

**Subject: Technical Institutes approved by AICTE and Granted Provisional Affiliation by HSBTE for 2018-19 for Diploma in Vocational Courses.**

The following technical institutes approved by AICTE and granted provisional affiliation by HSBTE for session 2018-19 for Diploma in Vocational Courses:

Sr. No.	Name of Institute	Courses	HSBTE Affiliated Intake 2018-19
1.	Govt. Polytechnic, Manesar, Gurgaon	Automotive manufacturing Technology	25
2.	Govt. Polytechnic Mandkola, Distt. Palwal.	Refrigeration and Air Conditioning	25
3.	Govt. Polytechnic, Sonapat	Industrial Tool Manufacturing	25
4.	Govt. Polytechnic, Uttawar, Palwal.	Medical Imaging Technology	25
5.	Government Polytechnic for Women, Faridabad	BFSI	25
6.	PM Polytechnic, Kami Road, Sonapat	Automobile Servicing	25
		Industrial Tool Manufacturing	25
		Production Technology	25
		Refrigeration and Air Conditioning	25
		<b>Total</b>	<b>100</b>
7.	PM College of Pharmacy, Kami Road, Sonapat	Medical Imaging Technology	25
		<b>Total</b>	<b>25</b>
8.	SD Polytechnic College, Faridabad	Production Technology	50
		Refrigeration and Air Conditioning	25
		<b>Total</b>	<b>75</b>
9.	Techno Apex Polytechnic, Village Gorgarh, Tehsil Indri, Distt. Karnal- 132041	Skill Diploma in Refrigeration and Air Conditioning	25
		Skill Diploma in Automobile Servicing	25
		<b>Total</b>	<b>50</b>
10.	R.P. Inderprastha Institute of Technology, Bastara, Karnal	Refrigeration and Air Conditioning	25
		BFSI	25
		<b>Total</b>	<b>50</b>
11.	RCM Polytechnic, Vill.-M.P. Majra, Tehsil-Beri, Jhajjar	Software Development	25
		Automotive Manufacturing Technology	25
		Production Technology	25
		Refrigeration and Air Conditioning	25
		<b>Total</b>	<b>100</b>
12.	R.P. Educational Trust Group of Institutions Bastara, Karnal	Medical Imaging Technology	25
		<b>Total</b>	<b>25</b>
13.	DPG Polytechnic, Sec-34, Gurgaon	Automobile Servicing	25
		Production Technology,	25
		Refrigeration and Air Conditioning	25
		Software Development	25
		<b>Total</b>	<b>100</b>
14.	Shree Ram Mulkh College of Technical Education, Vill.-Khora-Bhura, Naraingarh, Ambala	Electronic Manufacturing Services	25
		Refrigeration & Air Conditioning	25
		<b>Total</b>	<b>50</b>
15.	Somany Institute of Technology & Management, Delhi-Jaipur, Highway, NH-8, 3KM Stone, Rewari	Refrigeration and Air conditioning	25
		Skill Diploma in Printing and Packaging Technology	25
		<b>Total</b>	<b>50</b>
16.	Guru Nanak Khalsa Instiutte of Technology and Management, YamunaNagar (Technical Campus)	BFSI	50
		Software Development	50
		<b>Total</b>	<b>100</b>
17.	Delhi College of Technology and	Production Technology	25

	Management, Gudhrana, Palwal	Refrigeration and Air Conditioning	25
		<b>Total</b>	<b>50</b>
18.	Advanced College of Technology & Management, Palwal	Production Technology	25
		Electronics Manufacturing Servicing	25
		Refrigeration and Air Conditioning	25
		<b>Total</b>	<b>75</b>
19.	Advanced Institute of Technology & Management, Palwal	Travel and Tourism	25
		Software Development	25
		<b>Total</b>	<b>50</b>
20.	DAV College of Engineering and Technology, Kanina, Mohindergarh	Automobile Servicing	25
		Refrigeration and Air Conditioning	25
		<b>Total</b>	<b>50</b>
21.	Mewat Engineering College, Agepalla, Nuh, Mewat	Software Development	25
		Automobile Servicing	25
		<b>Total</b>	<b>50</b>
22.	Manav Institute of Technology and Management, Jevra, Barwala Road, Hisar	Production Technology	25
		<b>Total</b>	<b>25</b>
23.	Manav Institute of Pharmacy, Jevra, Barwala Road, Hisar	Medical Imaging Tech.	25
		<b>Total</b>	<b>25</b>
24.	NGF College of Engg. and Technology 71st KM Stone, Delhi-Mathura Road, NH-2, Palwal Faridabad-121102	Refrigeration and Air Conditioning	25
		<b>Total</b>	<b>25</b>
25.	Geeta Engineering College, Naultha, Gohana Road ,NH 71 A, District Panipat	Automotive Manufacturing Technology	25
		Refrigeration and Air Conditioning	25
		Production Technology	25
		<b>Total</b>	<b>75</b>
26.	Lakshay College of Hotel Management, Naultha, Gohana Road, Panipat-132103	Food Processing	25
		<b>Total</b>	<b>25</b>

- The institutes shall follow the ACITE guidelines as prescribed by ACITE and available at AICTE website.
- Admissions of the students to these seats shall be done by the institutions on merit basis as per the State Reservation Policy of the State as defined in Diploma Prospectus – 2018.
- Unfilled seats of reserved category may be converted to open category.
- The list of the admitted students is to be uploaded on HSTES portal by 16.08.2018.

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**By E-mail**

**From** The Secretary,  
Haryana State Board of Technical Education (HSBTE),  
Bays No. 7-12, Sector- 4, Panchkula

**To** The Principal,  
1. Government Polytechnic (Manesar, Mandkola, Sonapat, Uttwar)  
2. Government Polytechnic for Women, Faridabad  
3. Self Financing Institutions (as per the list attached)

**Memo No:** 1967-14/Aff./HSBTE

**Dated:** 11.6.18

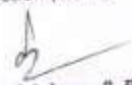
**Subject:** Academic schedule / Admission calendar for the institutes offering diploma in vocational courses affiliated by HSBTE for the session 2018-19.

Kindly refer to the subject noted above.

In this regard, it is requested to follow the AICTE guidelines and academic calendar as prescribed by the AICTE in its Approval Process Handbook 2018-19 for admissions and academic sessions in true letter and spirit (**copies attached**). Further, it is requested to upload the list of admitted candidates in diploma in vocational courses on the HSTES web-portal.

This is for your kind information and further necessary action please.

DA/as above.


  
Controller of Admn. & Finance  
for Secretary, Haryana State Board of  
Technical Education, Panchkula

**Endst. No.** 19170-71 /Aff./HSBTE

**Dated:** 11.6.18

A copy of the above is forwarded to the following for kind information:

- ✓ Joint Director, HSTES, Panchkula
- 2. Guard File.

  
Controller of Admn. & Finance  
for Secretary, Haryana State Board of  
Technical Education, Panchkula

## **PROCEDURE FOR APPLYING VOCATIONAL COURSES UNDER NSQF**

### ***Procedure for processing online applications for seeking approval for introduction of Vocational Education programmes leading to Degree or Diploma in Vocational Education under National Skill Qualification Framework.***

1. Only AICTE approved Institutions are eligible to apply.
2. Institution willing to run Vocational Education Courses should have AICTE approval in relevant area.
3. In the AY 2018-19 institute can apply upto 100 seats from given specialization, with a division size of 25 each. Institute may choose one specialization with 04 division OR 04 specializations with 01 division of each specialization OR any other similar combination.

#### **4. Available Courses:**

<b>Courses</b>	<b>Eligibility</b>	<b>Awarding Body</b>
Bachelor of Vocation (B.Voc)	Class XII Passed Students	University
Diploma of Vocation (D.Voc)	Class X Passed	University/Board of Technical Education
Diploma of Skill	Not passed Class X	University/Board of Technical Education

#### **4. Available Specialization:**

<b>S.No</b>	<b>Specialization</b>	<b>Relevant Sector</b>
1	Automotive Manufacturing Technology	Mechanical or any allied branches
2	Automobile Servicing	Mechanical or any allied branches
3	Production Technology	Mechanical or any allied branches
4	Industrial Tool Manufacturing (ITM)	Mechanical or any allied branches
5	Refrigeration and Air Conditioning	Electronics/Mechanical or any allied branch
6	Software Development	Computer Science/ Information Technology/ MCA or any allied Branch
7	Graphics & Multimedia	Computer Science/ Information Technology/ MCA or any allied Branch
8	BFSI	MBA / PGDM or any allied Branch
9	Travel & Tourism	MBA/ Hotel Management or any allied Branch
10	Food Processing	Agriculture/ Hotel Management or any allied Branch
11	Electronic Manufacturing Services	Electronics/ Electrical or any allied Branch
12	Medical Image Technology	Pharmacy or any allied Branch
13	Printing & Packing Technology	Printing Technology or allied Branches

- Allied Branched as prescribed by AICTE may be seen at AICTE website -----

## **5. Procedure for processing application**

- Existing Institution will apply for VE programme on AICTE Portal and select the available Sectors/Specialization from Portal.
- A two members Scrutiny Committee shall verify the eligibility of Institution for the programme and give its recommendation for intake in applied sector and specialization based on available facility in the Institution. Copy of Scrutiny Sheet is attached as **Annexure-I**.
- Opportunity will be given for re-scrutiny, in case of deficiency noted by the scrutiny Committee.
- The composition of Scrutiny Committee shall be one member from sector Skill Council/ Industrial Association and one academician.
- Regional Scrutiny Committee report will be placed before the respective Regional Committee.
- Recommendation of Regional Committee shall be forwarded to HQ's for further processing.
- The final approval of Council will be communicated along with the EOA for 2018-19.

## **6. Admission Procedure, Curriculum and Fees:**

- The Institution shall publish in their brochure & website the details of this scheme and the specialization offered along with the approved intake.
- The institute shall also display the tuition and other fees charged by the institute for these specialization on their brochure & website.
- The Institution can invite applications by giving advertisement in newspapers and publishing the same in the Institution's website.
- These courses may be affiliated with existing University or any Skill University/ National University having jurisdiction for affiliation.
- The Procedure, Rules and Regulations for admission shall be as prescribed by the affiliating University or Board of Technical Education.
- The Institution shall display information regarding admitted candidates in their website for information to the students and other stakeholders.
- Admission of students to these seats shall be done on merit basis as per the State Reservation Policy. Admissions will be done as per the academic calendar prescribed by AICTE in APH 2018-19.
- Unfilled seats of reserve category may be converted to open category.
- Curriculum for such courses will be as prescribed by Board of Technical Education/ University of respective state. Model curriculum is given by AICTE.
- Education component will be taught by the institute and the skill component will be covered by SKP/ Training Provider approved by NSDC or Govt. Agency.
- The SKP must be located near the vicinity of college.
- The classes may be offered in flexi hours by the institute.

## 7. Assessment and Certification

- University/Board will conduct examination for Education Component.
- SKP/Training Provider will do assessment for skill competency.
- The Skill Knowledge Provider/Trainers (SKP) will submit the Necessary skill credits of the students to the institute where student is registered.
- Both these credits will be transferred to the Technical Board or the University as the case may be, which compiles the Vocational Skill credits and the formal education credits and if all such credits are available as required by the certification level, then the Technical Board or the University shall award the certification of that level.
- Credit calculation and certification will be as per SAMVAY, the skill credit framework notified by MHRD.

## 8. Norms for running Vocational Education Courses :

Parameter	Existing AICTE approved Institution
Instructional Area	One Classroom# / Division
Administrative Area	No separate requirement
Amenities area includes separate toilets for males and females	No separate requirement
Laboratory/Workshop and other infrastructural requirements	No separate requirement
Library	2 books per student relevant to field of study/ Study material developed by NSDC/ TISS any other Govt. Agency (minimum of 10 titles)
Reading Room	No separate requirement
Computer Centre	No separate requirement
Teachers / Instructors	No separate requirement

# may be shared with existing classrooms in the Institution

**No separate requirement means :-** requirement shall be met with existing infrastructure/facilities in the Institution for conduct of Programmes under consideration.

## 19.1 Counselling/ admission

- Last date to grant approval to Technical Institution shall be 30<sup>th</sup> April of each Calendar Year. Notwithstanding anything contained in any Rules, Regulations, Norms and Standards, Policies, Instructions, Orders, Notifications, Guidelines and the Approval Process Handbook 2018-19 issued or notified by the AICTE, the AICTE shall not grant approval to Technical Institution after 30<sup>th</sup> April of the Calendar Year in which the academic session is to commence as any approval beyond 30<sup>th</sup> April shall adversely affect the total teaching duration to which a student is entitled to and shall also adversely affect the academic activities which shall be prejudicial to the academic interest of student.
  - The respective DTE/ State Government/ UT/ Affiliating University/ Board shall download the list of approved Institutions along with "Approved Intake" from Web-Portal through their login. No separate communication shall be sent in this regard. The Affiliating body such as University/ Board shall not grant affiliation to a Technical Institution approved by AICTE after 15<sup>th</sup> May of the Calendar Year in which the academic session is to commence.
  - The Competent Authority for admission shall ensure that the first round of counselling/ admission for allotment of seats is duly completed on or before 30<sup>th</sup> June of the Calendar Year in which the academic session is to commence.
  - Provided that the Second round of counselling/ admission for allotment of seats shall be completed on or before 10<sup>th</sup> July of the Calendar Year in which the academic session is to commence.
  - Further that the last round of counselling/ admission for allotment of seats shall be completed on or before 20<sup>th</sup> July of the Calendar Year in which the academic session is to commence.
  - Notwithstanding anything contained in these Regulations, all Technical Institutions conducting Post Graduate Diploma Courses shall not initiate admission process before 1<sup>st</sup> April of the Academic Year.
- 19.2 The academic session and the teaching process shall commence on 1<sup>st</sup> August of the year (except for PGDM).

## For First year of the Programme:

Semester/ Event	Odd Semester	Even Semester
Commencement of Classes	1 <sup>st</sup> August	1 <sup>st</sup> January
End of Classes	30 <sup>th</sup> November	30 <sup>th</sup> April

## Second year and on words of the Programme:

Semester/ Event	Odd Semester	Even Semester
Commencement of Classes	15 <sup>th</sup> July	15 <sup>th</sup> December
End of Classes	15 <sup>th</sup> November	15 <sup>th</sup> April

The total number of teaching days, practical and contact hours shall not include the number of days utilized for the admission/ counselling process, process of examination and examination itself and declaration of results.