala, Distt. Kurukshetra.	22500	5000	27500	
20	Bharat Institute of Technology, Village Ugla, Shahabad-Barara Road, Distt. Ambala.	17000	4000	21000	
21	Bharat Polytechnic, VPO Pehladpur, Distt. Kurukshetra (Haryana).	18700	4400	23100	
22	Bhartiya Polytechnic, Mahindergarh.	20000	5000	25000	
23	BITS College of Polytechnic, Bhiwani	16000	4000	20000	
24	BITS Polytechnic Paluwas Bhiwani.	16000	4000	20000	
25	BS Anangpuria Institute of Pharmacy, Alampur, Faridabad	18000	4000	22000	
26	Ganpati Polytechnic For Engineering, Bilaspur, Yamuna Nagar	17500	5000	22500	
27	Green Wood Polytechnic Village Ranwar, Distt. Karnal,	17500	5000	22500	HSBTE issued NOC for closure in academic year 2016-17
28	CBS College of Pharmacy & Technology, Village Chandpur, Distt. Faridabad	18700	2805	21505	
29	CDRZ Polytechnic, Beri Distt. Jhajjar	17000	3000	20000	
30	Ch. Sis Ram Polytechnic, 15th KM Mile Stone, Jind-Rohtak Road, Village Kinana, Jind (Haryana).	18700	4400	23100	HSBTE issued NOC for closure in academic year 2016-17

31	Chhotu Ram Polytechnic, Rohtak(for unaided courses: Information Technology)	22500	5000	27500	
32	D.P.G. Polytechnic, Near Hero Honda Chowk, Behind Marble Market, Sector-34, Gurgaon.	22500	5000	27500	
33	Dalal Global Institute of Technology, Village & Post Barhana, Tehsil Beri, Distt. Jhajjar	18700	2805	21505	
34	DCS Polytechnic, Mehmoodpur Road, Gohana, Sonapat.	18700	2805	21505	
35	Deeksha Institute of Technology, Village Kirdhan, Distt. Fatehabad.	18700	4400	23100	
36	Deen Dayal Rustagi College of Pharmacy, VPO Khandewla, Tehsil Farrukhnagar, Distt. Gurgaon	18700	2805	21505	
37	Dehat Vikas College of Pharmacy, Tigaon, Faridabad	29669	4451	34120	
38	Delhi Engineering College, Village Ladhiyapur, PO- Fatehpur Taga Ballabgarh-Sohna Road(via Sarmathla) Distt.- Faridabad (evening shift)	18700	4400	23100	
39	Delhi Institute of Technology & Management ,Baraut, Ganaur, Sonapat	18700	2805	21505	
40	Delhi Institute of Technology, Management & Research, Village Firojpur Kalan, Sohana Road, Faridabad	18700	4400	23100	
41	Dev Polytechnic College, Village Dheen Tehsil. Barara Distt. Ambala	17500	5000	22500	
42	Dev Polytechnic College, Village Khatkar, Distt. Jind.	17000	4000	21000	
43	Dharam Institute of Polytechnics & Research, Village Panjeto, Tehsil. Chharachhrauli, Distt. Yamuna Nagar.	20000	5000	25000	
44	DMS Polytechnic & Engineering College, Village Hatho, Narwana (Jind)	18000	5000	23000	HSBTE issued NOC for closure in academic year 2016-17
45	Dr. Bhim Rao Ambedkar Institute of Technology Village Fatehpur, Distt. Kaithal	22500	5000	27500	
46	E-max Polytechnic College, Village Gola, P.O. Bhadauli, Distt. Ambala.	20000	5000	25000	

47	Galaxy Institute of Technology & Management, Village Bhaini Kalan, Distt. Karnal	18700	2805	21505	HSBTE issued NOC for closure in academic year 2017-18
48	Gandhi College of Pharmacy, Karnal	25220	3780	29000	
49	Ganga Institute of Technology & Management, VPO 20 Km Miles Stone, Bahadurgarh Road, Vill. Kablana, Distt. Jhajjar (evening shift)	18700	4400	23100	
50	Ganpati Institute of Hotel Management, Village Marwa Kalan, Distt. Yamuna Nagar.	18700	2805	21505	
51	Gateway Institute of Engineering & Technology, Village Garh Shahjanpur & Fazilpur, Sector-11, Distt. Sonapat (evening shift)	18700	4400	23100	
52	GAV Polytechnic College, 1 KM Stone, NH-71 B, Village Patauda, Distt. Jhajjar- 124108	18700	2805	21505	
53	Geeta Engineering College, Naultha, Gohana Road, NH-71 A, Distt. Panipat- 132145 (evening shift)	32562	4883	37445	
54	Global Research Institute of Management & Technology, Nachraun, Radaur, Distt. Yamuna Nagar	18700	2805	21505	
55	Guru Dronacharya Polytechnic, Village Bhuna, Fatehabad.	17500	5000	22500	
56	Guru Nanak Polytechnic College, Damkora Road, Tohana, Distt. Fatehabad.	17500	5000	22500	HSBTE issued NOC for closure in academic year 2016-17
57	Gurukulam Institute of Technical Education, Khora-Bhura, Distt. Ambala	22500	5000	27500	
58	GVN Polytechnic College, Deeghot, Distt.- Palwal	18700	4400	23100	
59	Gyan Ganga Polytechnic, Village Heengakheri, Jhansa Road, Kurukshetra	17500	5000	22500	
60	Haryana Polytechnic Institute, Village Lohar Majra, Tehsil, Pehowa, P.O. Kamoda, Pehowa Road, Kurukshetra.	18000	5000	23000	
61	Hindu College of Pharmacy, Sonipat	22000	5000	27000	
62	Hindu Institute of Technology, Sonapat.	23480	3520	27000	

63	Hindustan Institute of Technology & Management, 20 KM Milestone, N.H. 73, Jagadhri, Ambala Road, VPO Dheen, Distt. Ambala	18700	2805	21505	
64	HSM Polytechnic, Village Pathri, Tehsil Israna, Distt. Panipat	18000	4000	22000	
65	ICL Institute of Technical Education, Sountli, Shahzadpur, Tehsil Naraingarh, Distt. Ambala, Haryana.	29580	4420	34000	
66	Inderprashta Polytechnic College, Ahmedpur, Pundri (Kaihtal), Haryana.	20000	5000	25000	HSBTE issued NOC for closure in academic year 2018-19
67	Indology Institute of Engineering & Technical, Village Seenk, Issana, Panipat	17500	5000	22500	HSBTE issued NOC for closure in academic year 2016-17
68	Innovative Institute of Technology & Management, 6 th Milestone, NH- 1, Gannaur, Distt. Sonapat	18700	2805	21505	HSBTE issued NOC for closure in academic year 2017-18
69	Institute of Vertex Technologies, SK Road, Radaur, Distt. Yamunanagar	24000	6000	30000	
70	International Institute of Technology & Management 49 KM, Stone, NH-1, Murthal Distt.- Sonapat (evening shift)	18700	4400	23100	
71	International Institute of Technology and Business, Village Jhundpur, P.O. Sonapat, District Sonipat.	18700	2805	21505	
72	Jai Polytechnic, Shahbad- Barara Highway Adhoi, Distt. Ambala-133205	22500	5000	27500	
73	Jan Nayak Ch. Devi Lal Diploma College of Pharmacy, Barnala Road, Sirsa	15000	5000	20000	
74	Jan nayak Ch. Devi Lal Polytechnic College, Barnala Road, Sirsa.	22500	5000	27500	
75	Janta College of Pharmacy, Butana, Sonapat.	16000	4000	20000	
76	Janta Polytechnic, Butana, Sonapat	17500	5000	22500	
77	Janta Polytechnic, VPO Mustafabad, Tehsil Jagadhri, Distt. Yamuna Nagar (Haryana).	18700	4400	23100	
78	Jat College of Polytehnic, Kaithal.	19000	5000	24000	
79	Jind Polytechnic College, Jind Haryana	22500	5000	27500	

80	JKP Polytechnic, Rattangarh, Distt. Sonipat.	22500	5000	27500	
81	K.R.N. Institute of Technology, Village Khairi, Distt. Kurukshetra	17500	5000	22500	HSBTE issued NOC for closure in academic year 2016-17
82	Kalpna Chawla Institute of Engineering & Technology, Village, Chikanwas, Hisar	22500	5000	23100	HSBTE issued NOC for closure in academic year 2015-16
83	Kalpi Institute of Technology, Near Ambala Jagadhri Road, NH- 73, Near Kalpi Air Force Station, Kalpi, Distt. Ambala (evening shift)	18700	4400	23100	
84	Karan Institute of Technical Education, Village Gharadshi, Dhand Road, Kurukshetra.	22500	5000	27500	
85	Karnal Institute of Polytechnic, Village Kunjpura, Distt. Karnal, Haryana.	17000	4000	21000	
86	Krishna Polytechnic College, Bhil Chhapper, Yamuna Nagar	17500	5000	22500	
87	Krishna Polytechnic, VPO Jhal, Tehsil Kosli, Distt. Rewari, Haryana.	17000	4000	21000	
88	Kurukshetra Polytechnic & Research Centre, Village Murtzapur, Tehsil Pehowa, Kurukshetra.	18700	4400	23100	
89	Lala Birkha Ram College of Pharmacy, Village Golpura, Tehsil Barwala, Distt. Panchkula (Diploma in Pharmacy)	18700	2805	21505	
90	L.R. Institute of Technology & Management, Village Deeghot, Tehsil Hodal, Distt. Faridabad	20000	5000	25000	
91	Lord Krishna Polytechnic Institute, VPO Karohta, Distt. Rohtak.	17000	4000	21000	
92	Lord Shiva College of Pharmacy, Near Civil Hospital, Sirsa (D.Pharma)	20000	5000	25000	
93	M.D. College of Polytechnic, Chhajpur, Bapoli, Sanoli Road, Panipat.	17000	4000	21000	
94	M.D.N. School of Pharmacy, Narwana Road, Kalayat, Katihal (Haryana).	18700	4400	23100	AICTE approved progressive closure from academic year 2013-14
95	M.R. Polytechnic, Village Mitterpura, Post Dublana, Distt. Mohindergarh (Haryana).	18700	4400	23100	AICTE approved progressive closure from academic year 2016-17

96	M.S. Institute of Technology, Mirchpur, Hissr (Haryana).	18700	4400	23100	AICTE approved progressive closure from academic year 2013-14
97	Maa Saraswati Polytechnic College, Bhawdin, Distt. Sirsa.	22500	5000	27500	
98	Maa Sharda Institution for Polytechnic, Adj, Sector 18, HUDA, Jagadhri (Yamuna Nagar)	20000	5000	25000	
99	Mahabir Engineering College, Bullana, Hissar Road, Ambala City (Haryana).	18700	2805	21505	
100	Mahabir Polytechnic College, Opposite New Bus Stand, Kurukshetra, Haryana.	20000	5000	25000	HSBTE issued NOC for closure in academic year 2016-17
101	Maharana Pratap Institute of Technology & Management, Dhanoda, District Mohindergarh.	17000	4000	21000	
102	Maharishi Dayanand Polytechnic Institute, Nimriwali (Bhiwani).	17500	5000	22500	
103	Maharishi Dayanand Polytechnic, Village Khatiwas, Tehsil & Distt. Jhajjar, Haryana.	17000	4000	21000	HSBTE issued NOC for closure in academic year 2017-18
104	Mahaveer Swami Institute of Polytechnic, Village Jagdishpur, Near O.P. Jindal University, Distt.-Sonepat-131001	18700	4400	23100	HSBTE issued NOC for closure in academic year 2017-18
105	Mangalmay Institute of Engineering & Technology, 7th Milestone, Indri Road, Karnal, Haryana.	20000	5000	25000	
106	Manohar Memorial Polytechnic, Fatehabad	20000	5000	25000	
107	METIS Institute of Polytechnic V.P.O. Anta, Tehsil Safidon, Distt. Jind	20000	5000	23100	
108	Mewat Gurukul, Khasra/Khata No. 150/166, Village Hirmathla, P.O. Chapera, Tehsil Nuh. Hirmathla, Haryana- 122103	18700	4400	23100	
109	MKM College of Polytechnic for Girls, Near Bus Stand, Hodal, Palwal, Haryana.	18700	4400	23100	
110	Modern Institute of Technology, VPO Lakhan Majra, Tehsil Meham, Distt. Rohtak.	20000	5000	25000	

111	Modish Institute of Polytechnic, Hodal Punhana Road, Village Gheera, Punhana, Distt. Mewat.	17000	4000	21000	
112	Mukhi Polytechnic, Gohana, Distt. Sonapat	22500	5000	27500	
113	National College of Polytechnic, Ambala Road, Jagadhri, Yamuna Nagar	24000	6000	30000	
114	Nav Nirman Sewa Samiti's Samalkha Group of Institutions, Village Hathwala, Samalkha, Panipat	18700	2805	21505	
115	NCR Polytechnic, Village Kulassi, Tehsil Bahadurgarh, Distt. Jhajjar.	20000	5000	25000	
116	Om Institute of Polytechnic, VPO Juglan, 12 KM Stone, Chandigarh Road, Hisar.	18700	4400	23100	
117	PM College of Pharmacy, Kami Road, Sonipat.	20570	3085	23655	
118	*P.M. Polytechnic, Kami Road, Sonapat (Haryana).	22500	5000	27500	
119	P.R.B.S. College of Polytechnic, Khatod, Mohindergarh.	17500	5000	22500	
120	Paliwal Institute of Engineering & Technology, Vill. & Post Alupur, Panipat, Haryana	20000	5000	25000	
121	Panipat Institute of Engineering & Technology, 70 km, GT Road, NH-I, Village Pattikalyana, Samalkha, Distt. Panipat (evening shift)	18700	4400	23100	
122	PDM College of Diploma Engineering & Technology, Karsindhu, Tehsil Safidon, Distt. Jind	24000	6000	30000	AICTE approved progressive closure from academic year 2016-17
123	PDM Polytechnic, Sarai Aurangabad, Bahadurgarh, Distt. Jhajjar	24000	6000	30000	
124	Polytechnic Education & Training Institute, 9th Milestone, Kaithal Road, Kurukshetra.	24000	6000	30000	
125	Prabhu Dayal Polytechnic, 10th Milestone, Kaithal Road, Kurukshetra-132119	24000	6000	23100	AICTE approved progressive closure from academic year 2016-17

126	Pt. L.R. College of Technology (Technical Campus), Kaboolpur Banger, Sohna-Samaypur Road, Near Sector-56, Ballabgarh, Faridabad. (Diploma Polytechnic)	18700	4400	23100	
127	R.N. College of Polytechnic, Village Mohinidipur, Thirana, Assandh Road, Madlauda, Panipat	18700	2805	21505	
128	R.P. Educational Trust Group of Institutions, Village Bastara, Karnal (Civil Engineering)	18700	2805	21505	
129	R.P. Educational Trust Group of Institutions, Village Bastara, Karnal (Diploma in Arch)	18700	2805	21505	
130	R.P. Educational Trust Group of Institutions, Village Bastara, Karnal (DMLT)	18700	2805	21505	
131	R.P. Institute of Pharmacy, Village Bastara, Karnal (D.Pharma)	18700	2805	21505	
132	Rajdhani Polytechnic College, Village Shaikpur Manchuri, Karnal Assand Road, Distt. Karnal.	17000	4000	21000	HSBTE issued NOC for closure in academic year 2014-15
133	Rajendra Polytechnic, C/o RITS, 4th Milestone, Hisar Road, Sirsa.	17500	5000	22500	
134	Rao Jai Ram Polytechnic, Bunedabaj Nagar, Ateli Road, Mohindergarh	18700	4400	23100	
135	Rao Neki Ram Memorial College of Pharmacy, Village Turkapur, P.O. Basopdamka, Tehsil Pataudi, Distt. Gurgaon	18700	2805	21505	
136	Rao Pehlad Singh College of Engineering & Technology, Vill. Balana, Distt. Mohindergarh	18700	2805	21505	
137	Rattan Institute of Technology & Management, 79 KM Stone, NH- 2, Mundkati Chowk, Saveli, Palwal (Haryana)	18700	4400	23100	
138	Ravindra Polytechnic College, Village Ganganpur, Tehsil Barara, Distt. Ambala.	17000	4000	21000	
139	Rawal Institute of Engineering & Technology, Sohna Road, Near Vill. Zakopur, Tehsil Ballabgarh, Distt. Faridabad.	18700	2805	21505	
140	RCM Polytechnic, M.P. Majra, Beri, Jhajjar	17500	5000	22500	

141	Rewari Institute of Technology, Village Bhandor, P.O. Punsika, Distt. Rewari (Haryana).	18700	4400	23100	
142	RKSD, College of Pharmacy, Ambala Road, Kaithal	12000	2000	14000	
143	Rohitash Institute of Engineering & Technology, Ateli, Mohindergarh Road, Ateli Mandi, distt. Mohindergarh, Haryana.	17500	5000	22500	
144	S.D. Mewat Institute of Engineering & Technology Technical Campus, Village Rawali, Tehsil Ferozpur Jhirka, District Mewat.	18700	4400	23100	
145	S.D. Mewat Institute of Technology for Polytechnic, Village Rewili, Tehsil Ferozpur, Jhirku, Distt. Mewat (Haryana).	18700	4400	23100	
146	S.S. College of Polytechnic, VPO Newal, Karnal	22500	5000	27500	HSBTE issued NOC for closure in academic year 2017-18
147	S.V.M. Institute of Polytechnic, Village Nasirbas, P.O. Sakras, Mewat (Haryana).	18700	4400	23100	
148	Saraswati College of Polytechnic, Village Mangli Bharaman, Tosam Road, Hisar.	17000	4000	21000	AICTE approved progressive closure from academic year 2015-16
149	Saraswati College of Technical Education Village Teek, Distt. Kaithal, Haryana.	17000	4000	21000	
150	Saraswati Institute of Technology, Village Chammu, Islimabad, Kurukshetra.	22500	5000	27500	AICTE approved progressive closure from academic year 2017-18
151	Sardar Kewal Singh Polytechnic, V.P.O. Kirmuch, Kurukshetra.	17500	5000	22500	
152	Satya College of Engineering & Technology, 72 KM Delhi Mathura Road, Village Mitrol, Tehsil Hodal, Distt. Palwal	18700	2805	21505	
153	SBCM Institute of Technology, Tosham Road, Ladwa, Hisar	20000	5000	25000	HSBTE issued NOC for closure in academic year 2016-17
154	School of Diploma Engineering, Soldha, Distt. Jhajjar(Ganga Technical Campus).	28687	4303	32990	
155	SD Institute of Pharmacy & Medical Technology, Jhajjar.	16000	4000	20000	

156	SD Polytechnic College, Ballabgarh-Tigaon-Manjhawli Road, Distt. Faridabad	18700	2805	21505	
157	SD Polytechnic for Engineering, Tangail-Mullana, Ambala	17500	5000	22500	HSBTE issued NOC for closure in academic year 2016-17
158	SD Shanti Niketan Institute of Engineering & Technology, Ladwa, Hisar	20000	5000	25000	
159	Seth Haribaksh Lohia JRM Poly., Lohar Majra, Kurukshetra	15000	5000	20000	
160	Seth Jai Parkash Polytechnic, Damla, Yamuna Nagar (For unaided courses: Elx. & Instr., Computer, Mechanical, Electrical Engg.)	30500	4500	35000	
161	SGN Polytechnic, Chourmastpur, Ambala	20000	5000	25000	HSBTE issued NOC for closure in academic year 2016-17
162	Shaheed Bhagat Singh Institute of Technology, Odhan Road, Kalanwali, Distt. Sirsa.	17500	5000	22500	
163	Shaheed Bhagat Singh Polytechnic for Engineering, Village Rajpura, Post Office Mussimble, Khundewala Road, Tehsil Jagadhri, Distt. Yamuna Nagar, Haryana.	17000	4000	21000	HSBTE issued NOC for closure in academic year 2014-15
164	Shaheed Captain, D.K. Khola, Technical Campus, Village Zainabad, Distt. Rewari	18700	4400	23100	
165	Shanti Niketan Institute of Technology, Ladwa, Hisar.	20000	5000	25000	HSBTE issued NOC for closure in academic year 2017-18
166	Sheetal Polytechnic, Kilo, Rohtak.	20000	5000	25000	
167	Shivalik Polytechnic, Village Aliyaspur, PO Zaffarpur, Dosarka- Sadhaura Road, Distt. Ambala	22500	5000	27500	
168	Shivalik Polytechnic, Village Kalaser Tehsil Chhachhrauli, Yamuna Nagar	17500	5000	22500	
169	Shree Balaji Institute of Engineering & Technology, Sampla Rohtak	17500	5000	22500	
170	Shree Ganesh Polytechnic, Bilaspur, Jagadhari, Yamuna Nagar	20000	5000	25000	
171	Shree Markandeshwar Polytechnic, Village Lotni, Near Ismailabad, Kurukshetra.	20000	5000	25000	
172	Shree Ram Institute of Pharmacy, Mouli (Barwala), Distt. Panchkula	18700	2805	21505	

173	Shree Ram Institute of Technical Education , Village Mouli, Tehsil Barwala, Distt. Panchkula	20000	5000	25000	
174	Shree Ram Mulakh College of Technical Education Village Khura-Bhura, Tehsil Naraingarh, Ambala	22500	5000	27500	
175	Shree Sai Institute of Engineering & Technology, Village Tamasapura, Jhajjar	17500	5000	22500	
176	Shree Shayam Polytechnic, Krishan Nagar, Tehsil, Narnaul, Distt. Mahendergarh.	17500	5000	22500	
177	Shri Balaji Institute of Technology, Tosam Road, Ladwa, Hisar	20000	5000	25000	HSBTE issued NOC for closure in academic year 2016-17
178	Shri Balaji Polytechnic, Radaur, Yamuna Nagar	24000	6000	30000	HSBTE issued NOC for closure in academic year 2015-16
179	Shri Krishan Polytechnic, Kurukshetra	18000	4000	22000	
180	Shri Ram College of Engineering & Management, 70KM Stone, Delhi-Mathura Road, NH-2, Distt.-Palwal (evening shift)	18700	4400	23100	
181	Shri. Ram Polytechnic, 4KM Stone- Refinery Road, Rajapur, Panipat	22500	5000	27500	
182	Singh Ram Memorial Polytechnical College, VPO Sultanpur, Tehsil Hansi, Hisar (Haryana).	18700	4400	23100	AICTE approved progressive closure from academic year 2013-14
183	Sir Chhotu Ram Polytechnic, Gohian, Jind	14000	2000	16000	
184	South Point School of Polytechnic, Sector-20, Purkhas Road, Near Sugar Mill, Distt. Sonapat	18700	4400	23100	
185	Swami Devi Dyal College of Technical Education, Village Golpura, Barwala, Panchkula	22500	5000	27500	
186	Swami Devi Dyal Institute of Pharmacy, Village Golpura, Barwala, Panchkula,	15000	3000	18000	
187	Swami Vivekanand Institute of Technology, Rajpur-Ladwa Road, Udana Karnal	17500	5000	22500	
188	Swami Vivekanand Polytechnic College, Near Sector-18, HUDA, Jagadhri, Distt. Yamuna Nagar.	17500	5000	22500	AICTE approved progressive closure from academic year 2014-15

189	Tagore Institute of Research & Technology, Jamalpur (Gurgaon).	17500	5000	22500	
190	Techno-Apex Polytechnic, Village Gorgharh, Thesil. Indri, Distt. Karnal.	20000	5000	25000	
191	Tirupati College of Pharmacy, Ratia, Fatehabad	17500	5000	22500	
192	Uklana Polytechnic & Engineering College, Uklana, Tehsil Uklana, Distt. Hisar	20000	5000	21505	
193	Universal Institute of Technology, VPO Garhi, Tehsil Hansi, Distt. Hisar.	18700	2805	21505	HSBTE issued NOC for closure in academic year 2016-17
194	Vaish Technical Institute, Rohtak(for unaided courses: Instrumentation & Control,Information Technology,Computer Engg.,Mech. Engg - T&D)	15000	5000	20000	
195	Vardey Devi Institute of Engineering & Technology, Village Brahamnawas, Tehsil Julana, Jind	18700	2805	21505	
196	Veer Abhimanyu Polytechnic, Village & Post Office Sanwar, Tehsil Charkhi Dadri, Bhiwani, Haryana.	17000	4000	21000	
197	Vidyavati Institute of Technology, Nissing, Karnal.	20000	5000	25000	
198	Vikramditya Polytechnic, V.P.O. Morkheri, Distt. Rohtak	20000	5000	25000	
199	Vinayak College of Polytechnic, VPO Kachwa, Distt. Karnal, Haryana.	17000	4000	21000	
200	World Institute of Technology, 8KM, Milestone, NH-71 B, Sohna-Palwal Road, Sohna, District Gurgaon (evening shift)	18700	4400	23100	
201	Yamuna Institute of Engineering & Technology, Village Gadholi, Post Office-Gadholi, Distt.- Yamuna Nagar-133103 (evening shift)	18700	4400	23100	HSBTE issued NOC for closure in academic year 2016-17
202	Yamuna Polytechnic for Engineering, Village Gadholi, P.O. Gadholi, Tehsil Jagadhri, Distt. Yamuna Nagar.	22690	3440	26130	
203	Yashvir Memorial Technical Institute, Bhambewa, Distt. Jind.	19000	5000	24000	
<p>Note:- * The proposals for revision of the fee is under consideration by Haryana State Admission & Fee Committee</p>					

i	The other fee components which is common for all is as follows:	Student Fund per year	Caution Money- College (One time refundable)	Caution Money- Hostel/Mess/ (One time from Boarders/ Hostellers only, refundable)	
		1200	1500	1500	
ii	The fee shall be chargeable on semester basis.				
iii	Every penny collected from students, whatsoever, and in any form, shall be well accounted for. The head-wise accounts shall separately be maintained and included in college / institution accounts. No diversion of fund from the institution shall be made. The Institution shall submit the balance sheet alongwith complete information on prescribed Performa upto 30 th June of every year after duly authenticated and certified by Chartered Accountant to the State Fee Committee / Department.				
Guidelines issued by State Fee Committee regarding charging of different amounts under various heads other than Tuition Fee, Development Fund, Student Fund, Caution Money					
i)	Hostel & Mess charges: Rs. 45000/- per student which shall include lodging, boarding, water & electricity, reading room, computer, work station, gym and sports/necessary furniture & furnishings. However there can be a variation of 10% depending upon locale and specific demands. Laundry and Canteen etc shall be on actual basis and optional. Cost of A.C. room would be separate which could be on an average Rs. 9000/- to 10000/- extra.				
ii)	Transport:- It has to be as per actuals. However not beyond Govt. fare per km.+ upto 50%.				
iii)	University/Board and Examination fee:- as per actual.				
iv)	Prospectus:- Only once in the course and should not be more than Rs. 500/-.				
v)	Placement Brochure:- Chargeable only once (in final year) and should not be more than Rs. 500/-.				
vi)	Insurance:- Actual basis.				
vii)	Uniform:- Rs. 3000/- which shall include one Blazer, two trousers, two shirts, one tie, two socks. Subsequent requirement optional and chargeable.				
viii)	Additional charges for items like generator, internet (Wi-Fi), Book Bank (minimum 3 books) EDP. etc. etc. may be taken only if these facilities are provided. However, it should not be more than 5% of the sum total of the tuition fee + development fund and proportionately less as decided by State Fee Committee.				
Every institute is required to fix all the charges accordingly and reflect in their prospectus & on their website and must necessarily submit a copy of prospectus and placement brochure to State Fee Committee.					

APPENDIX-VI
Institute wise Overall Result for May-June, 2017

Name of Institute	Overall Result (Pass %)
Swami Devi Dayal Instt. Of Pharmacy, Goalpura, Barwala(Panchkula)	Above 80 %
Ganpati Institute Of Hotel Management, Vill. Marwa Kalan, Bilaspur	Above 70 % to 80%
Rksd College Of Pharmacy Ambala Road Kaithal	
Govt. Polytechnic For Women, Morni Hills (Panchkula)	
Lord Shiva College Of Pharmacy Near Civil Hospital, Sirsa	
Guru Brahma Nand Ji Govt. Polytechnic, Nilokheri	
BPS Mahila Polytechnic Kanya Gurukul, Khanpur Kalan(Sonepat)	Above 60 % to 70%
Seth Jai Parkash Polytechnic, Damla (Yamunanagar)	
Govt. Polytechnic, Ambala City	
K.C. Govt. Polytechnic For Women, Ambala City	
Gandhi College Of Pharmarcy Gt. Road Bye Pass, Karnal	
Modern Institute Of Tech., Vpo. Lakhan Majra, Tehsil Meham, Distt. Rohtak.	
Tirupati College Of Pharmacy Near Govt.K.T.College Srdulgarh Road Ratia Fatehabad	
Govt. Polytechnic For Women, Faridabad	
Metis Institute Of Polytechnic, Anta, Tehsil Safindon, Distt. Jind.	
Bharat Institute Of Pharmacy, Pehladpur, Babain, Kurukshetra	
B.S. Anangpuria Institute Of Pharmacy, Alampur, Ballabgarh Sohna Road, Faridabad	Above 50 % to 60%
Adarsh Polytechnic, Brahmanwas	
Govt. Polytechnic, Hisar	
M.K.M. College Of Polytechnic For Girls Hodal	
Govt. Polytechnic, Sirsa	
JR Kissan College Of Pharmacy And Health Science, Jind Bye Pass Chowk, District Rohtak	
Govt. Polytechnic For Women, Sirsa	
Sir Chhotu Ram Polytechnic, Vill. Gohian Tehsil Allwa, Jind	
Shaheed Bhagat Singh Polytechnic For Engg. Vill. Rajpura, Po Mussimble, Khundewala Road, Tehsil Jagadhri, Yamunanagar	
Maharana Pratap Institute Of Technology & Management, Dhanonda, Distt. Mohindergarh, Haryana	
S.S.D. Institute Of Pharmacy & Medical Technology, Jhajjar.	
Hindu College Of Pharmacy, Sonepat	
Govt. Polytechnic, Chika (Kaithal)	
Govt. Polytechnic Narwana, Jind	
Dev Polytechnic College, Vill. Khatkar, Distt. Jind	
R.P. Institute Of Pharmacy, Gt, Bastara, Distt.	
Govt. Polytechnic, Mandi Adampur (Hisar)	
MD Polytechnic Neemri Wali, Bhiwani	
Akash Institute Of Tech, Vpo Kanina, Distt. Mohindergarh(Hry), Pin Code	
Manohar Memorial Polytechnic Ratia Road Fatehabad	Above 40 % to 50%

Vaish Technical Institute, Rohtak	
Govt. Polytechnic, Manesar	
Yashvir Memorial Technical Insttt., Bhambhewa (Jind)	
AERP Institute Of Technology & Management Vill.	
Geeta Engineering College, Naultha, Gohana Road,Nh	
Govt. Polytechnic Shergarh, Kaithal	
Govt. Polytechnic, Sonapat	
Lala Birkha Ram College Of Pharmacy, Vill	
Govt. Polytechnic Umri With Guest Classes At Gp Nilokheri	
Dehat Vikas College Of Pharmacy ,Tigaon(Faridabad)	
Bharat Polytechnic, Vpo Pehladpur, Dist Kurukshetra	
Shree Ram Mulakh College Of Technical Education, Vill. Kohra	
Cdl Govt. Polytechnic, Nathusari Chopta	
B.R. College Of Pharmacy, Vill.	
GVN Polytechnic College, Deeghot, Distt.	
Shree Markandeshwar Polytechnic, Vill. Lotni Near Ismailabad, Kurukshetra	
Govt. Polytechnic, Lisana (Rewari)	
Pdm Instt. Of Engg. & Tech., Karsindhu, Safidon, Jind	
Seth Haribaksh Lohia Jai Ram Mahila Poly. Lohar Majra, Kurukshetra	
Bits College Of Polytechnic, Vill. Sarsa, Ghogra, Bhiwani	
Govt. Polytechnic Meham (Rohtak)	
Chhottu Ram Polytechnic, Rohtak	
R.P Educational Trust Group Of Institutions G.T. Road, Bastara, Distt.	
CBS College Of Pharmacy & Technology, Vill	
Deen Dayal Rustagi College Of Pharmacy, Vill.	
Aastha Polytechnic Vill. Bhagwanpur, Sub Tehsil Mustafabad, Distt. Yamunanagar	
JKP Polytechnic, Rattangarh, Distt. Sonapat.	
P.M. Polytechnic, Kami Road, Sonapat, Haryana	
Shree Ram Institute Of Technical Education, Nh	
Govt. Polytechnic, Sanghi (Rohtak)	
Tagore Institute Of Research & Technology, Jamalpur, Gurgaon.	
Guru Dronacharya Polytechnic, Near Radha Swami Satsang Ghar, Fatehabad Road, Bhuna	
Ganpati Polytechnic For Engg. , Bilaspur, Tehsil Jagadhari, Yamunanagar	
Gyan Ganga Polytechnic, Salpani Khurd Near Heenga Kheri, Jhansa Road, Kurukshetra	
Shri Ram College Of Engg. & Management, 70Km Stone, Delhi	
Swami Devi Dayal College Of Tech. Edu. Golpura Barwala Panchkula	
Rani Laxmi Bai Govt. Polytechnic, Loharu	
Institute Of Technology & Science, 5 Km Milestone, Bhiwani, Paluwas, Bhiwani	
Modish Institute Of Polytechnic, Village Gheera, Tehsil Punhana, Distt. Mewat, Haryana	
Ch. Bansi Lal Govt. Polytechnic Bhiwani	
Polytechnic Education & Training Institute, 9Th Milestone, Kaithal Road, Kurukshetra.	
Sh. Ganesh Polytechnic Bilaspur, Jagadhari, Distt. Yamunanagar	

Above 30 % to 40%

Above 20 % to 30%

Gateway Institute Of Engineering & Technology,Vill.	
Yamuna Polytechnic For Engg. Vill. Gadholi, P.O. Gadhola, Tehsil Jagadhari, Distt. Yamuna Nagar.	
Panipat Institute Of Engineering & Technology, Vill.	
Govt. Polytechnic, Jhajjar	
Rao Neki Ram Memorial College Of Pharmacy, Vill.	
P.D Memorial Polytechnic, Sarai Aurangabad, Tehsil Bahadurgarh, District Jhajjar, Haryana	
Balaji College Of Engineering,8	
Uklana Polytechnic & Engg. College, Uklana, Tehsil Uklana Mandi, Distt. Hisar.	
Sheetal Polytechnic, Kiloj, V & P.O. Kiloj, Rohtak	
Shri Krishna Dev Bhoomi, Polytechnic, Mohan Nagar Rattan Dera Road, Kurukshetra	
Govt. Polytechnic Sampla (Rohtak)	
Hindu Institute Of Technology Industrial Area, Sonapat	
Jat College Of Polytechnic, Kaithal	
Rao Pahlad Singh Group Of Institutions, Balana, Mohindergarh	
Shri Ram Polytechnic, 4Km Stone Refinery Road, Rajapur, Panipat.	
DPG Polytechnic, Sec	
Rajdhani Polytechnic College Vill. Shekhpur Manchuri, (Karnal Assand Road) Distt. Karnal	
Jind Polytechnic College 1St Mile Stone Panipat , Jind.	
World College Of Technology & Management, Farukh Nagar (Khera Khurrampur) Gurgaon	
Nav Nirman Sewa Samitis Samalkha Group Of Institution, Vill.	
Shri Sai Institute Of Engg. And Technology, Tamaspura (Jhajjar.)	
Pt. L.R. College Of Technology (Technical Campus), Kaboolpur, Banger, Sohna	
Om Institute Of Polytechnic, Vpo Juglan 12 Km Stone Chandigarh Road, Hisar, Pin Code	
Jhankar College Of Pharmacy, Vill. Babra Bakipur, Po. Jamalpur, Distt. Gurgaon	
Baba Kheta Nath(B.K.N) Govt. Polytechnic, Narnaul(Mohendergarh)	
Shaheed Captain, D.K. Khol, Technical Campus, Vill.	
Shree Ram Institute Of Tech. Edu., Mouli, Barwala Panchkula	
Dev Polytechnic College, Vill. Dheen Tehsil Barara Distt. Ambala	
Sehrawat College Of Pharmacy, Vpo Hathin, District Palwal	
Shri Balaji Instt Of Engg. & Tech. Delhi Road Sampla, Rohtak	
BM Group Of Institution, Vill Hari Nagar (Dumha), Farukhnagar, Gurgaon	
Jan Nayak Ch. Devi Lal Polytechnic, Pb.No.81 Barnala Road, Sirsa	
Shree Shyam Polytechnic Krishan Nagar, Tehsil Narnaul, Distt. Mohidergarh.	
L.R. Institute Of Tech. & Mgt., Vill. Deeghot, Tehsil Hodal, Distt. Faridabad.	
MD College Of Polytechnic Sanoli Road Chhajpur Panipat	
Lord Krishna Polytechnic Institute, Vpo Karohta, Distt. Rohtak, Haryana	
Applied College Of Management & Engg.(Acme), 72 Km Stone, Delhi	
Govt. Polytechnic, Uttawar (Mewat)	
International Institute Of Tech., & Management 49 Km, Stone, Nh	
Rcm Polytechnic M.P. Majra, Beri, Jhajjar	
Delhi Institute Of Technology & Management, Nh	

Above 10 % to 20%

Ch.Ranbir Singh Govt. Polytechnic Hathnikund, Yamuna Nagar	
Ravindra Polytechnic Vill. Gaganpur, Tehsil Barara, Distt. Ambala	
Karnal Institute Of Polytechnic, Village Kunjpura, Distt.Karnal Haryana	
Govt. Polytechnic Dhangar, Distt. Fatehabad	
BCM Polytechnic Vill. Raiya Jhajjar.	
Shivalik Polytechnic Vill. Aliyaspur, P.O. Zaffarpur, Dosarka	
Sd Shanti Niketan Instt. Of Engg. & Tech., Tosham Road, Ladwa (Hisar)	
SD Polytechnic College, Ballabgarh	
NCR Polytechnic, Vill. Kulassi Tehsil Bahadurgarh Distt. Jhajjr	
Janta College Of Pharmacy, Butana(Sonepat)	
Dalal Global Institute Of Technology, Vill. & Post	
Global Research Institute Of Management & Technology, Nachraun, Radaur, Tehsil	
E-Max Polytechnic College, Vill. Gola, Po Bhadauli, Distt. Ambala	
Bhagwan Parshu Ram Polytechnic, Gt.Road Masana Kurukshetra	
Hindustan Institute Of Technology & Management, Nh	
Kalpi Institute Of Technology, Kalpi, Distt. Ambala.	
Krishna Polytechnic, Vpo Jhal, Tehsil Kosli, Distt. Rewari	
School Of Diploma Engineering Soldha, Distt. Jhajjar (Ganga Technical Campus)	
Bhagwan Mahaveer Institute Of Polytechnic, Vill. Jagdhispur, Distt. Sonepat.	
South Point College Of Pharmacy, Baghru, Rattangarh, Gohana Road, District.	
South Point School Of Polytechnic, Sector	
World Institute Of Technology, Sohna	
National College Of Polytechnic, Ambala Road, Jagadhari, Distt. Yamunanagar.	
GAV Polytechnic V.P.O. Patauda, Jhajjar	
Maa Sharda Institution For Polytechnic, Adj. Sec	
SD College Of Pharmacy, Village Janaula, Gurgaon Pataudi Road, Tehsil Farukhnagar, District Gurgaon	
Ganga Instiute Of Technology & Management, Vpo 20 Km Miles Stone, Bahadurgarh Road, Vill. Kablana, Distt. Jhajjar	
Mukhi Polytechnic, Ward	
Vinayak College Of Polytechnic Vpo Kachwa Distt. Karnal	
Jai Polytechnic, Shahabad	
International Institute Of Technology & Business, Vidy Gram, Vill.	
Apex Polytechnic & Engg. College, Bidhaikhera, Tehsil Tohana, Fatehabad	
Ashtvinayak Institute Of Technology, Vill. Kharkali, Ladwa, Tehsil. Thanesar, Distt. Kurukshetra	
Gurukulam Institute For Technical Education, Vill. Kohra	
Vardey Devi Institute Of Engineering & Technology, Brahmanwas, Tehsil	
Dr. Bhim Rao Ambedkar Institute Of Technology Vill. Fatehpur, Distt. Kaithal.	
Rawal Institute Of Engineering & Technology, Sohna Road, Near Vill.	
Bhartiya Polytechnic, Mohindergarh	
Bharat Institute Of Polytechnic, Gohana Highway, Near Mohana Police Sation, Sonepat	
ICL Institute Of Technical Education, Sountli, Shahzadpurnar, Tehsil Nariangarh, Distt. Ambala	
Modern International College Of Pharmacy, Village Jasana, District Faridabad	
	Above 0 % to 10%

Inderaprastha Polytechnic College, Ahmedpur, Pundri, Kaithal	
Janta Polytechnic, Thana Chhappar Road, Vpo Mustafabad, Tehsil Jagadhri, Distt. Y/Nagar, (Hry), Pin Code	
Satya College Of Engineering & Technology, Distt. Palwal	
CDRZ Polytechnic Mangawas,Beri, Distt. Jhajjar.	
Vidya Sanskar Polytechnic, Garhi, Tehsil – Hansi, Hisar – 125001	
P.R.B.S. College Of Polytechnic Vpo Khatod, Tehsil & Distt. Mohindergarh.	
Rattan Institute Of Technology & Management, 79 Km Stone, Nh	
Dharam Institute Of Polytechnic And Research, Vill Panjeto, Jagadhari, Distt. Yamunanagar	
Rao Adal Singh College Of Pharmacy, Vill.	
Delhi Institute Of Tech, Management & Resarch Vill. Firozpur (Hry), Pin Code	
Techno Apex Polytechnic, Vill. Gorgarh, Tehsil Indri, Distt. Karnal	
S.D. Mewat Institute Of Engg. & Tech.,Village Rawli, Tehsil Firojpur Jhirka, District Mewat	
Sardar Kewal Singh Polytechnic, Vpo. Kirmuch, Kurukshetra	
Janta Polytechnic, Butana,Tehsil Gohana,Sonepat	
Delhi Engineering College, Vill. Ladhiyapur, Po	
Bharat Institute Of Technology & Management, Kurukshetra Jhansa Road, Dhurala, Distt. Kurukshetra.	
Rewari Institute Of Tech., Bhandor, Rewari	
Rohitash Institute Of Engg. And Technology Ateli, Mohindergarh	
Bharat Institute Of Technology, Ugala Road, Ambala	
Deeksha Institute Of Technology	
Kurukshetra Polytechnic & Research Centre, Village Murtzapur, Pehowa, Kurukshetra	
Rao Jai Ram Polytechnic, Bundebaj Nagar, Ateli Road, Mohindergarh (Hr)	
R.N. College Of Polytechnic,Village Mohindipur,Thirana, Assandh Road,Panipat	
	0%

APPENDIX-VII

ATTENDANCE AND LEAVE RULES

1. A Student shall be required to attend a minimum of 70% of the lectures delivered (In theory and practicals combined).
2. The attendance will be counted from the date of start of session, to the date prior to the date of commencement of the theory examination.
3. In case of late admission in the first semester, the attendance shall be counted from the date of actual admission of the candidate, by the competent authority.
- 4. The name of the student shall be struck off the rolls if he/ she remains absent for 14 consecutive working days, without leave.**
5. A student whose name has been struck off from the roll of the institution, may however be readmitted if the absence of the student was due to the circumstance beyond his/ her control.
6. Any student of the institution who fails to appear or pass any particular exam and further thereafter remains absent from the institution for a period exceeding one year from the date or re-opening of the institute following the exam in which the student had failed to appear or pass shall not be entitled to continue his/ her studies in the institute without prior, written permission of the Secretary, HSBTE.
7. The Principal may grant leave to the students in exceptional circumstances only to the extent of 10 days per semester, subject to the condition that the student completes the prescribed minimum attendance as per attendance rule and the leave must be got sanctioned before availing the same.

ANNEXURE - I

Copy of letter No. 62/17/95-6 GSI Dated, Chandigarh, the 3rd October, 1996

From

The Chief Secretary to Government Haryana

To

- i) All Heads of Departments, Commissioners Ambala, Rohtak, Gurgaon and Hisar Divisions.
- ii) All Deputy Commissioners and all Sub Divisional Officers (Civil) in Haryana.
- iii) The Registrar, Punjab and Haryana High Court and all District and Session Judges in Haryana.

Subject: "Bonafide residents of Haryana - Guidelines regarding".

I am directed to invite your attention to Haryana Govt. letters noted in the margin on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institution (including technical/medical institution). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pradeep Jain vs. Union of India and others reported as AIR 1984- SC-1421, wherein it has been held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Government and it has been decided to revise the Government instructions. Henceforth, the following categories of persons would be eligible for the grant of Resident Certificate: -

- i) Candidates, who have passed the examination qualifying there for selection in an institution from a school/college in Haryana.
- ii) Children / Wards (if parents are not living) / Dependents: -
 - (a) of the employees of Haryana State posted in or outside Haryana State or working on deputation;
 - (b) of the employees of the statutory bodies/corporations established by or under an act of the State. of Haryana who are posted in Chandigarh or in Haryana or outside Haryana.
 - (c) of the employees of the Government of India posted in Chandigarh or in Haryana in connection with the affairs of the Haryana Government;
- iii) Children/wards (if parents not living)/dependents of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the State of Haryana.
- iv) Children/wards (if parents are not living)/dependents of pensioners of Haryana Government irrespective of the fact that the original home of the retiree is in a state other than Haryana or he has settled after retirement in or outside Haryana;
- v) Children/Wards (if parents are not living)/dependents of persons, who have permanent home in Haryana and include persons who have been residing in Haryana for a period of not less than 15 years or who have permanent home in Haryana but on account of their occupation they are living outside Haryana;
- vi) The wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage;
- vii) Persons who were born in Haryana and produce a certificate to that effect; provided that the parents/guardians (if parents are not living) of persons belonging to any one of the above mentioned categories are:

- a) Citizen of India;
 - b) Produce an affidavit to the effect that they or their children/wards (if parents are not living)/ dependents have not obtained the benefit of Resident in any other State.
2. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Resident Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District/Sub-Divisions to which the candidates belong. Resident Certificates in respect of elsewhere or in respect of the Children/Wards/Dependents of Haryana Govt. employees who are posted at Chandigarh, Delhi or elsewhere or in respect of Children /Wards/ Dependents of pensioners of Haryana Govt. or in respect of the Children/Wards/ Department of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.
 3. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/ Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
 4. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time is discovered that his claim was false, the student shall be removed from the institution, all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/ Headmaster may take such other action against the student and his/ her parents/guardians as he may deem proper in the circumstances of any particular case.
 5. For the purpose of uniformity for issuing certificate of Residence in the case of various categories to be issued by the competent Authorities, proformas have been prescribed which are enclosed herewith.
 6. These instructions may kindly be noted carefully for compliance and the receipt of this letter may please be acknowledge.

Yours faithfully, Sd/-

Under Secretary General Administration, for Chief Secretary to Govt. Haryana,

A copy is forwarded for information and necessary action to: -

- i) All Financial Commissioners and Secretaries to Govt. Haryana.
- ii) All Commissioners and Secretaries to Govt. Haryana.

Sd/-

Under Secretary General Administration, for Chief Secretary to Govt. Haryana,

To

- i) All Financial Commissioners and Secretaries to Govt. Haryana
- ii) All Commissioners and Secretaries to Govt. Haryana.

U.O. No. 62/17/95-6GSI

Dated Chandigarh, the 31.10.96

ANNEXURE - IA

No. 62/32/2000 – 6GSI

From

The Chief Secretary to Government Haryana

To

1. All the Heads of Departments in Haryana.
2. The Commissioners Rohtak, Gurgaon, Hissar and Ambala divisions.
3. The Registrar, Punjab and Haryana High Court.
4. All the Deputy Commissioners in Haryana.
5. The Managing Directors of all Boards and Corporations in Haryana.
6. The Registrars, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa

Dated, Chandigarh the 23.05.2003

Sub : Bonafide residents of Haryana – Guidelines regarding.

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 62/17/95-6GSI, dated

3.10.1996 on the subject noted above vide which the powers of issuing Haryana Resident Certificate was vested with District Magistrate/General Assistant to Deputy Commissioner or Sub Divisional Officer (Civil) of the District/Sub Divisions.

The matter has been reconsidered by the State Government in view of the problems being faced by the public in general and the students' community in particular in obtaining a resident certificate from the concerned authorities. With a view to improve the existing system in public interest, it has been decided by the Government to delegate powers of District Magistrates/City Magistrates/Sub Divisional Officers (Civil) to Tehsildars to issue Haryana Resident Certificate to the claimant (s). Henceforth the Tehsildars of Revenue Department are authorized to issue Residents Certificates besides the aforesaid functionaries.

These instructions may be observed by all concerned meticulously.

Sd/-

Yours faithfully,

Under Secretary General Administration
for Chief Secretary to Government Haryana

To

All the Financial Commissioners and Principal Secretary/Commissioners and Secretaries to Government Haryana

U.O. No. 62/32/2000- 6 GSI

Dated, Chandigarh the 23.05.2003

ANNEXURE - IB

No. 62/27/2003 – 6GSI

From

The Chief Secretary to Government Haryana

To

1. All the Heads of Departments in Haryana.
2. The Commissioners Rohtak, Gurgaon, Hissar and Ambala divisions.
3. The Registrar, Punjab and Haryana High Court.
4. All the Deputy Commissioners in Haryana.
5. The Managing Directors of all Boards and Corporations in Haryana.
6. The Registrars, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa

Dated, Chandigarh the July 29, 2003

Sub: Bonafide residents of Haryana – Guidelines regarding.

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 62/17/95-6GSI, dated 3.10.96 and No. 62/32/2000 - GSI, dated 23.5.2003 on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of resident purpose of admission to educational institutions (including technical/ medical institutions)

2. The matter has been reconsidered by the State Government in view of the problems faced by the children and wards of accredited journalists recognized by Government of Haryana and it has been decided that the children and wards of the accredited journalists residing at Chandigarh and recognized by Government of Haryana would also be eligible for the grant of Residence Certificate only for the purpose of admission in the academic institutions of Haryana State.
3. These instructions may kindly be noted carefully for compliance and the receipt of this letter may please be acknowledged.

Yours faithfully,

Under Secretary General Administration

for Chief Secretary to Government Haryana

A copy is forwarded to all the Financial Commissioners and Principal Secretaries/ Commissioners and Secretaries to Government of Haryana for information and necessary action.

Under Secretary General Administration

for Chief Secretary to Government Haryana

To

All the Financial Commissioners and Principal Secretary/ Commissioners and Secretaries to Government Haryana

U.O. No. 62/27/2003- 6 GSI

Dated, Chandigarh the July 29, 2003

ANNEXURE-II

LIST OF SCHEDULED CASTES IN HARYANA STATE

S.No.	CASTE NAME
1.	Ad Dharmi
1A.	Aheria, Aheri, Hari, Heri, Thori, Turi
2.	Balmiki
3.	Bangali
4.	Barar, Burar, Berar
5.	Batwal, Barwala
6.	Bauria, Bawaria
7.	Bazigar
8.	Bhanjra
9.	Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi, Balahi, Batoi, Bhambi, Chamar-Rohidas, Jatav, Jatava, Ramdasia
10.	Chanal
11.	Dagi
12.	Darain
13.	Deha, Dhaya, Dhea
14.	Dhanak
15.	Dhogri, Dhangri, Sigg
16.	Dumna, Mahasha, Doom
17.	Gagra
18.	Gandhila, Gandil, Gondola
19.	Kabirpanthi, Julaha
20.	Khatik
21.	Kori, Koli
22.	Marija, Marecha
23.	Mazhabi, Mazhabi Sikh
24.	Megh, Meghwal
25.	Nat, Badi
26.	Od.
27.	Pasi
28.	Perna
29.	Pherera
29A.	Rai Sikh
30.	Sanhai
31.	Sanhal
32.	Sansi, Bhedkut, Manesh
33.	Sansoi
34.	Sapela, Sapera
35.	Sarera
36.	Sikligar, Bariya
37.	Sirkiband

ANNEXURE-III

LIST OF BACKWARD CLASSES IN HARYANA STATE - BLOCK - A

S. No	CASTE NAME	S. No.	CASTE NAME
1.	Aheria, Aheri, Heri, Naik, Thori or Turi, Hari	37.	Kuchband
2.	Barra	38.	Labana
3.	Beta, Hensi or Hesi	39.	Lakhera, Manihar, Kachera
4.	Bagria	40.	Lohar, Panchal-Brahmin
5.	Barwar	41.	Madari
6.	Barai, Tamboli	42.	Mochi
7.	Baragi, Bairagi, Swami Sadh	43.	Mirasi
8.	Battera	44.	Nar
9.	Bharbhunja, Bharbhuja	45.	Noongar
10.	Bhat, Bhatra, Darpi, Ramiya	46.	Nalband
11.	Bhuhalia Lohar	47.	Pinja, Penja
12.	Changar	48.	Rehar, Rehara or Re
13.	Chirimar	49.	Raigar
14.	Chang	50.	Rai Sikhs
15.	Chimba, Chhipi, Chimpa, Darzi Rohilla	51.	Rechband
16.	Daiya	52.	Shorgir, Shergir
17.	Dhobis	53.	Soi
18.	Dakaut	54.	Singhikant, Singiwala
19.	Dhimar, Allah, Kashyap-Rajpoot, Kahar, Jhiwar, Dhinwar, Khewat, Mehra, Nishad, Sakka, Bhisti, Sheikh-Abbasi	55.	Sunar, Zargar, Soni
20.	Dhosali, Dosali	56.	Thathera, Tamera
21.	Faquir	57.	Teli
22.	Gwaria, Gauria or Gwar	58.	Banzara, Banjara
23.	Ghirath	59.	Weaver (Jullaha)
24.	Ghasi, Ghasiara or Ghosi	60.	Badi/ Baddon
25.	Gorkhas	61.	Bhattu/ Chattu
26.	Gawala, Gowala	62.	Mina
27.	Gadaria, Pal, Baghel	63.	Rahbari
28.	Garhi, Lohar	64.	Charan
29.	Hajjam, Nai, Nais, Sain	65.	Chaaraj (Mahabrahman)
30.	Jhangra-Brahman, Khati, Suthar Dhiman-Brahmin, Tarkhan, Barhai, Baddi	66.	Udasin
31.	Joginath, Jogi, Nath, Yogi	67.	Ramgarhia
32.	Kanjar or Kanchan	68.	Rangrez, Ligar, Nilgar, Lallari
33.	Kurmi	69.	Dawala, Soni-Dawala, Nyaaria
34.	Kumhars, Prajapati	70.	Bhar, Rajbhar
35.	Kamboj	71.	Nat (Muslim)
36.	Khanghera	72.	Jangam
LIST OF BACKWARD CLASSES IN HARYANA STATE (Block-B)			
S. No.	CASTE NAME		
1.	Ahir/ Yadav		
2.	Gujjar		
3.	Lodh/ Lodha/ Lodhi		
4.	Saini, Shakya, Koeri, Kusshwaha, Maurya		
5.	Meo		
6.	Gosai/ Gosain/Goswami		

ANNEXURE – IV
CRITERIA FOR EXCLUDING CREAMY LAYERS FROM
BACKWARD CLASSES

Description of the Category	To whom rule of exclusion will apply
I. Constitutional Posts	Son(s) and daughter(s) of: (a) President of India (b) Vice President of India (c) Judges of the Supreme Court and of the High Courts; (d) Chairman and Members of UPSC and of the State Public Service Commission; Chief Election Commission; Controller and Auditor General of India; (e) Persons holding Constitutional positions of like nature.
II. Service Category	Son(s) and daughter(s) of:
A. Group A/Class-I Officers of the All India Central and Services (Direct Recruits)	(a) Parents, both of whom are Class I Officers; (b) Parents, either of whom is a Class I Officer; (c) Parents, both of whom are Class I Officers; but one of them dies or suffers permanent incapacitation. (d) Parents, either of whom is a Class I Officer; and such parents dies or suffers permanent incapacitation and before such death or such incapacitation has the benefit of employment in any international organization like; U.N., I.M.F., World Bank etc. for a period not less than 5 years. (e) Parents, both of whom are Class I Officers die or suffers permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any international organization like; U.N., I.M.F., World Bank etc. for a period not less than 5 years. Provided that the rule of exclusion shall not apply in the following cases: (a) Sons and daughters of parents, either of whom or both of whom are class I Officers and such parent(s) dies/die or suffer permanent incapacitation. (b) A lady belonging to OBC category as got married to a Class I Officer, and may herself like to apply for a job.

B. Group B/Class-II Officers of the Central and State Services (Direct Recruitment)

Son(s) and daughter(s) of:

- (a) Parents, both of whom are Class II Officers;
- (b) Parents, or whom, only the husband is a Class II Officer, and he gets into Class I at the age of 40 or earlier.
- (c) Parents, both of whom are Class II Officers; but one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any international organization like; U.N., I.M.F., World Bank etc. for a period not less than 5 years before such death or permanent incapacitation.
- (d) Parents, of whom, the husband is a Class I Officer (Direct recruit or pre-forty promoted) and wife is a Class II Officer and the wife dies or suffer permanent incapacitation; and
- (e) Parents, of whom, the wife is a Class I Officer (Direct recruit or pre-forty promoted) and the husband is a Class II Officer and the husband dies or suffer permanent incapacitation.

Provided that the rule of exclusion shall not apply in the following cases:

Sons and daughters of:

- (a) Parents, both of whom are class II Officers and one of them dies or suffer permanent incapacitation.
- (b) Parents, both of whom are Class II Officers; and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any international organisation like; U.N., I.M.F., World Bank etc. for a period not less than 5 years before their death or permanent incapacitation.

C. Employees in Public Sector Undertakings etc.

The criteria enumerated in A and B above, in this category apply mutatis mutandi to officers holding equivalent or comparable posts in PSUs, banks, insurance organizations, equivalent or comparable basis in these institutions, the criteria specified in category V below will apply to the officers in these institutions.

III. Armed Forces including Para Military Forces
(persons holding civil posts not included)

Son(s) and daughter(s) of either or both of whom is or are in the rank of Colonel and above in the army and to the equivalent posts in the Navy and the Air Force and the Paramilitary Forces:

Provided that:-

- (i). If the wife of an Armed Force Officer is herself in the Armed Forces (i.e. the category under consideration) the rule of exclusion will apply only when she herself has reach the rank of colonel.
- (ii). The service ranks below colonel of husband and wife shall not be clubbed together.
- (iii). If the wife of an officer in the Armed Forces is in Civil

Employment, this will not be taken into account for applying the rule of exclusion unless she false in the service category under Item No. II, in which case, the criteria and condition enumerated therein, will apply to her independently.

IV. Property Owners
(Agricultural Holdings)

Son(s) and Daughter(s) of persons belonging to a family (father, mother and minor children) which owns land more than land permissible under the Ceiling Act of Haryana State.

V. Income/Wealth Test

Son(s) and Daughter(s) of:

- (a) Persons having Gross annual income or rupees 1.00 lacs or above or possessing wealth above the exemption limits as prescribed in the Wealth Tax Act for a period of three consecutive years.
- (b) Persons in categories I, II, III and IV, who are not disentitled to benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.

Explanation:

- (i). Income from salaries or agricultural land shall not be clubbed.
- (ii). The income criteria in terms of rupee will be modified taking into account, the change in its value every three years. If the situation however, so demands, the interregnum may be less.
- (iii). Where the husband is in some profession and the wife is a Class II or lower grade employment, the income/wealth test will apply only on the basis of the husband's income.
- (iv). If the wife is in any profession, and the husband is in employment in a Class II or lower rank post, then the income/wealth criterion will apply only the basis of the wife's income and the husband's income will not be clubbed with it.

Important Note: - The income limit has been raised from 2.5 lacs to 6.0 lacs per annum vide instruction 22/22/2004-3GSIII dated 06.01.2014 issued by the office of Chief Secretary, Haryana.

ANNEXURE -V

CERTIFICATE FOR DECEASED OR DISABLED OR DISCHARGED MILITARY PERSONNEL, EX-SERVICEMEN OF FORCES

Certified that Number _____ Rank
_____ Name _____ Son
of _____ Father of _____ Resident of
Village _____ Post Office _____ Tehsil
_____ Distt. _____ belonging to the State of
Haryana has served in the Army / Air Force /Navy (Name of the Para-Military Force) from
_____ to _____ and subsequently invalided out of service as under :

- 1) Medical Category
 - i) For JCO's _____
 - ii) For ORS: Shape-I, II, III etc. _____
 - iii) For Rank/Designation (in case of Para Military Forces) _____
 - 2) Reason of discharge/retirement _____
 - 3) Death whether killed in action _____
or any other reason _____
 - 4) If killed in action name of the war/operation _____
 - 5) Disabled: Whether disabled during the war/operation (name) _____
 - 6) Nature of disability
 - i) Whether permanent i.e. for life _____
 - ii) Whether temporary Upto what extent) _____
- Next RSMB IS DUE _____
Name of Records _____

Signature of the issuing authority
with designation and official
seal and stamp

Case No. _____
Date _____

Note: Only the certificate issued by the Officer duly authorized by the Army / Navy / Air Force /
Concerned Para-Military Force Headquarters, as the case may be, shall be entertained.

ANNEXURE - VI

HARYANA RESIDENT CERTIFICATE (For bonafide Residents of Haryana only)

Certified that Mr./Ms. _____ son/daughter of
Sh. _____ R/O (complete
address) _____
since _____ and applicant for admission to various Diploma
Courses in Haryana is a bonafide resident of Haryana State in terms of Chief Secretary to Govt. of
Haryana letter No. 62/17/95-6 GS1 dated 3.10.96 and letter No. 62/27/2003/6 GS1 dated 29.7.2003
under clause.

No. _____

Date: _____

Place: _____

(Signature of the attesting authority)

Name _____

Designation _____

(With legible office seal)

Note:

- i) For authorities competent to sign this certificate, please see Annexure-I.
- ii) The candidates, who have passed their qualifying examinations from the Board of Haryana are not required to produce Certificate of Haryana Resident.

ANNEXURE -VII

CERTIFICATE FROM THE EMPLOYER IN THE CASE OF EMPLOYEES OF GOVT. OF HARYANA, MEMBERS OF ALL INDIA SERVICES BORNE ON HARYANA CADRE, EMPLOYEES OF STATUTORY BODIES / CORPORATION

Certified that Mr./Ms. _____ son/daughter/wife of
Sh. _____ is serving as a Regular /Adhoc / Contract employee of Govt. of Haryana / Members of All
India Services Borne on Haryana cadre / Regular / Adhoc / Contract employees of Statutory Body /
Corporation established by or under an Act of State of Haryana.

**Presently, he/ she is posted as _____ in the Department
_____ at _____ (place of posting). Mr./Ms.
_____ is his/ her son/
daughter/dependent (if parents are not living), seeking admission in various diploma courses in
Haryana for session 2014.**

No. _____

Dated: _____

Place: _____

Signature of Employer

Designation _____

(legible Seal)

Strike out whichever is not applicable.

ANNEXURE - VIII
Haryana Government

Photo of Applicant
to be attested by
the Issuing
Authority

Certificate Sr. No...../Year...../Teh.....

SCHEDULED CASTE - CERTIFICATE

This is to certify that Shri/Smt./Kumari _____
Son/daughter of Shri _____ resident of _____ village/town
_____ Tehsil _____ District _____ of the State/Union
Territory _____ belongs to the _____ Caste/Tribe, which is recognized as a
Scheduled Caste/ Scheduled tribe under the Consitution (Seheduled Castes) order, 1950.

2. Shri/Smt./Kumari _____ and/or his/ her family ordinarily reside(s) in
_____ Village/Town _____ of Tehsil _____ District
_____ of the State/Union Territory _____.

Signature with seal of Issuing Authority

Full Name.....

Designation.....

Address with

Telephone No. with code.....

Place.....

Date.....

- **Issuing Authority:** Tehsildar-cum-Executive Magistrate,
Naib Tehsildar-cum-Executive Magistrate.
Head o Department in case of Government employees
- Strike out the paragraph which is not applicable.
- For instructions refer to **www.csharyana.gov.in**

ANNEXURE -IX
Haryana Government

Certificate Sr. No...../Year...../Teh.....

**Photo of
Applicant to be
attested by the
Issuing Authority**

BACKWARD CLASS CERTIFICATE

This is to certify that Shri/Smt./Kumari _____
Son/daughter of Shri _____ resident of _____ village/town
_____ Tehsil _____ District _____ of the State/Union
Territory _____ belongs to the _____ Caste. This caste is mentioned in the
State list of BC Block _____.

(The applicant shall submit an affidavit that he/ she falls/does not fall in creamy layer)

2. Shri/Smt./Kumari _____ and/or his/ her family ordinarily reside(s) in
_____ Village/Town _____ of Tehsil _____ District
_____ of the State/Union Territory _____.

3. This is to certify that he/ she does not belong to the person/section (Creamy layer) as per
State Govt. letter No. 1170-SW(1)-95 dated 7-6-1995, No. 22/36/2000-3GS-III dated
09.08.2000, No. 213-SW(1)-2010 dated 31-08-2010 & No. 22/22/2004-3GSIII dated
06.01.2014.

Signature with seal of Issuing Authority
Full Name.....
Designation.....
Address with
Telephone No. with code.....

Place.....

Date.....

- **Issuing Authority:** Tehsildar-cum-Executive Magistrate,
Naib Tehsildar-cum-Executive Magistrate.
Head o Department in case of Government employees
- Strike out the paragraph which is not applicable.
- For instructions refer to **www.csharyana.gov.in**

ANNEXURE -X

AFFIDAVIT

(BY THE PARENTS OF THE BACKWARD CLASS CATEGORY CANDIDATES)

I _____ Father/Mother of _____ Resident of _____ Tehsil _____ District _____ seeking admission to Diploma courses in Haryana do hereby solemnly affirm and declare that I belong to _____ Caste, which is included in the list of Backward Classes Block 'A' / 'B' approved by the Haryana Govt. I further declare and affirm that I and my wife / husband are not covered under the criteria fixed by Haryana Govt. vide letter No. 1170/SW (1)-95 dated 7-6-95 & No. 22/22/2004-3GSIII dated 06.01.2014 for excluding socially advanced persons / sections (Creamy Layer) from Backward Classes.

I further undertake that in case the information contained in the above para is found false at any stage, the Competent Authority will be entitled to cancel the admission.

Dated: _____
Place: _____

DEPONENT

VERIFICATION

Verified that the above statement is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated: _____
Place: _____

DEPONENT

ANNEXURE -XI

MEDICAL CERTIFICATE FROM PHYSICALLY HANDICAPPED CANDIDATES OFFICE OF THE CHIEF MEDICAL OFFICER

No. _____ Dated _____
Certified that Shri/Km./Smt./ _____ son/daughter/wife of Shri _____ resident of _____ District _____ appeared before the Medical Board for medical check up. On his/ her Medical Examination, it is found that the nature of handicap/disability is _____% and is as under:

Thus the candidate is physically handicapped as per standard norms of Haryana.
(Signature of the Applicant)

Chief Medical Officer

Dated: _____
Place: _____

_____ Haryana
(Seal of the above authority)

- The handicap disability should not be less than 40% and should not interfere with the requirement of professional Diploma Courses.

ANNEXURE -XII

CERTIFICATE REQUIRED TO BE FURNISHED BY CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTERS

Certified that Shri _____
_____ Son / Daughter of Sh. _____
_____ resident of _____ (complete address)
_____ Freedom Fighter
of Haryana (Identity No. _____) is Father/Grand Father of Mr. /Ms.
_____ of Village / Town _____ Police station
_____ Tehsil _____ District

No. _____

Date: _____

Place: _____

Deputy Commissioner of
concerned District of Haryana
(SEAL OF OFFICE)

ANNEXURE-XIII

Certificate For the candidate applying for Diploma Engg. under Haryana Govt.School Toppers (HGST) Category

Certificate

(To be filled in by the concerned Principal of Govt.School)

Certified that Mr./Ms. _____ s/d/o Sh. _____ is topper of the
10th class examination conducted by Board of School Education Haryana in the current year
2015 at Govt School _____ (Name of Govt.School) and strength of
his/ her class was _____

Principal of Govt.School
(Signature, Seal and Name of the Principal)

ANNEXURE –XIV

CERTIFICATE OF MEDICAL FITNESS

(TO BE DEPOSITED AT THE TIME OF JOINING)

To be obtained from any Govt./ Registered Medical Practitioner having MBBS Degree.

Please note that in no other form this certificate will be accepted.

(Please refer to prescribed standards given overleaf)

Name.....

(In Block Letters)

Father's Name: Sh.....

Height: Weight.....

Chest:

Heart and Lungs:

Vision: L: R:

Colour Vision:

Hearing:

Hernia/Hydrocele/Piles:

Remarks:

I certify that I have carefully examined

Mr. /Ms..... Son/daughter of Shri

..... who has signed in my

presence. He/ she has no mental and physical disease and is FIT.

Signature of the Candidate

Station:

MBBS Dated.....

seal.

**Signature of Govt./ Registered
Medical Practitioner having
Degree with legible**

ANNEXURE –XIV (A)

PRESCRIBED MEDICAL STANDARDS FOR ADMISSION

A Diploma Courses profession demands good physique and stamina. An applicant who suffer from any organic defect or does not have sound health so as to bear the strain of the course which must be heightened in his/ her professional life would be well advised not to take up the Diploma Courses Profession. He/ she must fulfill the following medical standards.

- **HEIGHT:** Not less than 1.5 meter for male candidates, and not less than 1.2 meters for female candidates.
- **WEIGHT:** 41 kg. Approximately for male candidates and 37Kg. approximately for female candidates.
- **CHEST MEASUREMENT:** Not less than 69 cms. with satisfactory limit of expansion and contraction for male candidates only.
- **HEART and LUNGS :** No abnormality
- **HARNIA, HYDROCELE and** Presence of these is a temporary disqualification to be rectified before joining the course of study.
- **VISION:** Normal, where defective, it must be corrected to 6/9 in the better eye and 6/12 in the worse eye. Eye should be free from congenital and other disease. In case of admission to **Textile Courses**, the candidates must also be free from colour blindness (inability to distinguish between principal colours).
- **HEARING:** Normal, Where defective, it must be corrected.

ANNEXURE – XV

CHARACTER CERTIFICATE

Certified that Mr./Miss/Mrs. _____ Son/daughter of Shri _____ has been a bonafide student of this institution during the period _____ He/ she appeared in the _____ Examination of the institution/Board held in _____ under Roll No. _____ and _____ *passed obtaining _____ Marks out of _____ marks or *failed / *placed under compartment in the subject of _____.

1. Academic Distinction, if any _____
2. Co-curricular activities, if any _____
3. Brief particulars of disciplinary action by Institution/Board including punishment such as Expulsion, warning, Fined for violation of hostel rules. UMC/disqualification etc., if any _____.

4. General Conduct during stay in the institution: _____ Good/Satisfaction/Unsatisfactory

5. He/ she bears good/bad Character.

No. _____

Signature
Principal (with office seal)

Date: _____

*Strike out whichever is not applicable

ANNEXURE –XVI

CERTIFICATE FOR THE EX-EMPLOYEES OF INDIAN DEFENCE SERVICES

Certified that Number _____ Rank _____ Name _____
_____ S/o or D/o _____ Father/
Mother of _____ Resident of Village _____
Post Office _____ Tehsil _____
Distt. _____ belonging to the State of Haryana as per his/ her service record at the time of entry into service, had served in the Army / Air Force / Navy (Name of the Para-Military Force) from _____ to _____ and subsequently discharged/retired from the service on _____ as per his/ her service record at the time of entry into service the home address given is _____ (Distt. _____) Haryana.

Place _____

Date _____

Signature
Officer Commanding/
Competent Authority
(with Official Seal)

(Strike out whichever is not applicable)

ANNEXURE –XVII

Tuition Fee Waiver scheme (TFW)

(Extract from Approval Process Handbook 2018-19 of AICTE)

12			Tuition Fee Waiver scheme (TFW)
	12.1	a	Scheme shall be applicable to all approved Technical Institutions offering Bachelor programs, Diploma and Post Diploma programs and lateral entry provisions of these programs.
		b	Seats up to maximum 5 percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30 % of sanctioned seats in the respective courses are filled up.
		c	The Competent Authority for admissions shall be the same as for regular admissions.
		d	The scheme shall be mandatory for all Institutions approved by the Council.
	12.2		Eligibility
		a	Sons and daughters of parents whose annual income is less than Rs.6.00 Lakhs from all sources shall only be eligible for seats under this scheme
		b	The Waiver is limited to the tuition fee as approved by the State Level Fee Committee for self-financing Institutions and by the Government for the Government and Government Aided Institutions. All other fee except tuition fees will have to be paid by the beneficiary.
		c	The Competent Authority for admissions shall be the same as for regular admissions and up to five percent of its sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature.
	12.4		Admissions Procedure
		a	Under this Scheme, up to five percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature. These supernumerary seats will be available only to such courses in an Institute, where a minimum of 30% of sanctioned seats are filled up.
		b	The competent authority to effect these admissions is the State Government or its designated authority.
		c	In the event of non-availability of students in this category the same shall not be given to any other category of applicants.
		d	State Admission authority shall invite applications under this category, make a separate merit list for this category and effect admissions on the basis of the merit list so generated.
		e	The Institutions shall publish in their brochure and web site the details of this scheme.
		f	Competent Authority for admissions shall submit a separate list of the students admitted under this category to the Institute to which they are admitted for compliance.
		g	A letter in this respect shall be issued by the Competent Authority for admissions to each beneficiary student admitted under this scheme and he / she shall not be allowed to change Institution/course under any circumstances
		h	The Institutions shall also display information regarding admitted candidates in their web sites for information to the students and other stakeholders

ANNEXURE –XVIII

UNDERTAKING BY THE STUDENT

I, _____ (full name of student with admission/registration/enrolment number)
S/o / d/o /Mr./Mrs./Ms _____

- 1) having been admitted to _____ (name of the institution) have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year _____

Signature of Student

ANNEXURE –XIX
UNDERTAKING BY PARENT/GUARDIAN

I, _____ Mr./ Mrs./ Ms.
(full name of parent/guardian) father / mother/guardian of _____ (full
name of student with admission /registration/enrolment number),

- 1) having been admitted to _____ (name of the Institution), have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/ she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year _____

Signature of Parent/ Guardian

Name: Address:

Telephone/Mobile No: