



DEPARTMENT OF HIGHER EDUCATION, HARYANA

DIPLOMA PROSPECTUS

2023-24



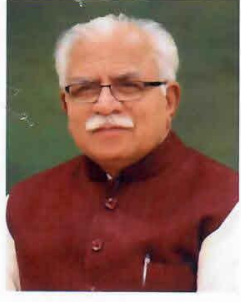
- DIPLOMA ENGINEERING
- DIPLOMA PHARMACY
- DIPLOMA ENGINEERING - LATERAL ENTRY

HARYANA STATE TECHNICAL EDUCATION SOCIETY
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मनोहर लाल
MANOHAR LAL



मुख्य मन्त्री, हरियाणा,
चण्डीगढ़।

CHIEF MINISTER, HARYANA,
CHANDIGARH.

Dated 16-02-2023

Message

I am glad 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 2023-24.

Technical Education is essential for socio-economic development of the state. Haryana Government has taken a number of policy initiatives for promotion of technical education in the state with a special thrust to provide job-oriented education to the youth.

The network of the Technical Education Institutions has been expanded by setting up new institutes and intake in the existing institutions has also been increased. To make higher education more meaningful, the department is continuously upgrading and updating courses and curriculum to cater to the need and requirement of the industry. Efforts have been made to equip institutions with state of art infrastructure for the training of students. More than 300 MoUs have been signed with the industries for placements, training, industrial visits and expert lectures. Placement cells have been constituted in all government and government aided polytechnics to carry out the placement drives/job fairs for providing more employability options to the students. To enhance further, 4 Centers of Excellence in industry collaboration have been set up to bridge the gap between industry and academia.

To further promote the spirit of 'Beti Bachao Beti Padhao' 25 percent seats have been horizontally reserved for girls in all technical institutions of the state. No tuition fee is being charged from girl students admitted in Government and Government Aided Polytechnics.

I hope the aspirants will find this brochure useful, which includes all relevant information regarding admissions, fee and various scholarship schemes of the Government for the academic session 2023-24.

I wish all success and a bright future for our students.

मनोहर लाल

(Manohar Lal)

मनोहर लाल
MANOHAR LAL



सत्यमेव जयते

मुख्य मन्त्री, हरियाणा,
चण्डीगढ़।

CHIEF MINISTER, HARYANA,
CHANDIGARH.

Dated 16-02-2023

संदेश

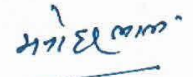
मुझे यह जानकर अत्यन्त प्रसन्नता हुई है कि हरियाणा राज्य तकनीकी शिक्षा सोसायटी राज्य के तकनीकी शिक्षण संस्थानों में शैक्षणिक सत्र 2023-24 के दौरान विभिन्न पाठ्यक्रमों में दाखिले से सम्बंधित जानकारी प्रदान करने के लिए एक ब्रोशर प्रकाशित कर रही है।

तकनीकी शिक्षा राज्य के सामाजिक-आर्थिक विकास के लिए आवश्यक है। हरियाणा सरकार ने युवाओं को रोजगारोन्मुखी शिक्षा प्रदान करने पर विशेष जोर देते हुए राज्य में तकनीकी शिक्षा को बढ़ावा देने के लिए कई नीतिगत पहलें की हैं।

नए संस्थानों की स्थापना करके तकनीकी शिक्षा संस्थानों के नेटवर्क का विस्तार किया गया है और मौजूदा संस्थानों में सीटों की संख्या बढ़ाई गई हैं। उच्चतर शिक्षा को अधिक सार्थक बनाने के लिए, विभाग उद्योगों की आवश्यकताओं के अनुसार कोर्सों और पाठ्यक्रमों का लगातार उन्नयन और अद्यतन कर रहा है। छात्रों के प्रशिक्षण के लिए संस्थानों को अत्याधुनिक बुनियादी ढांचे से लैस करने का प्रयास किया गया है। प्लेसमेंट, प्रशिक्षण, औद्योगिक दौरों और विशेषज्ञ व्याख्यान के लिए उद्योगों के साथ 300 से अधिक समझौता ज्ञापनों पर हस्ताक्षर किए गए हैं। छात्रों को अधिक रोजगार विकल्प प्रदान करने के लिए सभी सरकारी और सरकारी सहायता प्राप्त संस्थानों में प्लेसमेंट ड्राइव/जॉबफेयर गतिविधि करवाने के लिए प्लेसमेंट सेल का निर्माण किया गया है। तकनीकी शिक्षा को ओर आगे बढ़ाने के लिए, उद्योग और शिक्षा के बीच की खाई को पाटने के लिए उद्योगों के सहयोग से 4 उत्कृष्टता केंद्र स्थापित किए गए हैं।

मुझे आशा है कि विद्यार्थी इस ब्रोशर को लाभकारी पाएंगे, जिसमें शैक्षणिक सत्र 2023-24 के लिए प्रवेश, शुल्क और सरकार की विभिन्न छात्रवृत्ति योजनाओं के बारे में सभी प्रासंगिक जानकारी शामिल है।

मैं विद्यार्थियों के उज्ज्वल भविष्य की कामना करता हूँ।


(मनोहर लाल)

मूल चन्द्र शर्मा
Mool Chand Sharma



D.O.No. TM/१०२३/११९

परिवहन, खान एवं भू-विज्ञान, निर्वाचन
एवं उच्चतर शिक्षा मंत्री, हरियाणा ।

Transport, Mines & Geology,
Elections and Higher Education
Minister, Haryana

Dated. Chandigarh. ०६/३/२०२३

Message

Technical Education plays the most vital and important role in nation building by empowering the 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 State revolves. Upgrading the quality of institutions, providing human resource as per requirement of the industry is the main aim of Higher Education Department. Growth of technology in a country leads to growth & development of society.

Haryana is the first State in the country to introduce "Online off campus" counselling for admission in all Technical Institutions across the State in the year 2007. Department is taking many initiatives to improve the quality of education and training to enhance the employability of every Diploma/ Degree holder. In order to cope with requirement of Industry and for gearing up employment generation, more than 300 MOUs have been signed with the industries of State. Haryana being in NCR region is fulfilling the manpower requirement of this region in service sector also. The information given in this brochure will provide assistance and guidance to the candidates seeking admission in the engineering/ non-engineering branches of their choice for the academic session 2023-24.

I am happy that Higher Education Department is implementing upgraded and updated AICTE model curriculum as per the requirement of the industries 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.

(Mool Chand Sharma)

मूल चन्द शर्मा
Mool Chand Sharma



D.O.No. TM/2023/204

परिवहन, खान एवं भू-विज्ञान, निर्वाचन
एवं उच्चतर शिक्षा मंत्री, हरियाणा ।

Transport, Mines & Geology,
Elections and Higher Education
Minister, Haryana

Dated. Chandigarh. 07/3/2023

संदेश

तकनीकी शिक्षा देश के विकास के लिए सामान्यतः तथा वैज्ञानिक स्वभाव एवं कौशल में अभिरूचि रखने वाले युवाओं के सशक्तिकरण के लिए बहुत महत्वपूर्ण है। यह राज्य के औद्योगिक, बुनियादी ढांचे एवं अर्थव्यवस्था के विकास की धुरी है। उच्चतर शिक्षा विभाग का मुख्य उद्देश्य राज्य में संस्थानों की गुणवत्ता को उन्नत करके उद्योग की आवश्यकता के अनुसार मानव संसाधन प्रदान करना है। देश में प्रौद्योगिकी के विकास से समाज की बढ़ोतरी और विकास होता है।

हरियाणा 'ऑन लाईन ऑफ कैंपस काउंसलिंग' साल 2007 में आरंभ करने वाला देश का पहला राज्य है। विभाग द्वारा प्रशिक्षण की गुणवत्ता को बढ़ाने के लिए एवं सभी डिप्लोमा/ डिग्री धारकों को रोजगार प्राप्ति के अवसरों में वृद्धि के लिए अनेक कदम उठाए जा रहे हैं। उद्योग की आवश्यकता को पूरा करने और रोजगार सृजन को गति देने के लिए राज्य के उद्योगों के साथ 300 से अधिक समझौता ज्ञापनों पर हस्ताक्षर किये गए हैं। हरियाणा एनसीआर क्षेत्र में होने के कारण इस क्षेत्र की जनशक्ति की आवश्यकताको सेवा क्षेत्र में भी पूरा कर रहा है। इस प्रवेश पुस्तिका में शैक्षणिक सत्र 2023-24 हेतु दी गई सूचना इच्छुक उम्मीदवारों को अपनी पसंद के इंजीनियरिंग/गैर-इंजीनियरिंग कोर्सों में प्रवेश लेने में सहायता एवं मार्ग दर्शन प्रदान करेगी।

मुझे खुशी है कि उच्चतर शिक्षा विभाग उद्योगों की आवश्यकता के अनुसार उन्नत और अद्यतन एआईसीटीई मोडल पाठ्यक्रम को लागू कर रहा है। ताकि विद्यार्थी विश्वस्तरीय प्रतिस्पर्धा हेतु उद्योगों द्वारा वांछित कौशल, पैमाना और गति के मापदंडो अनुसार पर्याप्त सक्षम बने। मैं सभी छात्रों के उज्ज्वल भविष्य की कामना करता हूँ।

(मूल चंद 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. "A&FRC" means "Admission & Fee Regulatory 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. "AIO" means "All India Open Category".
- xiii. "HOGC" means "Haryana Open General Category".
- xiv. "SC" means "Scheduled Caste of Haryana."
- xv. "SC-D" means "Scheduled Caste Deprived of Haryana"
- xvi. "BCA" means "Backward Class Block 'A' " of Haryana.
- xvii. "BCB" means "Backward Class Block 'B' " of Haryana.
- xviii. "ESM" means "Ex-Servicemen and their Wards" of Haryana.
- xix. "FF" means "Freedom Fighters" of Haryana.
- xx. "PH" means "Physically Handicapped" of Haryana.
- xxi. "KM" means "Kashmiri Migrants".
- xxii. "HGST" means "Haryana Government School Topper".
- xxiii. "TFW" scheme means "Tuition Fees Waiver scheme" of AICTE.
- xxiv. "EWSs" means "Economically Weaker Sections".
- xxv. "HARIHAR" means "Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana"
- xxvi. "SDB" means "Shivalik Development Board".
- xxvii. "MAR" means "Mewat Area Residents"
- xxviii. "NRI's Seats" means "the seats meant for Non-Resident Indians and their children or wards."
- xxix. "DMC" means "Details Marks Certificate"
- xxx. "Registration Fees" for Diploma Engg. including HGST, KM, MAR, SDB, TFW and EWS Categories, Diploma Engg. Lateral Entry including TFW and EWS Category and Diploma Pharmacy including MAR, TFW and EWS Category Rs. 1000/- for General Category and Rs. 700/- for All Reserved Categories. (SC/ SCD/ BC/ PH/ FF/ ESM/ KM/ EWSs/ HGST/ Girls).
- xxxi. "Intake" means "Sanctioned Intake".
- xxxii. "PI" means the 'Participating Institutes' and 'AI' means the Allotted Institute for the purpose of counseling and reporting by the candidate.
- xxxiii. "Allotted Seat" means seat allotted by NIC server.
- xxxiv. "Reported seat" means allotted seat confirmed after physical reporting at the allotted institute.
- xxxv. "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.
- xxxvi. "First Division" means "60% and above"
- xxxvii. "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 191 institutions (40 Govt. + 04 Govt. Aided + 147 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, Libarary & Information Science, Office Management & Computer Applications, Pharmacy 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.
- Center of Excellence constituted in the institutes.
- Alumni Association in all Govt./ Govt. Aided Polytechnics.
- Periodical visits by students to industrial areas.
- More than 300 MoUs signed with the industries.

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, exhibition, technology demonstrations, guest lectures, industry interactions, job fairs and live projects 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 Technical 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 Instituions/Polytechnics of Haryana.
- No tuition fees is charged from girls admitted in Govt. / Govt. Aided Polytechnics.
- Reimbursement of tuition fees 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 Fees 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 2023-24. 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 2023-24 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 2023-24, admissions in various Diploma Courses shall be made through 02 Online Off-Campus counselings on the following basis:
 - I. Admission in **Diploma Engg. Course including HGST, KM, MAR, SDB, TFW and EWSs 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 and EWSs category** shall be made on the basis of the inter-se-merit of **%age of qualifying examination**.
 - III. Admission for **Diploma Pharmacy Course including MAR, TFW and EWSs category** shall be made on the basis of inter-se-merit prepared on the basis of **%age of qualifying examination**.
4. There is no printed application form available/ acceptable. Further, applications for admission in **all Diploma Courses (including all categories) shall be invited online at www.techadmissionshry.gov.in** as per "Key Dates" given in **Appendix-I**.
 - The candidates have to fill the particulars online and also have to upload their coloured photograph (JPG, JPEG File Max. 30KB Size) and signature (JPG, JPEG 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 provide **personal mobile number** and email id as the same will be used to communicate any advisory/ notification related to admissions.
 - The candidates are advised to clearly opt the course i.e. Diploma Engg./ Diploma Engg. Lateral Entry/ Diploma Pharmacy and special category i.e. HGST/ KM/ MAR/ SDB/ TFW/ EWSs.
 - The candidates should note down the unique application number which will be generated as the candidate signup for the Diploma Courses. The unique application number will be required for future communication. The candidate should keep a copy of application form for his/ her record.
 - During the filling of Online Application Form, a candidate applying for Diploma Engg. including HGST, KM, MAR, SDB, TFW & EWSs categories and Diploma Pharmacy including MAR, TFW and EWSs category shall upload the DMC of the qualifying exam (10th/ 12th/ any other equivalent) alongwith the proof of category and special category certificate (if applicable) for Verification & Confirmation of Online Filled Application Form by the Designated Centers **(as per Appendix-II)** as per the notified schedule and instructions **(for details refer Chapter-5)**.
 - Candidates applying for **Diploma Engg. Lateral Entry** including TFW and EWS categories shall upload the scanned copy of PDF Detailed Marks Certificate (DMC) of 10th (for Date of Birth verification) and DMC of qualifying exam at the time of filling the online application form for Verification & Confirmation of Online Filled Application Form by the designated centers as per the notified schedule and instructions.
 - After submission of online application form for Diploma Engg., Diploma Pharmacy and Diploma Engg. Lateral Entry course, the candidates are advised to deposit the Registration Fees online.
 - The candidates are advised to fill all the particulars like name, father name, date of birth, category, resident of Haryana, income, economically weaker category etc. in the online application form correctly. If the particulars of any candidate is found wrong at the time of reporting of admission then his/ her admission may be cancelled and the candidate himself/ herself will be responsible for the canceling of the said admission. If any candidate want to correct his/ her particulars after submission of online application form he/ she may contact

HSTES on email id **onlineadmissionhelp@gmail.com** and at the toll free no. **1800-137-3735** before the last date of closing of application form.

- A candidate shall be allowed to change his/ her registration details before submission of the registration fee.

5. The Registration Fees shall be deposited by the candidate Online through Debit Card/ Credit Card/ Net Banking by using online payment gateway during filling the online application form.

Note:

- The Registration Fees once paid will not be refunded (full or partial) under any circumstances.
- **Registration Fees : Rs. 1000/- for General Category
Rs. 700/- for All Reserved Categories
(SC/ SCD/BC/PH/FF/ESM/KM/Girls)**

6. **The verification of application forms will be done for those candidates only who have deposited the Online Registration Fees.**

7. The candidates can visit nearby Common Service Centers (CSC) or nearby Government Polytechnics/ HSTES for filling the online application form/ deposit of fees/ filling choices for counseling etc. (Common Service Centres are physical facilities for delivering Government of India e-Services to rural and remote locations where availability of computers and Internet was negligible or mostly absent).

8. After submission of Registration Fee, candidate have to login with Unique Application No. & Password. Upon login, candidate will be able to fill choices online. A candidate who has selected special category, will be able to fill choices for different Roll No's i.e. General Roll No. & Special Category Roll No. through same login.

For Example: A Candidate namely "SUMIT" has registered for Diploma Engg. Course and got the Unique Application: 100005. Upon Registration, Sumit has applied for Special Category as well i.e. TFW. Now, while filling the Choices Online, Sumit will be able to Fill Choices for 2 different Roll No.'s i.e. General Roll No. (DE100005) & TFW Special Category Roll No. (WE100005).

Note:

- Candidates are advised to fill choices **from their own home 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/ she must ensure that the password is created by himself/ herself 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.
- Designated Centres shall be allowed to change candidate's registration details during the verification of marks & documents till the application form is not verified by them / HSTES.
- **In case any candidate changes registration details after submission of choices, but before locking, all choices filled earlier will be omitted 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.

9. **The Choices filled by the candidate are subject to change as per the Final List of Participating Institutions and Branches with Sanctioned Intake as provided by the concerned Board/ University/ PCI.**

10. **Candidates are advised to keep a check on the list of institutions & branches (Added or Deleted) before the submission of last cut-off date of choice filling as per the Keydates.**

11. 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**). The details are as follows:

1st Counseling - shall be done for all categories namely AIC, HOGC, HGST, SC, SC-D, 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, HGST, SC (by merging SC and SC-D in SC), BC (by merging BCA and BCB in BC), PH, ESM (by merging all priorities) and FF with 25% Horizontal Female reservation.

For the supernumerary seats i.e. KM (J&K seats), TFW and EWS seats will be filled online separately on the basis of Inter-se-merit of qualifying exam.

After 2nd online counseling, admission at Institute Level Manual Counseling shall be made according to the following procedure:

For Diploma Engg., Diploma Pharmacy & Diploma Engg. Lateral Entry: For conducting the Institute Level Manual Counseling, applications of the candidates shall be invited through official email id/ website/ personally to the institute as per the schedule notified and advertised by the concerned institute. Fresh Inter-se-Merit/ Rank of the candidates who have applied for Institute Level Manual Counseling shall be prepared (hosted on the website of the institute) 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.

NOTE: 1. For filling up the leftover supernumerary seats in TFW/ EWS category for Diploma courses a committee shall be constituted at institute level. Separate merit shall be displayed after giving the advertisement at institute level. Further, the supernumerary TFW admissions shall be done through Institute Level Manual Counseling in an institution where a minimum of 50% seats of approved intake are filled up in last academic year for Diploma Engg. & Diploma Lateral Entry course and a minimum of 30% of approved intake are filled up in last academic year for Diploma Pharmacy course.

12. 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.
13. The candidates must upload scanned copy of PDF of the original certificates at the time of registration of application form for online verification of the category/ domicile/ income etc. upto the last date of document verification by the designated centre. The online verification of these documents shall be done online by the designated institutes as per the schedule mentioned in Key Dates. **The candidates are advised to online upload the following documents in PDF format during the registration process:**
 - Parivar Pehchan Patra (PPP ID) is mandatory for all Haryana Resident candidates.
 - Haryana Residence Certificate (In case candidate has not passed qualifying exam from the School situated in Haryana).
 - Category Certificate i.e. SC/ SCD/ BCA/ BCB/ ESM/ FF/PH etc., if applicable.
 - Annual Parental Income Certificate from all sources, in case of BCA, BCB and TFW Categories.
 - Income and Asset certificate for EWSs category as per **Annexure-XX**, if applicable.
 - In case of Kashmiri Migrants, supporting certificates and original certificate of migration duly signed by the competent authority or Relief Commissioner should be uploaded.
 - 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**).

Note: The candidates are advised to upload the correct details in the registration form and if the details mentioned in PPP ID are wrong then correct the same in PPP ID (at CSC centres) before uploading the documents during the registration process.
14. After declaration of the result of first counseling, the candidate shall report in the allotted institute as per schedule mentioned in the provisional seat allotment letter generated from the website for admission against the allotted seat alongwith all requisite documents/ certificates/ testimonials in original, photograph as mentioned in **Chapter-7** and password. The candidates are allowed to submit 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 duly signed by the admission

coordinator of the institute and the candidate himself/ herself.

15. **Admission Data Management Fees (Rs. 200/- per admission) shall be charged one time by HSTES in respect of all admissions (Centralized Admissions and Institute Level Management Quota Admissions) in Self Financing Institutions including un-aided branches of Aided Institutions from the academic session 2016-17. The said Fees be charged from the admitted students by the concerned institute and be credited/ deposited in HSTES account.**
16. To participate in 2nd and subsequent counselings, candidates will have to fill the choices again in the order of priority on the website www.techadmissionshry.gov.in without depositing further, registration fees. 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.
17. **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/ she feels that he/ she should not have opted for 2nd counseling then at this stage he/ she should delete all the choices filled by him/ her 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.
18. Fulfilling eligibility for Diploma Engg./ Diploma Engg. Lateral Entry/ Diploma Pharmacy courses w.r.t. qualification shall be proved by the candidate before 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 parent/ guardian in accordance with law.
21. The Principal of the concerned Polytechnic/ Institute shall satisfy himself/ herself regarding the authenticity of all certificates submitted online by the candidates for the purpose of their admission in the Polytechnic and shall be verified online by the institution from the issuing authority of the certificates. Principal should also ascertain the identity of the candidate by verifying his photo from photo available at www.techadmissionshry.gov.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 ambience of the institution.
23. Under no circumstances the original certificates of the candidate should be retained by the institute, ever. The candidate seeking admission may submit 2 sets of his documents alongwith 2 latest coloured photograph/ certificates/ testimonials duly self attested, if later asked by the institute. 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 counselings.
25. The fees 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 fees structure of institutes on the website **www.techeduhry.gov.in** before filling the choices of branches and institutes, during online counselings.

26. The result of all institutions for August, 2022 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 2022-23 is available on 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 fees deposited in the institute, in case of admission cancellation, candidate has to give application for refund to the concerned institute well within time as per AICTE academic calendar 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 well before Last Date for Cancellation of Seats for Technical Courses with FULL Fee Refund as per AICTE academic calendar. 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 fees refund lies with the institute. In case the institute does not refund candidate's fees, 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. The admissions made by private institutes at their own level as per prescribed procedure will be open for supervision and monitoring by 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.).
31. 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 2023-24 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.
32. 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.
33. Always quote your online generated unique Application Form No./ Roll No while making correspondence regarding admission to Diploma Courses.
34. The candidates may contact any Government/ Govt.-Aided Polytechnic or HSTES at **1800-137-3735** (Toll Free) or **onlineadmissionhelp@gmail.com** for any enquiry/ help regarding applying online, counseling etc.
35. If the admissions in any branch in Govt./Govt Society/ Govt.aided polytechnics are less than 25% in Diploma Engg. and Diploma Pharmacy Course, 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. The admissions in Diploma Engg. Lateral Entry course for those branches where there was no admissions due to shifting of students in previous year may not be done in the current year.
36. The Institution applied for Closure (if the same is under process/ approved for Progressive Closure)

are eligible for admission to the Lateral Entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year.

37. The Institutions where "No Admission" have been issued for the current Academic Year are eligible for admission to the Lateral Entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year. However, in the Institutions where "No Admission" have been issued for the previous Academic Year are not eligible for admission to the Lateral Entry in the current Academic Year.
38. EWS vacant seats of previous academic year shall be considered for the Lateral Entry to Second Year Course in the current academic year with the same reservation policy for admission.
39. Under "**HARIHAR**" (**Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana**) policy the Children seeking the benefit of admission under HARIHAR policy shall be Abandoned and Surrendered Children who have completed the age of 18 years from the Child Care Institutions of the State and were abandoned before the age of 05 years or surrendered before the age of 1 year. Such candidates having Economically Weaker Section (EWS) status shall also be considered under Open/ EWS category for admission in all Diploma Courses at Government and Government-Aided Polytechnics under the ambit of Technical Education Department.
40. The institute shall submit one set of documents self attested by the admitted candidates (whose details uploaded on HSTES portal upto cut off date) 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 as per their schedule 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. (Passed from a recognized Board)

▶ **Basis of Admissions**

Admission in Diploma Engg. Course shall be made through online off-campus counseling on the basis of inter-se-merit/ rank prepared of %age 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 online 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 criteria:
 - 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.
 - V. 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.

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:

- ▶ **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 (2023) matriculation examination.

A candidate applying for HGST category shall upload the scanned copy of PDF of the following certificates at the time of registration of application form:

- i. 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)

- ▶ **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 shall upload the scanned copy of PDF of the following certificates at the time of registration of application form:

- i. Attested copy of Migration Certificate duly signed by competent authority or Relief Commissioner

- ▶ **Tuition Fees Waiver (TFW) Scheme:** Under Tuition Fees 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 supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 50% of "Approved Intake" are filled up in last Academic year.

A candidate applying for TFW category shall upload the scanned copy of following certificates in PDF format at the time of registration of application form:

- i. Original 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. 8.00 lakh from all sources).
- ii. Haryana Resident Certificate (in case candidate has not passed/appeared in the qualifying examination from Haryana).

- ▶ **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 shall upload the scanned copy of following certificates in PDF format at the time of registration of application form:

- i. Mewat Area Resident Certificate.

- ▶ **Shivalik Development Board (SDB) Quota:** 50% of the total intake at Govt. Polytechnic, Morni, Panchkula are reserved for 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, Morni, Panchkula shall be provided out of SDB Quota.

A candidate applying for SDB category shall upload the scanned copy of following certificates in PDF format at the time of registration of application form:

- i. Bonafied Residents of Areas falling under Shivalik Development Board (SDB) Certificate.
- ▶ **Economically Weaker Sections (EWSs):** Under Economically Weaker Sections (EWSs) reservation of State Government, seats up to maximum 10 percent of the sanctioned intake per course shall be available in all educational institutions other than the minority educational institutions approved by AICTE. These seats shall be supernumerary in nature. (***Subject to change as per guidelines/ directions of AICTE and State Govt.**)

A candidate applying for EWSs category shall upload the scanned copy of following certificates in PDF format at the time of registration of application form:

- i. Income and Asset Certificate (issued by Tehsildar of the area where the applicant normally resides) (**Given at Annexure-XX**).
 - ii. Haryana Resident Certificate (in case candidate has not passed/ appeared in the qualifying examination from Haryana).
- ▶ **"HARIHAR" (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) Policy:** The Women & Child Development Department Haryana has notified "HARIHAR" (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) policy vide notification no. 111 DW (3) dated 20.07.2021 (**Annexure-XXI**) with the aim to provide Education, Financial and Employment benefits to the Abandoned and Surrendered Children who have completed the age of 18 years from the Child Care Institutions of the State and were abandoned before the age of 5 years or surrendered before the age of 1 year. As per the notification following guidelines should be followed for admission of such candidates in Diploma Engg. Course for the session 2023-24:
1. Children seeking the benefit of admission under HARIHAR policy shall be Abandoned and Surrendered Children who have completed the age of 18 years from the Child Care Institutions of the State and were abandoned before the age of 05 years or surrendered before the age of 1 year.
 2. Such candidates having Economically Weaker Section (EWS) status shall also be considered under Open/ EWS category for admission to above mentioned course in all Government & Government-Aided Polytechnics and shall provide free education to such candidates.
 3. Only such cases shall be considered for admissions in Diploma Engg. course which are approved by the concerned District Approval Committee headed by District Commissioner as defined vide "HARIHAR" policy dated 20.07.2021.
 4. Institutions shall verify the relevant documents of the candidate from the concerned District Commissioner Office at the time of admission.
 5. Institutions having hostel facilities must ensure free boarding/lodging facility to such candidates in consultation with Deputy Commissioner of the Concerned District, who will be the patron for that child and responsible for ensuring candidate's aftercare and rehabilitation upto the age of 25 years. Only those facilities shall be provided at hostel and for education, for which expenses are borne by the State Govt.
 6. The candidates belonging to HARIHAR category approved by the concerned District Approval Committee are eligible for admission in Diploma Engg. course against the Open/ EWS category seats.
 7. During the institute level admissions at Government & Government-Aided Polytechnics, the committee constituted for EWS/ TFW candidates will also make admissions of such candidates after verifying the certificate issued by District Approval Committee as per the merit against the Open/ EWS category seats.
- ▶ **PM CARES for Children Scheme Category for Diploma Engg. course only:** Under PM CARES for Children Scheme of AICTE, two supernumerary seats **per branch** shall be available in all institutions approved by AICTE. These candidates shall be eligible for SWANATH Scholarship. A candidate applying for PM CARES for Children Scheme Category shall submit the PM CARES Certificate issued by the competent authority during the institute level counseling of the institute."

Note: For more information the institute/ candidate may visit the website <https://pmcaresforchildren.in/>

The candidates are advised to fill all the particulars like name, father name, date of birth, category, resident of Haryana, income, economically weaker category etc. in the online application form correctly. If the particulars of any candidate is found wrong at the time of reporting of admission then his/ her admission may be cancelled and the candidate himself/ herself will be responsible for the canceling of the said admission. If any candidate want to correct his/ her particulars after submission of online application form he/ she may contact HSTES on email id onlineadmissionhelp@gmail.com and at the toll free no. 1800-137-3735

before the last date of closing of application form.

Important Note:

Candidate, if any, simultaneously applying for admission as per his/ her category and also for HGST/ KM/ MAR/ SDB/ TFW/ EWS quota seats in Diploma Engg. is required to fill the choices simultaneously after selecting the Roll No. first and then filling the choices by participating in Online Off-campus Counseling separately 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:

- 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, Shergarh, Kaithal for residents of Shergarh Village.
- vi. Govt. Polytechnic, Dhangar, Distt. Fatehabad for the respective Village Gram Panchayat who have provided the land.
- vii. Maharishi Kashyap Govt. Polytechnic, Jattal, Distt. Panipat for the respective Village Gram Panchayat who have provided the land.
- viii. Govt. Polytechnic Indri, Distt. Nuh
- ix. Govt. Polytechnic Malab, Distt. Nuh
- x. Govt. Polytechnic Mandkola, Distt. Palwal
- xi. Govt. Polytechnic Chhappar, Distt. Charkhi Dadri
- xii. Govt. Polytechnic Nanakpur, Distt. Panchkula
- xiii. Govt. Polytechnic Umri, Distt. Kurukshetra
- xiv. Deen Bandhu Sir Chhotu Ram Govt. Polytechnic, Sampla, District Rohtak
- xv. Govt. Polytechnic, Rajpur, Sadhaura
- xvi. Govt. Polytechnic, Jamalpur Sheikhan
- xvii. Govt. Polytechnic, Dhamlawas, Distt. Rewari
- xviii. Govt. Polytechnic, Morni, District Panchkula in block Morni. In case no 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.
- xix. Raja Jait Singh Govt. Polytechnic, Tigaon Road Neemka, Faridabad

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, SC Deprived, 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 seat 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, Taliarganj, 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 FOR DIPLOMA COURSES:**

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

Note:

The list of Govt./ Govt. Aided/ Self Financing Polytechnics alongwith Branches and Sanctioned Intake received from Department of Technical Education and Haryana State Board of Technical Education, Panchkula for the session 2023-24 is available at **Appendix-IV**.

B. ADMISSION IN DIPLOMA ENGG. – LATERAL ENTRY

[Two Years Duration - Semester Based Course]

► Eligibility

Passed 10+2 examination with Physics/ Mathematics / Chemistry/ Computer Science/ Electronics/ Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/ Entrepreneurship (compatibility as per Table given below).

(**Note:** The Affiliating Body will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)

OR

10 + (2 years ITI) shall be eligible for admission to Second Year Diploma Course(s) in ANY branch of Engineering and Technology as per compatibility. (**Compatibility Table at page no. 18**)

OR

NSQF level 4 in any course will be eligible for consideration in various Diploma Engineering courses as per compatibility. (**Compatibility Table at page no. 18**)

S. No.	Major Disciplines	Mandatory courses at 10+2 Level	Other relevant course (s) for this discipline
1.	Aeronautical Engg.	Phy, Chem, Maths	NA
2.	Agriculture Engineering**	Phy, Chem OR Agriculture stream	Maths/Biology/Biotechnology/Agriculture/Agriculture stream
3.	Architecture	As per previous practice	
4.	Planning	Maths	For remaining two courses select any courses out of 14*
5.	Biotechnology**	Phy, Chem	Select any one form Bio/Biotechnology/Maths
6.	Ceraemic Engineering	Phy, Chem, Maths	NA
7.	Civil Engineering	Phy, Chem, Maths	NA
8.	Computer Science and Engineering	Phy, Maths	For remaining single course select any courses out of 14*
9.	Chemical Engineering	Phy, Chem, Maths	NA
10.	Dairy Engineering	Phy, Chem, Maths	NA
11.	Electrical Engineering	Phy, Maths	For remaining single course select any courses out of 14*
12.	Energy Engineering	Phy, Chem, Maths	NA
13.	Electronics Engineering	Phy, Maths	For remaining single course select any courses out of 14*
14.	Mechanical Engineering	Phy, Chem, Maths	NA
15.	Fire and Safety Engineering	Phy, Chem, Maths	NA
16.	Food Engineering	Chem	For remaining two course select any courses out of 14*
17.	Leather Technology	Chem	For remaining two course select any courses out of 14*
18.	Marine Engineering	Phy, Chem, Maths	NA
19.	Metallurgy Engineering	Phy, Chem, Maths	NA
20.	Military Engineering	Phy, Chem, Maths	NA
21.	Mining Engineering	Phy, Chem, Maths	NA
22.	Nano Technology	Phy, Chem, Maths	NA
23.	Nuclear Science and Technology	Phy, Chem, Maths	NA
24.	Packaging Technology	Nil	Select any courses out of 14*
25.	Pharmaceutical Engineering**	Phy, Chem	Select any one form Bio/Biotechnology/Maths
26.	Printing Engineering**	Phy, Chem	For remaining single course select any courses out of 14*
27.	Textile Engineering	Phy, Chem, Maths	NA
28.	Fashion Technology	Nil	Select any courses out of 14*
29.	Textile Chemistry	Chem	For remaining two courses select any courses out of 14*
30.	In any Engg. and Non-Engg. Branches	Phy, Chem, Maths	NA
31.	Non-Engg. Branches	10+2 Arts/ Commerce	
32.	Advance Diploma in Tool & Die making	Phy, Chem, Maths	NA

33.	Aircraft Maintenance Engineering	Phy, Chem, Maths	NA
34.	Automobile Engineering	Phy, Chem, Maths	NA
35.	Automation and Robotics	Phy, Chem, Maths	NA
36.	Chemical Engineering (Pulp & Paper)	Phy, Chem, Maths	NA
37.	Computer Engineering	Phy, Maths	For remaining single course select any courses out of 14*
38.	Diploma in Mechatronics	Phy, Chem, Maths	NA
39.	Electrical & Electronics Engineering	Phy, Maths	For remaining single course select any courses out of 14*
40.	Electronics & Communication Engineering	Phy, Maths	For remaining single course select any courses out of 14*
41.	Fashion Design	Nil	Select any courses out of 14*
42.	Fashion Designing & Garment Technology	Nil	Select any courses out of 14*
43.	Food Technology	Chem	For remaining two course select any courses out of 14*
44.	Information Technology	Phy, Maths	For remaining single course select any courses out of 14*
45.	Instrumentation & Control Engineering	Phy, Maths	For remaining single course select any courses out of 14*
46.	Mechanical Engineering (Tool & Die)	Phy, Chem, Maths	NA
47.	Mechanical Engineering (CAD/ CAM)	Phy, Chem, Maths	NA
48.	Mechanical Engineering (Production)	Phy, Chem, Maths	NA
49.	Mechanical Engineering (Automobile)	Phy, Chem, Maths	NA
50.	Medical Electronics	Phy, Maths	For remaining single course select any courses out of 14*
51.	Medical Laboratory Technology	Phy, Chem	Select any one from Bio/ Biotechnology/ Maths
52.	Plastic Technology	Phy, Chem, Maths	NA
53.	Production Engineering	Phy, Chem, Maths	NA
54.	Textile Design	Phy, Chem, Maths	NA
55.	Textile Processing	Phy, Chem, Maths	NA
56.	Textile Technology	Phy, Chem, Maths	NA

*Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/ Entrepreneurship. (14 subjects)

** First one or two Semesters may be so designed that students with Biology/Biotechnology background have adequate courses on Maths and Vice Versa and then the class is at level studying field for the rest of the semesters.

Basis of Admissions

Admission in Diploma lateral entry course shall be made through online off-campus counseling on the basis of inter-se-merit/ rank prepared of %age of qualifying examination.

Note: In case, where the aggregate marks or the CGPA is not mentioned in the concerned Board DMC of 12th Examination, then total marks of all the subjects should be considered for calculating percentage of aggregate marks of Qualifying Examination.

Tie-Breaking Criteria for preparation of Merit on the basis of %age of qualifying examination:

In case of a tie i.e. when two or more candidates obtain equal percentage of Marks at 12th (PCM/ PCB/ Vocational/ NSQF level 4) or qualifying examination, Inter-se-Merit/ Rank of such candidates shall be decided

in the following order:

- I. Resolution by Date of Birth of candidate. Elder candidate will be given better rank.
- II. Resolution by name of the candidate (in English as mentioned in qualifying examination mark sheet) in alphabetical order i.e. candidate whose name appears first will be given better rank.
- III. Resolution by father's name of the candidate (in English as mentioned in qualifying examination mark sheet) in alphabetical order i.e. candidate whose father's name appears first will be given better rank.
- IV. Resolution by mother's name of the candidate (in English as mentioned in qualifying examination mark sheet) in alphabetical order i.e. candidate whose mother's name appears first will be given better rank.

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

1. **Tuition Fees Waiver (TFW) Scheme:** Under Tuition Fees 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 supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 50% of "Approved Intake" are filled up in last Academic year.

A candidate applying for TFW category shall upload the scanned copy of following certificates in PDF format at the time of registration of application form:

- i. 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. 8.00 lakh from all sources).
- ii. Haryana Resident Certificate (in case candidate has not passed/appeared in the qualifying examination from Haryana).

- **Economically Weaker Sections (EWSs):** Under Economically Weaker Sections (EWSs) reservation of State Government, seats up to maximum 10 percent of the sanctioned intake per course shall be available in all educational institutions other than the minority educational institutions approved by AICTE. These seats shall be supernumerary in nature. **(*Subject to change as per guidelines/ directions of AICTE and State Govt.)**

A candidate applying for EWSs category shall upload the scanned copy of following certificates in PDF format at the time of Online Choice filling for the Counseling:

- i. Income and Asset Certificate (issued by Tehsildar of the area where the applicant normally resides) **(Given at Annexure-XX).**
- ii. Haryana Resident Certificate (in case candidate has not passed/ appeared in the qualifying examination from Haryana)

- **"HARIHAR" (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) Policy:** The Women & Child Development Department Haryana has notified "HARIHAR" (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) policy vide notification no. 111 DW (3) dated 20.07.2021 **(Annexure-XXI)** with the aim to provide Education, Financial and Employment benefits to the Abandoned and Surrendered Children who have completed the age of 18 years from the Child Care Institutions of the State and were abandoned before the age of 5 years or surrendered before the age of 1 year. As per the notification following guidelines should be followed for admission of such candidates in Diploma Engg. Lateral Entry Course for the session 2023-24:

1. Children seeking the benefit of admission under HARIHAR policy shall be Abandoned and Surrendered Children who have completed the age of 18 years from the Child Care Institutions of the State and were abandoned before the age of 05 years or surrendered before the age of 1 year.
2. Such candidates having Economically Weaker Section (EWS) status shall also be considered under Open/ EWS category for admission to above mentioned course in all Government & Government-Aided Polytechnics and shall provide free education to such candidates.
3. Only such cases shall be considered for admissions in Diploma Engg. Lateral Entry course which are approved by the concerned District Approval Committee headed by District Commissioner as defined vide "HARIHAR" policy dated 20.07.2021.
4. Institutions shall verify the relevant documents of the candidate from the concerned District Commissioner Office at the time of admission.
5. Institutions having hostel facilities must ensure free boarding/lodging facility to such candidates in consultation with Deputy Commissioner of the Concerned District, who will be the patron for that child and responsible for ensuring candidate's aftercare and rehabilitation upto the age of 25 years. Only those facilities shall be provided at hostel and for education, for which expenses are borne by the State Govt.
6. The candidates belonging to HARIHAR category approved by the concerned District Approval Committee are eligible for admission in Diploma Engg. Lateral Entry course against the Open/ EWS category seats.
7. During the institute level admissions at Government & Government-Aided Polytechnics, the committee constituted for EWS/ TFW candidates will also make admissions of such candidates after verifying the certificate issued by District Approval Committee as per the merit against the Open/ EWS category seats.

Note:

Candidate, if any, simultaneously applying for admission as per his/ her category and also for TFW/EWS quota seats in Diploma Engg. Lateral Entry is required to fill the choices simultaneously after selecting the Roll No first and then filling the choices and participate in Online Off-campus counseling separately 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	i. Two Year duration ITI in any Engg. Trades ii. 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 10+2 (vocational) Courses**

S. No	Branch Name of diploma courses in Polytechnics	Compatible Vocational Courses (10+2)
1	Agriculture Engineering	i. Crop Production / Cultivation ii. Floriculture iii. Repair and Maintenance of Power Driven Farm Machinery (RMPDFM)
2	Automobile Engineering	i. Auto Technician (TTWR) ii. Mechanical
3	Ceramic Technology	i. Visual Arts (Pottery and Ceramics)
4	i. Computer Engineering ii. Electronics & Communication Engg. iii. Information Technology iv. Instrumentation & Control Engg. v. Medical Electronics vi. Electrical Engineering	i. Lineman ii. Electrician (MREDA) iii. Computer Technique iv. 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	i. Electronics Technology
13	Advance Diploma in Tool & Die making	i. Mechanical ii. Material Testing & Heat Treatment iii. Refrigeration & Air Conditioning
14	Diploma in Mechatronics	i. Electronics Technology ii. Mechanical iii. Material Testing & Heat Treatment

► **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	i. Computer Engineering ii. Electronics & Communication Engg. iii. Information Technology iv. Instrumentation & Control Engg. v. Medical Electronics	i. Information Technology/ ITeS ii. Media Entertainment/ Animation
4	Medical Lab Technology	i. Health Care (Patient Care Assistant) ii. Health Care (Vision Technician)
5	i. Fashion Design ii. Fashion Designing & Garment Technology iii. Fashion Technology iv. Textile Technology v. Textile Processing vi. Textile Design	i. Apparel (Fashion Design)
6	i. Business Management ii. Industrial & Personal Management iii. Hotel Management iv. Finance Accounts & Auditing v. Library & Information Science vi. Office Management & Computer Application	i. Banking & Financial Services ii. Banking & Insurance Services iii. Beauty & Wellness iv. Physical Education & Sports v. Retail vi. Security vii. Travel & Tourism

► **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:** Passed 10+2 (PCM/ PCB) from Board of School Education, Haryana, or examination from a recognized board/ university (Subject to change by State Govt. decision).
- ▶ **Eligibility (Subject to change by State Govt./ Pharmacy Council decision if any)**
Passed 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 through online off-campus counseling on the basis of inter-se-merit/ rank prepared of %age of aggregate marks obtained in Chemistry, Physics, Biology/Mathematics and English in qualifying examination.

Note:

- I. While calculating the aggregate marks of qualifying examination during the online verification, the marks of Chemistry, Physics, Biology/Mathematics and English should only be considered for the aggregate marks and accordingly, maximum marks will be calculated for Chemistry, Physics, Biology/Mathematics and English, as the Inter-se-Merit will be prepared on the basis of percentage of aggregate marks obtained in qualifying examination in Chemistry, Physics, Biology/Mathematics and English.
- II. For the candidates who have combined subjects i.e. Mathematics as well as Biology then higher subject marks shall be verified by the verifying team.
- III. In case, subject wise marks are not mentioned by the concerned Board then GPA and CGPA awarded by the Board will be considered for calculating the subject wise marks and aggregate marks (Chemistry, Physics, Biology/Mathematics and English), according to the Conversion Factor mentioned in Detailed Marks Certificate. The candidate shall upload the proof of subject wise and Aggregate Marks issued by the concerned Board along with Online Filled Application Form.
- 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**

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 shall upload the scanned copy of PDF of the following certificates at the time of Online Choice filling for the Counseling:

- i. Mewat Area Resident Certificate

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).

3. **Economically Weaker Sections (EWSs):** Under Economically Weaker Sections (EWSs) reservation of State Government, seats up to maximum 10 percent of the sanctioned intake per course shall be available in all educational institutions other than the minority educational institutions approved by AICTE. These seats shall be supernumerary in nature. **(*Subject to change as per guidelines/ directions of AICTE and State Govt.)**

A candidate applying for EWSs category shall upload the scanned copy of PDF of the following certificates at the time of Online Choice filling for the Counseling:

- i. Income and Asset Certificate (issued by Tehsildar of the area where the applicant normally resides) **(Given at Annexure-XX)..**
- ii. Haryana Resident Certificate (in case candidate has not passed/ appeared in the qualifying examination from Haryana)

4. **"HARIHAR" (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) Policy:** The Women & Child Development Department Haryana has notified "HARIHAR" (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) policy vide notification no. 111 DW (3) dated 20.07.2021 **(Annexure-XXI)** with the aim to provide Education, Financial and Employment benefits to the Abandoned and Surrendered Children who have completed the age of 18 years from the Child Care Institutions of the State and were abandoned before the age of 5 years or surrendered before the age of 1 year. As per the notification following guidelines should be followed for admission of such candidates in Diploma Pharmacy Course for the session 2023-24:

1. Children seeking the benefit of admission under HARIHAR policy shall be Abandoned and Surrendered Children who have completed the age of 18 years from the Child Care Institutions of the State and were abandoned before the age of 05 years or surrendered before the age of 1 year.
 2. Such candidates having Economically Weaker Section (EWS) status shall also be considered under Open/ EWS category for admission to above mentioned course in all Government & Government-Aided Polytechnics and shall provide free education to such candidates.
 3. Only such cases shall be considered for admissions in Diploma Pharmacy course which are approved by the concerned District Approval Committee headed by District Commissioner as defined vide "HARIHAR" policy dated 20.07.2021.
 4. Institutions shall verify the relevant documents of the candidate from the concerned District Commissioner Office at the time of admission.
 5. Institutions having hostel facilities must ensure free boarding/lodging facility to such candidates in consultation with Deputy Commissioner of the Concerned District, who will be the patron for that child and responsible for ensuring candidate's aftercare and rehabilitation upto the age of 25 years. Only those facilities shall be provided at hostel and for education, for which expenses are borne by the State Govt.
 6. The candidates belonging to HARIHAR category approved by the concerned District Approval Committee are eligible for admission in Diploma Pharmacy course against the Open/ EWS category seats.
 7. During the institute level admissions at Government & Government-Aided Polytechnics, the committee constituted for EWS/ TFW candidates will also make admissions of such candidates after verifying the certificate issued by District Approval Committee as per the merit against the Open/ EWS category seats.
- 5. Tuition Fees Waiver (TFW) Scheme:** Under Tuition Fees 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 supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 30% of "Approved Intake" are filled up in last Academic year in Diploma Pharmacy course.

A candidate applying for TFW category shall submit the following certificates during the institute wise open online counseling:

- i. 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. 8.00 lakh from all sources)
- ii. Haryana Resident Certificate (in case candidate has not passed/appeared in the qualifying examination from Haryana).

Note: Candidate, if any, simultaneously applying for admission as per his/ her category and also for TFW/EWS quota seats in Diploma Engg. Lateral Entry is required to fill the choices simultaneously after selecting the Roll No first and then filling the choices and participate in Online Off-campus counseling separately 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 2023-24:

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 i) 50% of 20% to Scheduled Castes* ii) 50% of 20% to Deprived Scheduled Castes *
Backward Classes (A)	BCA	16% of State Quota
Backward Classes (B)	BCB	11% of State Quota
Physically Handicapped	PH	3% of State Quota

*In case of SC category the condition of 50% of 20% to Scheduled Castes and 50% of 20% to Scheduled Deprived Castes (as mentioned above) is applicable only for reservation in Admission in Government Educational Institutions and Aided institutions (for aided branches only).

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 2020-21, the next block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2021-22 and so on.

As far as roster allocation in SC and Deprived SC of Scheduled Castes category is concerned, year-wise rotational system will be adopted for Ex-servicemen/ Freedom Fighter and their dependents. For example, if SC of Scheduled Castes are given seats in the academic year 2020-21, the next block i.e. Deprived SC of category of Scheduled Castes will be given seats in the next academic year i.e. 2021-22 and so on.

Instructions vide Notification No.22/27/2019-1GS-III dated 04.06.2020 issued by the GS-III Branch of Govt. of Haryana for Haryana Scheduled Castes should be implemented as following:

"Fifty percent of the twenty percent seats reserved for Scheduled Castes for admission in any Government educational institution shall be set aside for candidates belonging to deprived Scheduled Castes as enumerated in the **Annexure-II**.

Where a seat is set aside for candidate from the deprived Scheduled Castes for admission in Government Educational Institution is not filled up in any academic year due to non-availability of candidate of the deprived Scheduled Castes possessing the requisite qualification, the same shall be made available to the candidate of Scheduled Castes." (List of Scheduled Castes and Deprived Scheduled Castes are at **Annexure-II**).

Notification issued by State Government vide no. 491-SW(1)2021, dated 17.11.2021 specified the criteria for exclusion of persons within the **Backward Classes** as Creamy layer, regarding reservation in admissions in Educational Institutions shall be followed (**Annexure-IV-A**).

Under Economically Weaker Sections (EWSs) reservation of State Government, seats up to maximum 10 percent of the sanctioned intake per course shall be available in all educational institutions

other than the minority educational institutions approved by AICTE. These seats shall be supernumerary in nature. (***Subject to change as per guidelines/ directions of AICTE and State Govt.**)

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 (2023) 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 Fees Waiver (TFW) Scheme:** Under Tuition Fees 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 supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 50% of "Approved Intake" are filled up in last Academic year.
4. **Economically Weaker Sections (EWSs):** Under Economically Weaker Sections (EWSs) reservation of State Government, seats up to maximum 10 percent of the sanctioned intake per course shall be available in all educational institutions other than the minority educational institutions approved by AICTE. These seats shall be supernumerary in nature. (***Subject to change as per guidelines/ directions of AICTE and State Govt.**)
5. **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.
6. **Shivalik Development Board (SDB) Quota:** 50% of the total intake at Govt. Polytechnic, Morni, Panchkula are reserved for 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, Morni, Panchkula shall be provided out of SDB Quota.
7. **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, Shergarh, Kaithal for residents of Shergarh Village.
- vi. Govt. Polytechnic, Dhangar, Distt. Fatehabad for the respective Village Gram Panchayat who have provided the land.
- vii. Maharishi Kashyap Govt. Polytechnic, Jattal, Distt. Panipat for the respective Village Gram Panchayat who have provided the land.
- viii. Govt. Polytechnic Indri, Distt. Nuh
- ix. Govt. Polytechnic Malab, Distt. Nuh
- x. Govt. Polytechnic Mandkola, Distt. Palwal
- xi. Govt. Polytechnic Chhappar, Distt. Charkhi Dadri
- xii. Govt. Polytechnic Nanakpur, Distt. Panchkula
- xiii. Govt. Polytechnic Umri, Distt. Kurukshetra
- xiv. Deen Bandhu Sir Chhotu Ram Govt. Polytechnic, Sampla, District Rohtak
- xv. Govt. Polytechnic, Sadhaura, Distt. Yamuna Nagar
- xvi. Govt. Polytechnic-cum-Multi Skill Training Centre, Dhamlawas, Distt. Rewari
- xvii. Govt. Polytechnic Jamalpur Sheikhan
- xviii. Raja Jait Singh Govt. Polytechnic, Tigaon Road Neemka, Faridabad
- xix. Govt. Polytechnic, 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.

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.

8. **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 seat in Electronics & Communication Engg. is also reserved for resident of Damla village.
9. 03 seats are reserved for three year **Diploma Engg.** course in **Printing Technology** at **Northern Regional Institute of Printing and Technology, Taliarganj, 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.
10. **"HARIHAR" (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) policy:** The Children seeking the benefit of admission under HARIHAR policy shall be Abandoned and Surrendered Children who have completed the age of 18 years from the Child Care Institutions of the State and were abandoned before the age of 05 years or surrendered before the age of 1 year. Such candidates having Economically Weaker Section (EWS) status shall also be considered under Open/ EWS category for admission in all Diploma Courses at Government and Government-Aided Polytechnics under the ambit of Directorate of Technical Education.
11. **PM CARES for Children Scheme Category for Diploma Engg. course only:** Under PM CARES for Children Scheme of AICTE, two supernumerary seats **per branch** shall be available in all institutions approved by AICTE. These candidates shall be eligible for SWANATH Scholarship. A candidate applying for PM CARES for Children Scheme Category shall submit the PM CARES Certificate issued by the competent authority during the institute level counseling of the institute."

Note: For more information the institute/ candidate may visit the website <https://pmcaresforchildren.in/>

B. SPECIAL QUOTA SEATS IN DIPLOMA ENGG. LATERAL ENTRY

1. **Tuition Fees Waiver (TFW) Scheme:** Under Tuition Fees 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 supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 50% of "Approved Intake" are filled up in last Academic year.

2. **Economically Weaker Sections (EWSs):** Under Economically Weaker Sections (EWSs) reservation of State Government, seats up to maximum 10 percent of the sanctioned intake per course shall be available in all educational institutions other than the minority educational institutions approved by AICTE. These seats shall be supernumerary in nature. **(*Subject to change as per guidelines/ directions of AICTE and State Govt.)**
3. **"HARIHAR" (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) policy:** The Children seeking the benefit of admission under HARIHAR policy shall be Abandoned and Surrendered Children who have completed the age of 18 years from the Child Care Institutions of the State and were abandoned before the age of 05 years or surrendered before the age of 1 year. Such candidates having Economically Weaker Section (EWS) status shall also be considered under Open/ EWS category for admission in all Diploma Courses at Government and Government-Aided Polytechnics under the ambit of Directorate of Technical Education.

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-merit/ rank prepared on the basis of %age of qualifying examination.
3. **Economically Weaker Sections (EWSs):** Under Economically Weaker Sections (EWSs) reservation of State Government, seats up to maximum 10 percent of the sanctioned intake per course shall be available in all educational institutions other than the minority educational institutions approved by AICTE. These seats shall be supernumerary in nature. **(*Subject to change as per guidelines/ directions of AICTE and State Govt.)**
4. **Tuition Fees Waiver (TFW) Scheme:** Under Tuition Fees 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 supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 30% of "Approved Intake" are filled up in last Academic year in Diploma Pharmacy course.
5. **"HARIHAR" (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) policy:** The Children seeking the benefit of admission under HARIHAR policy shall be Abandoned and Surrendered Children who have completed the age of 18 years from the Child Care Institutions of the State and were abandoned before the age of 05 years or surrendered before the age of 1 year. Such candidates having Economically Weaker Section (EWS) status shall also be considered under Open/ EWS category for admission in all Diploma Courses at Government and Government-Aided Polytechnics under the ambit of Directorate of Technical Education.

Note:

1. 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.
2. Merging of sub-categories in the reserved categories and removal of ESM priorities of Haryana shall be made before 2nd round of counseling.
3. 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:

1. HARYANA RESIDENTS:

All the candidates claiming to be bonafide Residents of Haryana should upload online 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**.

2. 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 upload online 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.

3. 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 upload online 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.

4. 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 wards of Armed Forces Personnel following priorities should be implemented in the admissions:

Priority-I: Widows/ Wards of Defence personnel killed in action.

Priority-II: Wards of disabled in action and boarded out from service.

Priority-III: Widows/ Wards of Defence personnel who died while in with death attributable to military service.

Priority-IV: Wards of disabled in service and boarded out with disability attributable to military service.

Priority-V: Wards of Ex-servicemen who are in receipt of Gallantry Awards:

- (i) *Param Vir Chakra*
- (ii) *Ashok Chakra*
- (iii) *Sarvottam Yudh Seva Medal*
- (iv) *Maha Vir Chakra*
- (v) *Kirti Chakra*
- (vi) *Uttam Yudh Seva Medal*
- (vii) *Vir Chakra*
- (viii) *Shaura Chakra*
- (ix) *Yudh Seva Medal*
- (x) *Sena, Nau Sena, Vayu Sena Medal*
- (xi) *Mention-in-Despatches*

Priority-VI: Wards of Ex-servicemen

So, the candidates claiming reservation for these categories of Haryana are required to upload the certificate as per **Annexure-V** and **Annexure-XVI** whichever is applicable, at the time of online registration for online centralized counseling at www.techadmissionshry.gov.in.

5. FREEDOM FIGHTER (FF)/ DEPENDENT OF FREEDOM FIGHTER (DEF):

The candidates claiming the reservation for children/wards of freedom fighter shall be required to upload online 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**.

6. 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**.

7. 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.**

8. HARYANA GOVT. SCHOOL TOPPER (HGST)

The candidates applying under Haryana Govt. School Toppers (HGST) will upload online 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. 2023 (Minimum strength of class should be 5 to become eligible for HGST).

9. TUITION FEES WAIVER SCHEME (TFW)

The candidate applying for Tuition Fees Waiver Category will upload online 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. 8.00 lakh from all sources).

10. Economically Weaker Sections (EWSs): The candidates applying for Economically Weaker Sections (EWSs) reservation of State Govt., will upload online a Income and Asset Certificate (**given at Annexure-XX**) issued by Tehsildar of the area where the applicant normally resides.

Chapter-5

Instructions for Registration and Choice Filling for all Diploma Courses

There is no printed application form available/ accepted and applications for admission in all Diploma Courses shall be invited online at www.techadmissionshry.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 & EWSs Categories	Inter-se-merit/ rank prepared of %age of Secondary School Examination (Matriculation) or equivalent qualifying examination.
II	Diploma Engg. Lateral Entry including TFW & EWSs Categories	Inter-se-Merit/ Rank prepared of %age of Qualifying Examination
III	Diploma Pharmacy including MAR, TFW & EWSs Categories	Inter-se-merit/ rank prepared of %age of aggregate marks obtained in Chemistry, Physics, Biology/Mathematics and English in qualifying examination

A. Instructions for Registration and Choice Filling:

- Before applying online, the candidate should read carefully Diploma Prospectus-2023 available at www.hstes.org.in.
- The candidate must fill the choices after submission of registration fees before the **closing date online choice filling** as per "Key Dates" given in **Appendix-I**.
- 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 special category i.e. HGST/ KM/ MAR/ SDB/ TFW/ EWSs.
- The candidates should note down the unique application number which will be generated as the candidate signup for the Diploma Courses. The unique application number will be required for future communication. The candidate should keep a copy of application form for his/ her record.
- Eligible candidates can add the special categories i.e. HGST/ KM/ MAR/ SDB/ TFW/ EWSs at the time of registration of application form. If the eligible candidate does not add the special category to his/ her application form, then same will not be added after confirmation of application form.**
- Submission of duplicate application will not be allowed by the system. In case, if a candidate wants to correct/ update certain detail(s) submitted in his/ her online application form, same shall be allowed to change his/ her registration details before confirmation of registration form by the candidate or by the verification team at the Designated Center (Govt. or Govt. Aided Polytechnic in the State) after the submission of registration fee. Also, the candidate may contact HSTES (on e-mail id onlineadmissionhelp@gmail.com and Toll free No. **1800-137-3735**) for correction/ updation of certain detail(s) submitted in his/ her online application form during the specified period.
- 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 candidates shall select the pattern of their Board result i.e. either marks or grading.
- After selecting marks or grading candidate shall enter the marks as per their qualifying exam and save the application form.
- In the event of verifying marks by the Designated Centers, if the marks are updated/ corrected by the Designated Center then the choices filled by the candidate will be deleted and candidate shall fill the choices again for confirmation of seat.
- The Choices filled by the candidate are subject to change as per the Final List of Participating Institutions and Branches with Intake as provided by the concerned Board/ University/ PCI.**
- The candidates who have filled the choices **are advised to keep a check on the Institutions & Branches (Added or Deleted) before the submission of last cut-off date of choice filling as per the Keydates.**
- The candidates are advised to upload the scanned copy of relevant documents as and when required in PDF format of 100 KB for each document at the time of filling of online application form.

15. The candidates who have added special categories in their application form will have to upload the proof of certificates of special category. If in case, candidates fails to upload the document of special category then verifying institutions can delete the special categories added by the candidate. The candidate can submit the pending documents at Designated Center opted by his/ her before the last date of verification.
16. The candidates can visit nearby Common Service Centers (CSC) or nearby Government Polytechnics/ HSTES for filling the online application form/ deposit of online registration fees/ filling choices for counseling etc. (Common Service Centres are physical facilities for delivering Government of India e-Services to rural and remote locations where availability of computers and Internet was negligible or mostly absent).
17. The verification of the documents shall be done online by the Designated Centers in coordination with HSTES for the session 2023-24.
18. The candidates are advised to fill all the particulars like name, father name, date of birth, category, resident of Haryana, income, economically weaker category etc. in the online application form correctly. If the particulars of any candidate is found wrong at the time of reporting of admission then his/ her admission may be cancelled and the candidate himself/ herself will be responsible for the canceling of the said admission. If any candidate want to correct his/ her particulars after submission of online application form he/ she may contact HSTES on email id onlineadmissionhelp@gmail.com and at the toll free no. **1800-137-3735** before the last date of closing of application form.

B. Instructions for online registration

1. Apply online at www.techadmissionshry.gov.in as per "Key Dates" given in **Appendix-I**
2. One time portal for online registration will be open for all courses for the session 2023-24 as per the schedule mentioned in "Key Dates" given in **Appendix-I**.
3. For all Diploma Courses the Registration Fees is Rs.1000/- for General Category and Rs.700/- for all Reserved Categories.
4. Merits shall be prepared for those candidates only who have submitted the registration fees online and is verified by the Designated Centers (**List at Appendix-II**) as per "Key Dates" given at **Appendix-I**.
5. Result of seat allotment and Merit of Diploma Engg., Diploma Engg. Lateral Entry and Diploma Pharmacy Course will be displayed online at www.techadmissionshry.gov.in in candidate's login.
6. Two online off-campus counseling will be conducted for all Diploma Courses on www.techadmissionshry.gov.in as per "Key Dates" given in **Appendix-I**.

C. Instructions for Deposit of Registration Fees

1. The Registration Fees shall be deposited by the candidate Online through Debit Card/ Credit Card/ Net Banking/ Wallet/ UPI.
2. The verification of application forms will be done for those candidates only who have deposited the online Registration Fees.
3. The Registration Fees once paid will not be refunded (full or partial) under any circumstances.

D. Instructions for Verification & Confirmation of Online Filled Application Form

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

1. The candidate shall select a Designated Center (Govt. or Govt. Aided Polytechnic in the State) while filling Online Application Form for online Verification & Confirmation of his/ her Online Filled Application Form. The list of Designated Centers is given in **Appendix-II**. The candidates are advised to upload the scanned copy of **relevant documents** as and when required in **PDF format of 100 KB** for each document at the time of filling of online application form.
2. After submission of Online Application Form, the institute shall verify the uploaded documents or may seek the relevant documents (if not visible on the portal) from the candidates for online verification through E-mail and shall upload the document on portal.

3. The Verification Team of two members (with at least one Group A or B officer) at the concerned Designated Center shall check online the relevant documents and accordingly shall verify the marks of qualifying examination/ other particulars of the candidate in Online Filled Application Form.
3. After successful Verification & Confirmation/ Rejection of Online Filled Application Form, the candidate will get the confirmation of application form through SMS/ E-mail from the Designated Center.
4. **In the event of verifying marks by the Designated Centers, if the marks are updated/ corrected by the Designated Center then the choices filled by the candidate will be deleted and candidate shall fill the choices again for confirmation of seat.**
5. The Result of seat allotment and Merit of Diploma Engg., Diploma Engg. Lateral Entry and Diploma Pharmacy Course will be displayed online at www.techadmissionshry.gov.in in candidate's login, only for the verified and confirmed Application Forms.

TENTATIVE

Chapter-6

Procedure for Registration and Choice Filling for all Diploma Courses

A PROCEDURAL STEPS FOR REGISTRATION AND CHOICE FILLING FOR ALL DIPLOMA COURSES:

1. This procedure is applicable for the candidates who want to take admissions through online choice filling.
2. Candidates should go through Diploma Prospectus-2023 for detailed information about "Key Dates" given in **Appendix-I**, counseling schedule and procedures.
3. Two **Online choice filling** 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, HGST, SC, SC-D, 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, HGST, SC (by merging SC and SC-D in SC), BC (by merging BCA and BCB in BC), PH, ESM (by merging all priorities) and FF with 25% Horizontal Female reservation.

For the supernumerary seats i.e. KM (J&K seats), TFW and EWS seats will be filled separately on the basis of Inter-se-merit of qualifying exam.

After 2nd online counseling, admission at Institute Level Manual Counseling shall be made according to the following procedure:

For Diploma Engg., Diploma Pharmacy & Diploma Engg. Lateral Entry: For conducting the Institute Level Manual Counseling applications of the candidates shall be invited through official email id of the institution as per the schedule notified and advertised by the concerned institute. Fresh Inter-se-Merit/ Rank of the candidates who have applied for Institute Level Manual Counseling shall be prepared (hosted on the website of the institute) 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.

NOTE: 1. For filling up the leftover supernumerary seats in TFW/ EWS category for Diploma courses a committee shall be constituted at institute level. Separate merit shall be displayed after giving the advertisement at institute level. Further, the supernumerary TFW admissions shall be done through Institute Level Manual Counseling in an institution where a minimum of 50% seats of approved intake are filled up in last academic year for Diploma Engg. & Diploma Lateral Entry course and a minimum of 30% of approved intake are filled up in last academic year for Diploma Pharmacy course.

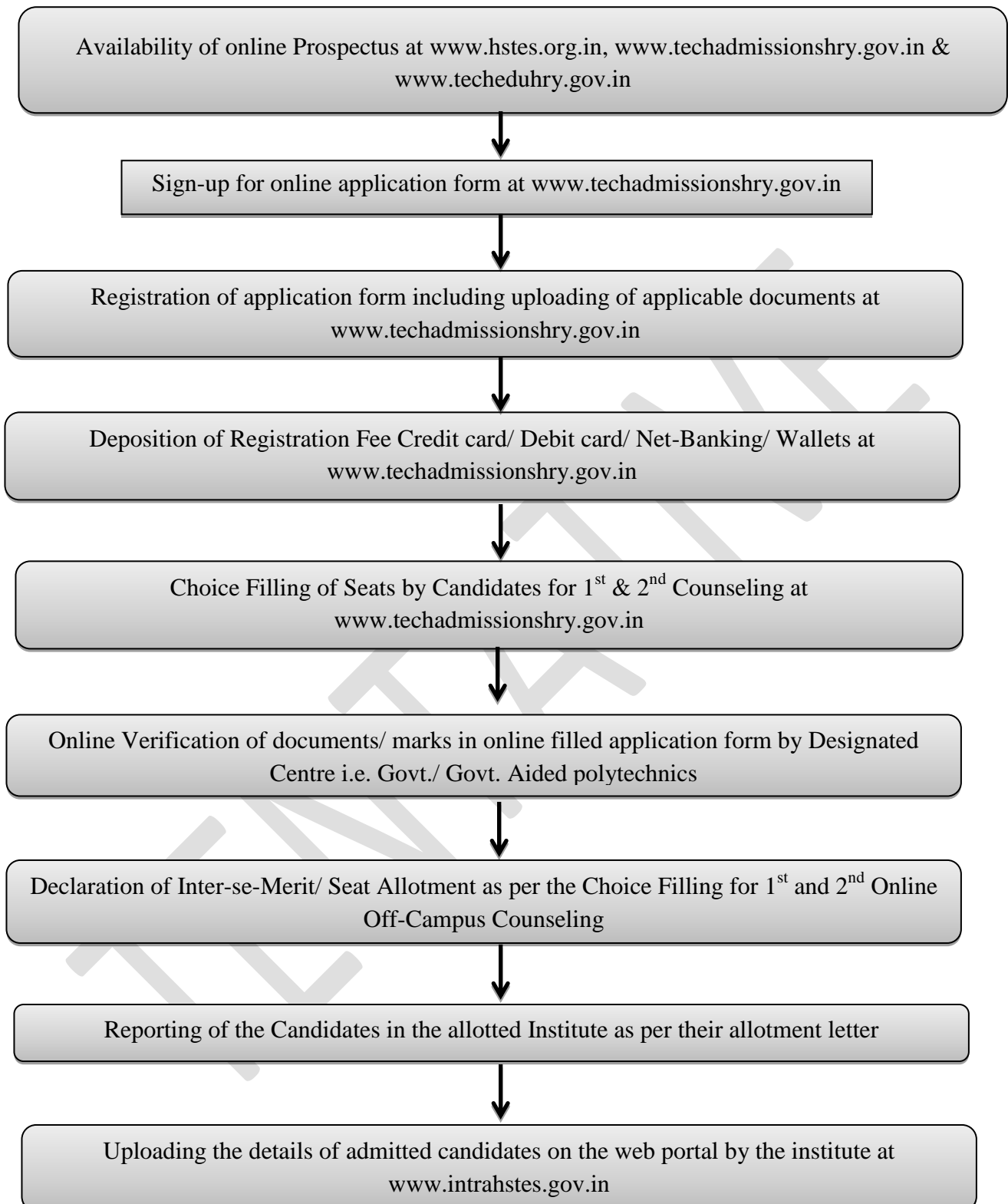
4. The candidates shall register online on www.techadmissionshry.gov.in for participating in counseling (choice filling and seat allotment) after deposit of the registration fees as per Key Dates given in **Appendix-I**. The registration fees once paid shall not be refunded (full or partial) under any 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 choice filling **from their own home 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/ herself only in a secret manner.

The Admission Process for online admission is as under:

Admission Process for admission in Diploma Courses



5. The candidates should note down the unique application number which will be generated as the **candidate signup for the Diploma Courses**. The unique application number will be required for future communication. The candidate should keep a copy of application form for his/ her record.
6. After signup, you will get registration page for registering yourself as follows:
 - i) It has been decided that the candidate who want to avail the benefit of scholarship or any other Govt. beneficiary schemes will submit the Aadhaar Number (or Enrolment No.) at the time of filling the online registration form.
 - 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.
 - xxiii) Name of Bank
 - xxiv) Bank account No.
 - xxv) IFSC Code
 - xxvi) Bank account linked with aadhar or not
 - xxvii) Parivar Pehchan Patra
 - xxviii) Upload the scanned copy of PDF relevant documents in pdf format of max. size of each document upto 100Kb.
7. The candidate shall fill in the application form and add the special categories (if eligible) as per the qualifying examination form.
8. 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.
9. Please check all the details once again, before confirmation of registration details.
10. 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 contact HSTES at Toll Free No. 1800-137-3735 and Email at onlineadmissionhelp@gmail.com.
11. The candidates who have added special categories in their application form will have to upload the proof of certificates of special category. If in case, candidates fails to upload the document of special category then verifying institutes can delete the special categories added by the candidate. The candidate can submit the pending documents at Designated Center opted by his/ her before the last date of verification.
12. The Registration Fees shall be deposited by the candidate Online through Debit Card/ Credit Card/ Net Banking/ Wallet/ UPI.
13. After submission of Registration Fee, candidate have to login with Unique Application No. & Password. Upon login, candidate will be able to fill choices online. A candidate who has selected special category, will be able to fill choices for different Roll No's i.e. General Roll No. & Special

- Category Roll No. through same login.
14. 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.
 15. Candidate can also see his/ her eligible choices and can take the print out of his/ her eligible choices.
 16. 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.
 17. **To increase the probability of getting a seat, candidates are advised to fill maximum eligible choices.**
 18. After filling the choices, the candidate will lock his/ her choices. Locking choices means candidate has finalized his/ her choices.
 19. Seat Allotment Result publishing date is available on Key Date's section on the website.
 20. The Result of seat allotment and Merit of Diploma Engg., Diploma Engg. Lateral Entry and Diploma Pharmacy Course will be displayed online at www.techadmissionshry.gov.in in candidate's login of only the verified and confirmed Application Forms.
 21. After declaration of the seat allotment result of a particular counseling, the candidate shall print the provisional seat allotment letter from website **www.techadmissionshry.gov.in**
 22. **For up gradation of the allotted seat, a candidate should participate in subsequent counselings.**
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.
 23. **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 1st counseling. However, if at all the candidate participates in the 2nd and after filling the choices he/ she feels that he/ she should not have opted for 2nd online counseling then at this stage he/ she should delete all the choices filled by him/ her to retain the seat reported through 1st online counseling.
 24. If candidate wants to change his/ her registration details, then candidate has to contact HSTES (**Toll Free Number 1800-137-3735**) for modification in his/ her registration details. By changing registration details, candidate filled up choices, if any, would be automatically deleted and eligible choices of candidate may be affected.

THINGS TO REMEMBER

- ✦ 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 physically again in the allotted institution but need not to deposit admission/ semester fees again.
- ✦ If a candidate upgrades to a new institute, the candidate shall physically report at the allotted new institute and deposit the admission/ semester fees accordingly.
- ✦ 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 as per "keydates" and in case of non-reporting by the candidate, the new 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 cancelled 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 Fees Waiver (TFW) Scheme, Economically Weaker Sections (EWSs), Mewat Area Residents (MAR) Quota and Shivalik Development Board (SDB) Haryana Quota Seats:

- For Diploma Engg. including HGST, KM, MAR, SDB, TFW & EWSs categories, Diploma Engg. Lateral Entry including TFW & EWSs categories and Diploma Pharmacy including MAR, TFW and EWSs categories candidate shall apply online and the fees for the purpose shall also be deposited online through Debit Card/ Credit Card/ Net Banking at www.techadmissionshry.gov.in.
- The candidate shall select a Designated Center (Govt. or Govt. Aided Polytechnic in the State) while filling Online Application Form for online Verification & Confirmation of his/ her Online Filled Application Form for Diploma Engg., Diploma Pharmacy Course and Diploma Engg. Lateral Entry course. The list of Designated Centers is given in **Appendix-II**.
- Candidates, if any, simultaneously applying for admission in Diploma Engg./ Diploma Engg. Lateral Entry/ Diploma Pharmacy as per his/ her category and also for HGST/ KM/ MAR/ SDB/ TFW/EWS quota seats will be able to fill choices for different Roll No's i.e. General Roll No. & Special Category Roll No. through same login.
- The candidates are required to fill choices as per the 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)

- **Instructions issued by Government regarding COVID-19 should be followed during the process of admission.**
- 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/ vacant 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:
 - The concerned institute to advertise widely for Institute Level Manual Counseling including TFW, EWS, HGST, PM Cares and KM categories at their own level after the completion of the centralized counseling.
 - Applications alongwith relevant documents (like category certificate, income certificate, Haryana Domicile, PPP ID etc.) will be invited at the level of concerned institute.
 - The schedule of Institute Level Manual Counseling should also be displayed on the website of the institute for the information of aspiring candidates.
 - For admissions in **Diploma Engg., Diploma Pharmacy & Diploma Engg. Lateral Entry Courses** Institute Level Manual Counseling shall be conducted on the basis of fresh Inter-se-Merit/ Rank of qualifying examination prepared by the respective concerned institute and Inter-se-Merit/ Rank of qualifying examination declared by HSTES (for centralized online counselings) shall not be considered.
 - 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.
 - Internal Sliding of branch and change of course is not allowed during the admission process. If the institute want to change branch/ course of any candidate (only on the request of the candidate) then in that case the institute have to delete his/ her previous admission (after taking the consent of the candidate) uploaded on the portal and the candidate have to participate in the subsequent round of manual counseling if any at institute level to get

admission in new branch/ new course before the cut-off date of admission of the concerned course.

- In any case all kind of admissions shall be done before the final cut of date admission (as mentioned in Key Dates) and the **fees fixed by the Admission & Fee Regulatory Committee shall be charged** as per the laid down procedure. In any case higher fees shall not be charged by any institute.
- The final list of admitted candidates (including the management quota admissions), should be uploaded online on intra portal of HSTES by the institute as per schedule mentioned in "**Key Dates**" given in **Appendix-I**, so that the same may be forwarded to the HSBTE for issuing the Roll Nos.
- In case of any query regarding admissions/ uploading of admissions on intra portal contact HSTES immediately at Toll Free No. 1800-137-3735 and Email id onlineadmissionhelp@gmail.com before the cut-off date of Diploma admissions.
- **Admission Data Management Fees (Rs.200/- per admission) shall be charged one time by HSTES in respect of all admissions (Centralized Admissions and Institute Level Management Quota Admissions) in Self Financing Institutions including un-aided branches of Aided Institutions from the academic session 2016-17 onwards. The said Fees 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 seat allotment result of a particular counseling, the candidate shall print the provisional seat 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 uploaded 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 round of counseling, if any.

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

The candidates, at the time of reporting at allotted institutes must bring the following Original Certificates/ Documents/Testimonials alongwith three sets of self 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. 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.
- iii. 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.
- iv. 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.
- v. Scheduled Caste Certificate as per **Annexure-VIII**, if applicable.
- vi. Scheduled Caste Deprived Certificate as per **Annexure-VIII-A**, if applicable
- vii. Backward Class Certificate as per **Annexure-IX**, if applicable and affidavit as per **Annexure-X**.
- viii. Certificate in respect of Physically Handicapped Candidates as per **Annexure-XI**, if applicable.
- ix. Certificate required to be furnished by the Children and Grand-children of Freedom Fighters as per **Annexure-XII**, if applicable.
- x. Certificate from wards of Deceased/ Disabled/ Discharged Military/ Para-Military Personnel/ Ex-

Servicemen or Ex-Personnel of Para-Military Forces – **Annexure-V.**

- xi. Certificate from wards of ex-employee of Indian Defence Services/ Para-Military Forces- **Annexure-XVI.**
- xii. Certificate of Medical Fitness- **Annexure-XIV.**
- xiii. Undertaking of Antiragging by the Student **Annexure – XVIII.**
- xiv. Undertaking of Antiragging by the Parent/ Guardian **Annexure – XIX.**
- xv. Proof of annual parental income from all sources (in case TFW quota candidates)
- xvi. Income and Asset certificate for EWSs category as per **Annexure-XX**, if applicable.
- xvii. **Parivar Pehchan Patra (PPP ID)** alongwith the registred mobile for OTP verification (OTP will be asked by the admission making team of the institute for uploading of admission on HSTES portal).
- xviii. Coloured Photograph (JPG File Max. 30KB Size)
- xix. In case of Kashmiri Migrants, supporting certificates and original certificate of migration duly signed by the competent authority or Relief Commissioner should be submitted.
- xx. 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.**

Note:

- i. **The original certificates shall be returned back after verification by the institute. Under no circumstances the original certificates of the candidate be retained by the institute, ever.**
- ii. The attested copies of certificates/ documents/ testimonials will be verified & signed by the Principal or his authorized representative & will be retained for registration purposes, if required.
- iii. **Admission Data Management Fees (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 Fees 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/ her available at HSTES website.
- Physical 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. Physical reporting should be done as and when candidate reports at the institute as per the notified schedule of reporting 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/ herself.
- 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 management quota admissions are to be updated online as and when they report/admit the candidates. No permission of any kind would be provided for admitting students, if not reported as per Key Dates/ schedule given in **Appendix-I.** The 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/ checked by the institute 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 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 2nd or subsequent 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 2nd or subsequent 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 (State Scheme). Reimbursement of Tuition Fee and Transport Facility to Schedule Castes students Studying in Technical instaurations in Haryana(Details given in the following **Table-I**).
All scheduled caste students of Diploma/ UG. Level of Technical Course having Aadhar / UID number.
However, Scheduled castes students residing in campus hostels shall not be eligible for this benefit.

SC Scholarship Schemes at a Glance.

Parameters of the Schemes	PMS Scheme (G.O.I Scheme) (Post Metric Scholarship)	SCSP Scheme (State Scheme) Reimbursement of Tuition Fee and Transport Facility to Schedule Castes students Studying in Technical institutions in Haryana.												
Applicability	SC & BC Welfare Department	<p>(i) (w.e.f. 2007-08) Tuition Fee Reimbursement:- All Schedule castes students having Annual Parental income Between Rs. 2.5 lac to Rs. 3.5 lac and admitted through centralized consoling are eligible</p> <p>(ii) (w.e.f. 2017-18) Transport facility:- All Schedule Castes Students (Except Schedule Castes Students Residing in Campus Hostel) pursuing study in AICTE Approved Courses i.e. Diploma/ UG/ PG Technical Courses are eligible.</p>												
	Ceiling of 40% of total filled seat in any course in a Institute.													
Eligibility: Regarding Annual Parental Income from all sources	Upto Rs. 2.50 lacs w.e.f 2013-14													
Other conditions of Eligibility	<p>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.</p> <p>ii. 75% attendance in the semester and should appear in at least one theory paper.</p>													
Reimbursement	<p>Tuition fee, Development fund & student fund as fixed by State Fee Committee including maintenance allowance & examination fee.</p> <p>Maintenance allowance:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Types of Course</th> <th style="text-align: center;">Day Scholar</th> <th style="text-align: center;">Hosteller</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">BE/ B.Tech./ MBA /MCA (Gp-I)</td> <td style="text-align: center;">550/- pm</td> <td style="text-align: center;">1200/- pm</td> </tr> <tr> <td style="text-align: center;">M.Pharm./ B.Parm./ BHMCT (GP-II)</td> <td style="text-align: center;">530/- pm</td> <td style="text-align: center;">820/- pm</td> </tr> <tr> <td style="text-align: center;">Diploma (Gp-IV)</td> <td style="text-align: center;">230/- pm</td> <td style="text-align: center;">380/- pm</td> </tr> </tbody> </table>	Types of Course	Day Scholar	Hosteller	BE/ B.Tech./ MBA /MCA (Gp-I)	550/- pm	1200/- pm	M.Pharm./ B.Parm./ BHMCT (GP-II)	530/- pm	820/- pm	Diploma (Gp-IV)	230/- pm	380/- pm	<p>i. Tuition Fee only (Actual Tuition fee or Rs.20000/- for Diploma & Rs. 40000/- for Degree course whichever is lower)</p> <p>ii. Actual amount of State Transport Facilities (Train pass/ Bus pass)</p>
Types of Course	Day Scholar	Hosteller												
BE/ B.Tech./ MBA /MCA (Gp-I)	550/- pm	1200/- pm												
M.Pharm./ B.Parm./ BHMCT (GP-II)	530/- pm	820/- pm												
Diploma (Gp-IV)	230/- pm	380/- pm												
<p>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 (75%), physical presence of the students in at least one theory paper of semester examination, the claim shall be settled & scholarship released accordingly.</p>														

Chapter-9

Information Regarding Fees and Refund of Fees

FEES:

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 Admission & Fee Regulatory Committee to fix fees structure of private unaided minority/non minority institutions for various types of technical courses. The Supreme Court guidelines stipulate that fees 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 fees 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 fees 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 Admission & Fee Regulatory Committee for some institutes for fees revision.

As per the academic calendar issued by AICTE for AY 2023-24:

- 8.13.1 In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing Fee of not more than @ 1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.
- 8.13.2 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 Institution must refund the Fee collected after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) and proportionate deductions of monthly Fee and hostel rent, where applicable.
- 8.13.3 The last date for withdrawal of PGDM admission for the purpose of refund of Fee shall be 30th June of every year. However, due to pandemic Supreme Court has permitted up to July 30th, 2023.
- 8.13.4 In case the vacated seat is not filled, the Institution should refund the Security Deposit and return the original documents.
- 8.13.5 The Institution should not demand Fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.
- 8.13.6 Institutions not following guidelines issued by the Council regarding refund of Fee for cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the Council.
 - a. Fine for Non-Compliance of refund rules of the Fee levied against each case shall be five times the total Fee collected per student
 - b. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
 - c. Reduction in "Approved Intake"
 - d. No admission in one/ more Course(s) for one Academic Year
 - e. Withdrawal of approval for Programme(s)/ Course(s)

NOTE: Any changes in the Schedule for any of the academic related activities as notified by the Council from time to time are binding on all the AICTE Approved Universities/Institutions.

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

The Regional Officer, AICTE-North Western Regional Office, Plot No. 1, 5th Floor, DTE Punjab Building, Dakshin Marg, Sector 36-A, Chandigarh-160036 (Phone: 0172-2613326, 0172-2661201, E-Mail ID: nwro@aicte-india.org) under intimation to Joint Director, Haryana State Technical Education Society, Panchkula, Haryana, Technical Education Department, 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/ her disposal, he/ she 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/ she fails to improve, he/ she 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., Diploma Pharmacy and Diploma Engg. Lateral Entry
for the Session 2023-24**

(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 & EWS Categories)		Diploma Pharmacy (including MAR, TFW & EWS Categories)		Diploma Engg. Lateral Entry (including EWS and TFW Categories)	
Basis of Admission	Inter-se-Merit/ Rank prepared as per the eligibility of the course					
Online Admission Brochure at hstes.org.in and www.techeduhry.gov.in	25 th May, 2023 onwards					
Online registration at www.techadmissionshry.gov.in and Deposit of Application Fees Online (Debit Card/ Credit Card/ UPI/ Net Banking)	09.06.2023 (11:00 AM) to 17.07.2023 (11:59 PM)		12.06.2023 (11:00 AM) to 18.07.2023 (11:59 PM)		13.06.2023 (11:00 AM) to 24.07.2023 (11:59 PM)	
Online verification of marks of Qualifying Examination and other details filled in Online Application Form by the selected Designated Center for Confirmation of merit	09.06.2023 (10:00 AM) to 18.07.2023 (upto 11:59 PM)		12.06.2023 (10:00 AM) to 19.07.2023 (upto 11:59 PM)		13.06.2023 (10:00 AM) to 25.07.2023 (upto 11:59 PM)	
Result of Inter-se-Merit at www.techadmissionshry.gov.in	24.07.2023 (05:00 PM)		25.07.2023 (05:00 PM)		27.07.2023 (05:00 PM)	
Online Choice Filling and Reporting Schedule	1st Counseling	2nd Counseling	1st Counseling	2nd Counseling	1st Counseling	2nd Counseling
Filling of choices and locking of choices at www.techadmissionshry.gov.in	08.08.2023 (10:00 AM) to 10.08.2023 (11:59 PM)	18.08.2023 (10:00 AM) to 21.08.2023 (11:59 PM)	07.08.2023 (10:00 AM) to 09.08.2023 (11:59 PM)	16.08.2023 (10:00 AM) to 17.08.2023 (11:59 PM)	28.07.2023 (10:00 AM) to 01.08.2023 (11:59 PM)	09.08.2023 (10:00 AM) to 11.08.2023 (11:59 PM)
Seat allotment at www.techadmissionshry.gov.in	11.08.2023 (05:00 PM)	23.08.2023 (05:00 PM)	10.08.2023 (05:00 PM)	18.08.2023 (05:00 PM)	03.08.2023 (05:00 PM)	14.08.2023 (05:00 PM)
Physical reporting of the candidates at the allotted institute	14.08.2023 (10:00 AM) to 16.08.2023 (05:00 PM)	24.08.2023 (10:00 AM) to 25.08.2023 (05:00 PM)	11.08.2023 (10:00 AM) to 14.08.2023 (05:00 PM)	21.08.2023 (10:00 AM) to 23.08.2023 (05:00 PM)	04.08.2023 (10:00 AM) to 07.08.2023 (05:00 PM)	16.08.2023 (10:00 AM) to 17.08.2023 (05:00 PM)
Updation of vacancy position by the respective institutes on www.intrahstes.gov.in	17.08.2023 (11:59 PM)	26.08.2023 (11:59 PM)	15.08.2023 (11:59 PM)	24.08.2023 (11:59 PM)	08.08.2023 (11:59 PM)	18.08.2023 (11:59 PM)
Start of Session/ Last date to start session	15.09.2023 (as per AICTE)		15.09.2023 (as per AICTE)		15.09.2023 (as per AICTE)	
Final cut-off date of all admissions (including institute level)	15.09.2023 (as per AICTE)		15.09.2023 (as per AICTE)		15.09.2023 (as per AICTE)	
Final cut-off date for institutes for online uploading of all admissions on HSTES portal	18.09.2023		18.09.2023		18.09.2023	

Important:

- Schedule of admission may change, therefore, the candidates are advised to visit HSTES website regularly.
- **The verification of application forms will be done for those candidates only who have deposited the Online Registration Fees.**
- **Merit will be prepared for online verified candidates only.**
- Allotted seat of the candidate will automatically cancelled if his/ her documents/ certificates found incorrect in any stage of online admission process for the course.

Registration Fees: For General Category Rs.1000/- (Rs. One Thousand only)
(Non-refundable) For all Reserved Categories of Haryana Rs.700/- (Rs. Seven hundred only)
SC/SCD/BC/PH/FF/ESM/EWS/KM/HGST/GIRLS

In case of any query you may contact HSTES Call Centre at: 1800-137-3735 (Toll free) or online apply at

www.techadmissionshry.gov.in

Appendix-II

List of Designated Centers for online Verification of Online Filled Application Forms

Designated Center: For online Verification & Confirmation of Online Filled Application Forms (for Diploma Engg., Diploma Pharmacy and 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	22.	Guru Brahma Nand Ji Govt. Polytechnic, Nilokheri, Karnal
2.	Ch. Bansi Lal Govt. Polytechnic, Bhiwani	23.	Kalpna Chawla Govt. Polytechnic for Women, Ambala City
3.	Ch. Devi Lal Govt. Polytechnic, Nathu Sari Chopta, Sirsa	24.	Rajiv Gandhi Govt. Polytechnic, Narwana, Jind
4.	Ch. Matu Ram Arya Govt. Polytechnic, Sanghi, Rohtak	25.	Rani Jhansi Laxmi Bai Govt. Polytechnic, Loharu, Bhiwani
5.	Deen Bandhu Sir Chhotu Ram Govt. Polytechnic, Sampla, District Rohtak	26.	BPS Mahila Polytechnic, Kanya Gurukul, Khanpur, Sonipat
6.	Govt. Polytechnic for Women, Faridabad	27.	Chhotu Ram Polytechnic, Rohtak
7.	Govt. Polytechnic, Morni, Panchkula	28.	Seth Jai Parkash Polytechnic, Damla, Yamunanagar
8.	Govt. Polytechnic for Women, Sirsa	29.	Vaish Technical Institute, Rohtak
9.	Govt. Polytechnic, Ambala City	30.	Maharishi Kashyap Govt. Polytechnic, Jattal (Panipat).
10.	Govt. Polytechnic, Chika, Kaithal	31.	Govt. Polytechnic, Mandkola (Palwal).
11.	Govt. Polytechnic, Hisar	32.	Govt. Polytechnic Malab (Nuh).
12.	Govt. Polytechnic, Jhajjar	33.	Govt. Polytechnic Chappar (Charkhi Dadri).
13.	Govt. Polytechnic, Lisana, Rewari	34.	Govt. Polytechnic Dhangar, Fatehabad
14.	Govt. Polytechnic, Mandi Adampur, Hisar	35.	Govt. Polytechnic, Nanakpur.
15.	Govt. Polytechnic, Manesar, Gurgaon	36.	Govt. Polytechnic, Indri (Nuh).
16.	Govt. Polytechnic, Meham, District Rohtak	37.	Govt. Polytechnic, Shergarh (Kaithal).
17.	Govt. Polytechnic, Sirsa	38.	Govt. Polytechnic, Jamalpur Shaikhon.
18.	Govt. Polytechnic, Sonipat	39.	Raja Jait Singh Govt. Polytechnic, Neemka, District Faridabad
19.	Govt. Polytechnic, Uttawar, Mewat	40.	Govt. Polytechnic Sector – 26, Panchkula
20.	Govt. Polytechnic, Rajpur Sadhaura District Yamunanagar	41.	Govt. Polytechnic, Hathnikund District Yamunanagar
21.	Govt. Polytechnic, Dhamlawas District Rewari	42.	Govt. Polytechnic, Umri District Kurukshetra

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

1. The candidate shall select a Designated Center (Govt. or Govt. Aided Polytechnic in the State) while filling Online Application Form for online Verification & Confirmation of his/ her Online Filled Application Form.
2. The institute shall online verify the online application form and uploaded documents before the **last date for Verification & Confirmation of Online Application Form**. A candidate must carry the following certificates at the time of admission in the polytechnic:
 - 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
- V. Income and Asset Certificate for EWSs Category (**Annexure-XX**)
- VI. Proof of deposit of Registration Fees

3. The Verification Team of two members (with at least one Group A or B officer) at the concerned Designated Center shall online 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 online Verification & Confirmation of Online Filled Application Form, the Designated Center shall provide system generated online Verification Report to 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 in soft or hard copy.
5. The **Inter-se-Merit/ Rank of Qualifying Examination** of only the verified and confirmed Application Forms shall be declared by HSTES at www.techadmissionshry.gov.in & www.hstes.org.in as per Key Dates. The candidate shall participate in **Online Counseling** (Filling and Locking of Choices) according to the Key Dates.

A candidate facing problem in online Verification & Confirmation by the Designated Center should contact HSTES at 1800-137-3735 (Toll Free) & E-mail:- onlineadmissionhelp@gmail.com

APPENDIX-III

LIST OF GOVERNMENT POLYTECHNIC, GOVERNMENT AIDED AND SELF FINANCING INSTITUTIONS OFFERING DIPLOMA COURSES APPROVED BY AICTE & AFFILIATED WITH HSBTE FOR THE SESSION 2023-24:

List of Government Institute setup by Ministry of Micro, Small & Medium Enterprises, Government of India

List of Government Aided Polytechnics

List of Self-Financing/Private Polytechnics

Important:

- 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-IV
Institute wise Fees Structure

TENTATIVE

APPENDIX-V

Institute Wise 1st year Result for July 2022 Exam

S. No.	Name of Institute	Pass %age
1	APEX POLYTECHNIC & ENGG. COLLEGE, BIDHAIKHERA, TEHSIL TOHANA, FATEHABAD	Above 90%
2	MAHABIR ENGINEERING COLLEGE, BULLANA, HISSAR ROAD, DISTT.-AMBALA-134003	
3	MANAV INSTITUTE OF PHARMACY, JEVRA, BARWALA ROAD, HISAR	
4	SETH HARIBAKSH LOHIA JAI RAM MAHILA POLY. LOHAR MAJRA, KURUKSHETRA	Above 70% to 80%
5	GOVT.POLY.EDU.SOCIETY – MARUTI SUZUKI INDIA LTD., MANESAR	
6	LAKSHAY COLLEGE OF HOTEL MANAGEMENT, NAULTHA, GOHANA ROAD, PANIPAT-132103	
7	M.K.M. COLLEGE OF POLYTECHNIC FOR GIRLS HODAL-121106 (PALWAL)	
8	KRISHNA POLYTECHNIC, VPO JHAL, TEHSIL KOSLI, DISTT. REWARI	
9	GOVT. POLYTECHNIC FOR WOMEN, SIRSA	Above 60% to 70%
10	LORD SHIVA COLLEGE OF PHARMACY NEAR CIVIL HOSPITAL, SIRSA	
11	YASHVIR MEMORIAL TECHNICAL INSTTT., BHAMBHEWA (JIND)	
12	NCP COLLEGE OF POLYTECHNIC, AMBALA ROAD, JAGADHARI, YAMUNANAGAR-135003	
13	BPS MAHILA POLYTECHNIC KANYA GURUKUL, KHANPUR KALAN(SONEPAT)	
14	SETH JAI PARKASH POLYTECHNIC, DAMLA (YAMUNANAGAR)	
15	JANTA COLLEGE OF PHARMACY, BUTANA(SONEPAT)	
16	SHREE RAM MULKH COLLEGE OF TECHNICAL EDUCATION, VILL. KOHRA-BHURA, TEHSIL NARAINGARH, DISTT. AMBALA	
17	GOVT. POLYTECHNIC FOR WOMEN, FARIDABAD	Above 50% to 60%
18	K.C. GOVT. POLYTECHNIC FOR WOMEN, AMBALA CITY	
19	GOVT. POLYTECHNIC, AMBALA CITY	
20	GOVT. POLYTECHNIC, HISAR	
21	S.S.D. INSTITUTE OF PHARMACY & MEDICAL TECHNOLOGY, JHAJJAR.	
22	CH. DEVI LAL GOVT. POLYTECHNIC, NATHUSARI CHOPTA, DISTRICT SIRSA	
23	GURU BRAHMA NAND JI GOVT. POLYTECHNIC, NILOKHERI	
24	GOVT. POLYTECHNIC, LISANA DISTRICT REWARI	
25	DEV POLYTECHNIC COLLEGE, VILL. KHATKAR, DISTT. JIND	
26	GOVT. POLYTECHNIC, SONEPAT	
27	AKASH INSTITUTE OF TECH, VPO KANINA, DISTT. MOHINDERGARH(HRY), PIN CODE-123027	Above 40% to 50%
28	HINDUSTAN INSTITUTE OF TECHNOLOGY & MANAGEMENT, NH-73, VPO-DHEEN, TEHSIL-BARARA, DISTT.- AMBALA -133202	
29	R.P. INSTITUTE OF PHARMACY, GT, BASTARA, DISTT.-KARNAL- 132001	
30	VAISH TECHNICAL INSTITUTE, ROHTAK	
31	RAJIV GANDHI GOVT. POLYTECHNIC NARWANA, JIND	Above 40% to 50%
32	GOVT. POLYTECHNIC, SIRSA	
33	JAI POLYTECHNIC, SHAHABAD- BARARA HIGHWAY, ADHOI, DISTT. AMBALA	
34	RANI LAXMI BAI GOVT. POLYTECHNIC LOHARU, DISTRICT BHIWANI	
35	Govt. Polytechnic, Panchkula	
36	GOVT. POLYTECHNIC, MORNH HILLS, DISTRICT PANCHKULA	
37	GOVT. POLYTECHNIC, MANESAR, DISTRICT GURGAON	
38	HINDU COLLEGE OF ENGINEERING, INDUSTRIAL AREA, SONEPAT	
39	PDM INSTT. OF ENGG. & TECH., KARSINDHU, SAFIDON, JIND	

40	GYAN GANGA POLYTECHNIC, SALPANI KHURD NEAR HEENGA KHERI, JHANSA ROAD, KURUKSHETRA	
41	B.R. COLLEGE OF PHARMACY, VILL.- BAGPUR, P.O. MOHAN TEHSIL-BAGPUR, DISTT.- PALWAL	
42	POLYTECHNIC EDUCATION & TRAINING INSTITUTE, 9TH MILESTONE, KAITHAL ROAD, KURUKSHETRA.	
43	DEEN DAYAL RUSTAGI COLLEGE OF PHARMACY, VILL.-KHADEWLA, DISTT.- GURGAON	
44	DR. BHIM RAO AMBEDKAR INSTITUTE OF TECHNOLOGY VILL. FATEHPUR, DISTT. KAITHAL.	
45	CH. RANBIR SINGH GOVT. POLYTECHNIC HATHNI KUND, DISTRICT YAMUNANAGAR	
46	GURU GOBIND SINGH GOVT. POLYTECHNIC, CHIKA DISTRICT KAITHAL	
47	PURAN MURTI CAMPUS, KAMI, SONIPAT	
48	GEETA ENGINEERING COLLEGE, NAULTHA, GOHANA ROAD,NH-71 A, DISTT.- PANIPAT- 132145	
49	CH. MATU RAM ARYA GOVT. POLYTECHNIC, SANGHI DISTRICT ROHTAK	
50	RAO PAHLAD SINGH GROUP OF INSTITUTIONS, BALANA, MOHINDERGARH	
51	DEEN BANDHU SIR CHHOTU RAM GOVT. POLYTECHNIC SAMPLA, DISTRICT ROHTAK	
52	SHRI KRISHAN POLYTECHNIC, MOHAN NAGAR RATTAN DERA ROAD, KURUKSHETRA	
53	RCM POLYTECHNIC M.P. MAJRA, BERI, JHAJJAR	
54	RAJA JAIT SINGH GOVT. POLYTECHNIC, TIGAON ROAD NEEMKA, FARIDABAD	
55	GOVT. POLYTECHNIC DHANGAR, DISTT. FATEHABAD	
56	TAGORE INSTITUTE OF RESEARCH & TECHNOLOGY, JAMALPUR, GURGAON.	
57	P.D MEMORIAL POLYTECHNIC, SARAI AURANGABAD, TEHSIL BAHADURGARH, DISTRICT JHAJJAR, HARYANA	
58	GOVT. POLYTECHNIC SHERGARH, DISTRICT KAITHAL	
59	CH. BANSI LAL GOVT. POLYTECHNIC BHIWANI	
60	GOVT. POLYTECHNIC, JHAJJAR	
61	GOVT. POLYTECHNIC MEHAM, DISTRICT ROHTAK	
62	LALA BIRKHA RAM COLLEGE OF PHARMACY, VILL- GOLPURA, TEHSIL-BARWALA, DISTRICT- PANCHKULA-134118	
63	GANPATI POLYTECHNIC FOR ENGG. , BILASPUR, TEHSIL JAGADHARI, YAMUNANAGAR	
64	OM INSTITUTE OF POLYTECHNIC, VPO JUGLAN 12 KM STONE CHANDIGARH ROAD, HISAR, PIN CODE-125001	
65	GANGA INSTITUTE OF TECHNOLOGY & MANAGEMENT, VPO 20 KM MILES STONE, BAHADURGARH ROAD, VILL. KABLANA, DISTT. JHAJJAR	
66	SWAMI DEVI DYAL COLLEGE OF TECH. EDU. GOLPURA BARWALA PANCHKULA	
67	MODISH INSTITUTE OF POLYTECHNIC, VILLAGE GHEERA, TEHSIL PUNHANA, DISTT. MEWAT, HARYANA	
68	L.R. INSTITUTE OF TECH. & MGT., VILL. DEEGHOT, TEHSIL HODAL, DISTT. FARIDABAD.	
69	GOVT. POLYTECHNIC, MANDI ADAMPUR, DISTRICT HISAR	
70	AERP INSTITUTE OF TECHNOLOGY & MANAGEMENT VILL.-SONDHM P.O. HODAL, DISTT. PALWAL, PIN CODE-121106	
71	GOVT. POLYTECHNIC NANAKPUR, DISTRICT PANCHKULA	
72	SD SHANTI NIKETAN INSTT. OF ENGG. & TECH., TOSHAM ROAD, LADWA (HISAR)	

Above 30%
to 40%

73	GURU DRONACHARYA POLYTECHNIC, NEAR RADHA SWAMI SATSANG GHAR, FATEHABAD ROAD, BHUNA	
74	MAHARANA PRATAP INSTITUTE OF TECHNOLOGY & MANAGEMENT, DHANONDA, DISTT. MOHINDERGARH, HARYANA	
75	NAV NIRMAN SEWA SAMITIS SAMALKHA GROUP OF INSTITUTION, VILL.- HATHWALA, SAMALKHA, DISTT.- PANIPAT	
76	SOMANY INSTITUTE OF TECHNOLOGY & MANAGEMENT, DELHI-JAIPUR, HIGHWAY, NH-8, 3KM STONE, REWARI	
77	CHHOTU RAM POLYTECHNIC, ROHTAK	
78	SHRI RAM COLLEGE OF ENGG. & MANAGEMENT, 70KM STONE, DELHI-MATHURA ROAD, NH-2, DISTT.-PALWAL	
79	GOVT. POLYTECHNIC UMRI, DISTRICT KURUKSHETRA.	
80	DPG POLYTECHNIC, SEC-34, NEAR HERO HONDA CHOWK, GURGAON	
81	PT. L.R. COLLEGE OF TECHNOLOGY (TECHNICAL CAMPUS), KABOOLPUR, BANGER, SOHNA-SAMAYPUR ROAD, BALLABGARH, FARIDABAD, PIN CODE- 121004	
82	INTERNATIONAL INSTITUTE OF TECH., & MANAGEMENT 49 KM, STONE, NH-1, MURTHAL DISTT.- SONEPAT	
83	MAHARISHI KASHYAP GOVT. POLYTECHNIC JATTAL, DISTRICT PANIPAT	
84	GOVT.POLYTECHNIC, JAMALPUR SHEKHON,BLOCK TOHANA DISTT. FATEHABAD	
85	GOVT.POLYTECHNIC-CUM-MULTI SKILL TRAINING CENTRE,DHAMLAWAS DISTRICT REWARI	
86	TECHNOLOGY CENTRE,ROHTAK, HARYANA, 124021	
87	R.P EDUCATIONAL TRUST GROUP OF INSTITUTIONS G.T. ROAD, BASTARA, DISTT.-KARNAL	
88	VINAYAK COLLEGE OF POLYTECHNIC VPO KACHWA DISTT. KARNAL	
89	PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY, VILL.- PATTIKALYANA, SAMALKHA, DISTT. PANIPAT	
90	BABA KHETA NATH (BKN) GOVT.POLYTECHNIC,NARNAUL (MAHENDRAGARH)	
91	SHREE RAM INSTITUTE OF TECH. EDU., MOULI, BARWALA PANCHKULA	
92	SHAHEED CAPTAIN, D.K. KHOL, TECHNICAL CAMPUS, VILL.-ZAINABAD, DIST. REWARI(123411)	
93	GOVT. POLYTECHNIC CHHAPPAR, DISTRICT CHARKHI DADRI	
94	GOVT. POLYTECHNIC, UTTAWAR, DISTRICT PALWAL	
95	SOUTH POINT COLLEGE OF PHARMACY, BAGHRU, RATTANGARH, GOHANA ROAD, DISTRICT.- SONEPAT-131021	Above 20% to 30%
96	KARNAL INSTITUTE OF POLYTECHNIC, VILLAGE KUNJPURA, DISTT.KARNAL HARYANA	
97	ICL INSTITUTE OF TECHNICAL EDUCATION, SOUNTLI, SHAHZADPURNAR,TEHSIL NARIANGARH,DISTT. AMBALA	
98	GVN POLYTECHNIC COLLEGE, DEEGHOT, DISTT.- PALWAL	
99	VIDYA SANSKAR POLYTECHNIC, GARHI, TEHSIL – HANSI, HISAR – 125001	
100	DELHI GLOBAL INSTITUTE OF TECHNOLOGY, VILL. & POST- BARHANA, TEHSIL. BERI, DISTT. JHAJJAR-124107	
101	GOVT. POLYTECHNIC MANDKOLA, DISTRICT PALWAL	
102	JKP POLYTECHNIC, RATTANGARH, DISTT. SONEPAT.	
103	SCHOOL OF DIPLOMA ENGINEERING SOLDHA, DISTT. JHAJJAR (GANGA TECHNICAL CAMPUS)	
104	RAWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, SOHNA ROAD, NEAR VILL.-ZAKOPUR, DISTT.-FARIDABAD (121004)	

105	BM GROUP OF INSTITUTION, VILL HARI NAGAR (DUMHA), FARUKHNAGAR, GURGAON	Above 10% to 20%
106	FARIDABAD COLLEGE OF ENGINEERING AND MANAGEMENT, VILLAGE FIROZPUR KALAN, FARIDABAD - 121001	
107	GLOBAL RESEARCH INSTITUTE OF MANAGEMENT & TECHNOLOGY, NACHRAUN, RADAUR, TEHSIL- JAGADHARI, DISTT. YAMUNANAGAR	
108	GOVT. POLYTECHNIC, INDRI, DISTRICT NUH	
109	SOUTH POINT SCHOOL OF POLYTECHNIC, SECTOR-20, PURKHAS ROAD, NEAR SUGAR MILL, DISTT.- SONEPAT	
110	BHAGWAN MAHAVEER INSTITUTE OF POLYTECHNIC, VILL. JAGDHISPUR, DISTT. SONEPAT.	
111	JIND POLYTECHNIC COLLEGE , NEAR HUDA SECTOR-09, PANIPAT ROAD, JIND	
112	SHEELA DEVI INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SDIMT) BALLABGARH - TIGAON MANJHAWALI ROAD, DISTT,-FARIDABAD	
113	YAMUNA POLYTECHNIC FOR ENGG. VILL. GADHOLI, P.O. GADHOLA, TEHSIL JAGADHARI, DISTT. YAMUNA NAGAR.	
114	GOVT.POLYTECHNIC RAJPUR, BLOCK SADHAURA,DISTT. YAMUNA NAGAR	
115	MUKHI POLYTECHNIC, WARD-12, VISHNU NAGAR, GOHANA, SONEPAT	
116	WORLD INSTITUTE OF TECHNOLOGY, SOHNA-PALWAL ROAD, SOHNA, DISTRICT GURGAON.	
117	SATYA COLLEGE OF ENGINEERING & TECHNOLOGY, DISTT. PALWAL	
118	RATTAN INSTITUTE OF TECHNOLOGY & MANAGEMENT, 79 KM STONE, NH-2, MUNDKATI CHOWK, VILL.- SAVELI, TEHSIL HODAL, DIST. PALWAL-121106	
119	GOVT. POLYTECHNIC MALAB, DISTRICT NUH	
120	DEV POLYTECHNIC COLLEGE, VILL. DHEEN TEHSIL BARARA DISTT. AMBALA	
121	S.D. MEWAT INSTITUTE OF ENGG. & TECH.,VILLAGE RAWLI, TEHSIL FIROJPUR JHIRKA, DISTRICT MEWAT-HR, PIN CODE-122104	
122	MD COLLEGE OF POLYTECHNIC SANOLI ROAD CHHAJPUR PANIPAT	
123	DELHI COLLEGE OF TECHNOLOGY AND MANAGEMENT, GUDHRANA, PALWAL	
124	TIRUPATI COLLEGE OF POLYTECHNIC & PHARMACY, SARDULGARH ROAD, RATIA (FATEHABAD) HARYANA	0%
125	BHARAT INSTITUTE OF POLYTECHNIC, GOHANA HIGHWAY, NEAR MOHANA POLICE SATION, SONEPAT	
126	GATEWAY INSTITUTE OF ENGINEERING & TECHNOLOGY,VILL.- GARH SHAHJANPUR & FAZILPUR, SECTOR-11, DISTT. SONEPAT	
127	GANPATI INSTITUTE OF HOTEL MANAGEMENT, VILL. MARWA KALAN, BILASPUR- SADHAURA ROAD, DIST. YAMUNA NAGAR-135102	
128	WORLD COLLEGE OF TECHNOLOGY & MANAGEMENT, FARUKH NAGAR (KHERA KHURRAMPUR) GURGAON-122506	
129	DELHI INSTITUTE OF TECHNOLOGY & MANAGEMENT, NH-1, VILL.-BARAUT, GANNAUR, DISTT.- SONIPAT	
130	SOMANY COLLEGE OF PHARMACY, DELHI JAIPUR HIGHWAY, NH-8, BESIDE 3KM, FROM CITY, REWARI-123401	
131	MEWAT ENGINEERING COLLEGE, AGEPALLA, NUH, MEWAT	

Note: The above result have been incorporated as per the information provided by HSBTE.

APPENDIX-VI

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.	LIST OF SCHEDULED CASTES	S. No.	LIST OF DEPRIVED SCHEDULED CASTES
1.	Ad Dharmi	1.	Ad Dharmi
1. A	Aheria, Aheri, Hari, Heri, Thori, Turi	2.	Balmiki
2.	Balmiki	3.	Bangali
3.	Bangali	4.	Barar, Burar, Berar
4.	Barar, Burar, Berar	5.	Batwal, Barwala
5.	Batwal, Barwala	6.	Bauria, Bawaria
6.	Bauria, Bawaria	7.	Bazigar
7.	Bazigar	8.	Bhanjra
8.	Bhanjra	9.	Chanal
9.	Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi, Balahi, Batoi, Bhambi, Chamar-Rohidas, Jatav, Jatava, Ramdasia	10.	Dagi
10.	Chanal	11.	Darain
11.	Dagi	12.	Deha, Dhaya, Dhea
12.	Darain	13.	Dhanak
13.	Deha, Dhaya, Dhea	14.	Dhogri, Dhangri, Sigg
14.	Dhanak	15.	Dumna, Mahasha, Doom
15.	Dhogri, Dhangri, Sigg	16.	Gagra
16.	Dumna, Mahasha, Doom	17.	Gandhila, Gandil, Gondola
17.	Gagra	18.	Kabirpanthi, Julaha
18.	Gandhila, Gandil, Gondola	19.	Khatik
19.	Kabirpanthi, Julaha	20.	Kori, Koli
20.	Khatik	21.	Marija, Marecha
21.	Kori, Koli	22.	Mazhabi, Mazhabi Sikh
22.	Marija, Marecha	23.	Megh, Meghwal
23.	Mazhabi, Mazhabi Sikh	24.	Nat, Badi
24.	Megh, Meghwal	25.	Od.
25.	Nat, Badi	26.	Pasi
26.	Od.	27.	Perna
27.	Pasi	28.	Pherera
28.	Perna	29.	Sanhai
29.	Pherera	30.	Sanhal
29. A	Rai Sikh	31.	Sansi, Bhedkut, Manesh
30.	Sanhai	32.	Sansoi
31.	Sanhal	33.	Sapela, Sapera
32.	Sansi, Bhedkut, Manesh	34.	Sarera
33.	Sansoi	35.	Sikligar, Bariya
34.	Sapela, Sapera	36.	Sirkiband
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-Bhrahman, 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 above 6.0 lacs rupees per annum (as per Social Welfare Notification No. 808-SW(1) dated 17.08.2016) or possessing wealth above the exemption limits as prescribed in the Wealth Tax 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.

ANNEXURE – IV-A



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No. 189-2021/Ext.] CHANDIGARH, WEDNESDAY, NOVEMBER 17, 2021 (KARTIKA 26, 1943 SAKA)

हरियाणा सरकार

अनुसूचित जातियों तथा पिछड़े वर्ग कल्याण विभाग

अधिसूचना

दिनांक 17 नवम्बर, 2021

क्रमांक 481-सक०(1)2021.- हरियाणा पिछड़े वर्ग (सेवाओं तथा शैक्षणिक संस्थाओं में दाखिले में आख्यान) अधिनियम 2016 (2016 का 15) की धारा 2 के खण्ड (घ) तथा धारा 5 की उप-धारा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा हरियाणा सरकार, अनुसूचित जातियों तथा पिछड़े वर्ग कल्याण विभाग, अधिसूचना संख्या 808-स.स. (1), दिनांक 17 अगस्त, 2016, हरियाणा सरकार, अनुसूचित जातियों तथा पिछड़े वर्ग कल्याण विभाग, अधिसूचना संख्या 1282-स.स. (1), दिनांक 28 अगस्त, 2016 का अधिक्रमण करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, इससे संलग्न अनुलग्नक के अनुसार पिछड़े वर्गों से नवीनतम व्यक्तियों के निष्कासन के लिए निम्नलिखित मानदण्ड विनिर्दिष्ट करते हैं।

अनुलग्नक

क्रम संख्या	वर्गों का वर्णन	जिसे निष्कासन के नियम लागू होंगे
1	2	3
1.	सांविधानिक पद/सांविधानिक व्यक्तित्व	निम्नलिखित के पुत्र(सौ) तथा पुत्री(पुत्रियाँ)- (क) भारत के राष्ट्रपति; (ख) भारत के उप-राष्ट्रपति; (ग) सशस्त्र सेना आयोग और राज्य लोक सेवा आयोग के अध्यक्ष तथा सदस्य; (घ) मुख्य निर्वाचन आयोग और भारत का निष्पक्ष महालेखापरीक्षक; (ङ) इसी किस्म के सांविधानिक पदों को धारण करने वाले व्यक्ति; (च) संसद सदस्य या विधान सभा सदस्य.

(3891)

HARYANA GOVERNMENT

WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification

The 17th November, 2021

No. 491-SW(1)-2021.— In exercise of the powers conferred under clause (d) of Section 2 and Sub-section (2) of Section 5 of the Haryana Backward Classes (Reservation in Services and Admission in Educational Institutions) Act, 2016 (15 of 2016), and in supersession of the Haryana Government, Welfare of Scheduled Castes and Backward Classes Department, notification No. 808-SW(1), dated the 17th August, 2016 and the Haryana Government, Welfare of Scheduled Castes and Backward Classes Department, notification No. 1282-SW(1), dated the 28th August, 2018, the Governor of Haryana hereby specifies the following criteria for exclusion of persons within the Backward Classes as Creamy Layer as per Annexure appended hereto.

Annexure

DESCRIPTION OF CATEGORY		TO WHOM RULE OF EXCLUSION SHALL APPLY
1	2	3
I.	Constitutional Posts/Constitutional Personalities	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 Commissioner; Comptroller & Auditor General of India; (e) Persons holding Constitutional positions of like nature. (f) Member of Parliament or Member of Legislative Assembly.
II.	Service Category	Son(s) and daughter(s) of
	A. Group A and Group B/ Class I and II officers of the All India, Central and State Services.	(a) Parents, either or both of whom is or are a Class-I officer (Group A Officer) or Class II officer (Group B Officer);
	B. Employees in Public Sector Undertakings etc.	The criteria enumerated in A above in this Category shall apply <i>mutatis mutandis</i> to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organizations, Universities, etc. Pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category V below shall apply to the officers in these Institutions.
III.	Armed Forces including Para Military Forces (Persons holding civil posts are not included)	Son(s) and daughter(s) of Parents either or both of whom is or are in the rank of Major or above in the Army or to equivalent posts in the Navy or the Air Force or the Para Military Forces.
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 the land permissible under the Haryana ceiling on land Holdings Act, 1972 (26 of 1972).

क्रम संख्या	प्रवर्ग का वर्णन	जिसे निष्कासन के नियम लागू होंगे
1	2	3
II.	सेवा के प्रवर्ग— (क) अखिल भारतीय, केन्द्रीय तथा राज्य सेवाओं के पुनः क और पुनः ख/श्रेणी-1 और II अधिकारी; (ख) सार्वजनिक क्षेत्र उपक्रम इत्यादि के कर्मचारी.	निम्नलिखित के पुत्र(जो) तथा पुत्री (पुत्रियाँ)— (क) माता-पिता में से एक या दोनों श्रेणी-1 अधिकारी (पुनः क अधिकारी) अथवा श्रेणी-1 अधिकारी (पुनः ख अधिकारी) है अथवा है. इस प्रवर्ग में ऊपर क में संगणित मानवण्ड, सार्वजनिक क्षेत्र उपक्रमों, बैंकों, बीमा संगठनों में समकक्ष या समतुल्य पदों को धारण करने वाले अधिकारियों को यथा आवश्यक परिवर्तन सहित लागू होगा। इन संस्थाओं में समकक्ष या समतुल्य आधारीत पदों का लम्बित मूल्यांकन, नीचे प्रवर्ग V में विनिर्दिष्ट मानवण्ड, इन संस्थाओं के अधिकारियों को लागू होगा।
III.	सशस्त्र बल तथा अर्ध सैनिक बल (सिविल पदों को धारण करने वाले व्यक्ति शामिल नहीं हैं)	उन माता-पिताओं के पुत्र(जो) तथा पुत्री (पुत्रियाँ) जिनमें से एक या दोनों सेना में नेजर या उससे उच्च पद पर अथवा जल सेना या वायु सेना अर्ध-सैनिक बलों में समकक्ष पद पर है अथवा है.
IV.	सम्पत्ति स्वामी कृषि जोत	किसी परिवार (पिता-माता और अल्पवयस्क बालक) से सम्बन्धित व्यक्तियों के पुत्र(जो) और पुत्री (पुत्रियाँ) जिनके स्वामित्व में हरियाणा भूमि-जोत की अधिकतम सीमा अधिनियम, 1972 (1972 का 26) के अर्धीन अनुज्ञेय भूमि से अधिक भूमि का स्वामित्व है.
V.	आय मापवण्ड/सम्पदा मापवण्ड	छह लाख या उससे अधिक की सकल वार्षिक आय रखने वाले अथवा अन्तिम तीन निरन्तर वर्षों की अवधि के लिए एक करोड़ रुपये से अधिक की सम्पदा रखने वाले माता-पिताओं के पुत्र(जो) और पुत्री (पुत्रियाँ) व्याख्या— सभी चोर्तों से प्राप्त आय को सकल वार्षिक आय की गणना करने के लिए जोड़ा जाएगा।

घण्टीगढ़,
दिनांक 17 नवम्बर, 2021.

विनीत गर्ग,
प्रधान सचिव, हरियाणा सरकार,
अनुसूचित जातियों तथा पिछले वर्ग कल्याण विभाग।

DESCRIPTION OF CATEGORY		TO WHOM RULE OF EXCLUSION SHALL APPLY
1	2	3
V.	Income Test / Wealth Test	Son(s) and daughter(s) of parents Having gross annual income of Rs. 6 lakhs or above. OR Possessing wealth above Rs. 1 Crore for a period of last three consecutive years. Explanation: Income from all sources shall be clubbed to arrive at the gross annual income.

Chandigarh:
The 17th November, 2021.

VINEET GARG,
Principal Secretary to Government Haryana,
Welfare of Scheduled Castes and Backward Classes Department.

ANNEXURE -V

CERTIFICATE FOR DECEASED OR DISABLED OR DISCHARGED MILITARY/ PARA-MILITARY PERSONNEL, EX-SERVICEMEN OR EX-PERSONNEL OF PARA-MILITARY 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 –VIII-A

HARYANA GOVERNMENT DEPRIVED SCHEDULED CASTES CETIFICATE

This is to certify that Mr./Mrs.....
son/daughter/o.Sh.....
resident of.....The.....District.....of the Haryana state belongs to
the.....caste which is recognized as Scheduled Castes under the Constitution
(Scheduled Castes) order 1950 and this caste has been declared as Deprived Scheduled
Caste by the Government of Haryana vide Gazzette Notification No. Leg./15/2020
dated 15.05.2020.

This certificate is being issued to him/her on the basis of verification of
Naib Tehsildar/ Tehsildar.

Signature.....

Name

Dated:.....

Rubber Stamp of Naib Tehsildar/ Tehsildar

Place:.....

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/ PARA-MILITARY FORCES

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 Fees Waiver scheme (TFW)

(Extract from Approval Process Handbook 2023-24 of AICTE)

12			Tuition Fees 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 supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 50% of "Approved Intake" are filled up in last Academic year.
		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.8.00 Lakhs from all sources shall only be eligible for seats under this scheme
		b	The Waiver is limited to the tuition fees as approved by the State Level Fees Committee for self-financing Institutions and by the Government for the Government and Government Aided Institutions. All other fees 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 shall be available only to such Course(s) in an Institution, where a minimum of 50% of "Approved Intake" are filled up in last Academic year.
		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:

ANNEXURE –XX

Government of Haryana
(Name & Address of the authority issuing the certificate)
(ECONOMICALLY WEAKER SECTIONS)
EWS INCOME AND ASSET CERTIFICATE

Certificate No..... Date.....

VALID FOR THE YEAR.....

This is to certify that Shri/Smt. /Kumari..... son/daughter/wife ofis
permanent resident ofvillage/street.....post Office ,
DistrictPin Codewhose photograph is affixed below and attested below **
is below Rs.6Lakh (Rupees Six Lakh only) for the financial year.....

It is further certified that his/her family does not own or possess any of the following assest***

- I. 5 acres of agriculture land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
 - V. Total immovable assets owned are valued at Rs. One Crore or more.
2. Shri/Smt./Kumari.....belong to the
.....caste, which is not recognized as a Scheduled Caste,
Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office

Name

Designation

Recent
Passport size
attested
photograph of
the applicant

*Note1: Income means income from all sources i.e. salary, business, profession etc.

**Note2: The term ‘Family’ for this purpose will include the person, who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age 18 years.

***Note3: The property held by a ‘Family’ in different locations or different places/cities are to be clubbed while applying the land or property holding test to determine EWS status.

ANNEXURE –XXI

HARYANA GOVERNMENT
WOMEN & CHILD DEVELOPMENT DEPARTMENT
Notification

The 20th July 2021

No. 111 SW(3). The Governor of Haryana is pleased to frame "HARIHAR" (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) Policy for providing Educational, Financial and Employment benefits to the Abandoned and Surrendered Children who have completed the age of 18 years from the Child Care Institutions of the State and were abandoned before the age of 5 years or surrendered before the age of 1 year.

This Policy shall come into effect from the date of issue of the notification and will substitute earlier 'Jyotirgamaya' Policy notified vide no. 449-SW (3) dated 30.05.2013.

Objectives:

1. To provide Free School and Higher Education including Technical Education, Skill Development & Industrial Training and After Care Stay, Rehabilitation and Financial Assistance upto the age of 25 years or marriage whichever is earlier to the Abandoned and Surrendered Children who were admitted to Child Care Institutions before the age of 05 years (as Abandoned) and before the age of 01 year (as Surrendered), who have completed the age of 18 years while living in Child Care Institutions and have obtained admission in such courses. One-time interest free loan for purchase of a house in Haryana State at the time of marriage will also be granted to the beneficiaries covered under this policy.
2. To provide Jobs on compassionate ground and Economically Weaker Section (EWS) status to Abandoned and Surrendered Children, who were admitted to Child Care Institutions before the age of 05 years (as Abandoned) and before the age of 01 year (as Surrendered) and who have completed the age of 18 years in Child Care Institutions, upto the age of 25 years, and who possess the required qualification.

Definitions under the Policy:

1. **Abandoned:** Abandoned under this Policy means a child found abandoned whose parents, guardians, relatives could not be traced despite making due inquiry and admitted to the Child Care Institution before the age of 5 years and declared abandoned by the Child Welfare Committee (as per Juvenile Justice

- Act, 2000/2015) or as per the rules prevailing at that time and has completed the age of 18 years while living in Child Care Institutions.
2. **Aftercare:** Aftercare means making provision of support including financial assistance, boarding, lodging and training etc. to the Abandoned and Surrendered Children who were admitted to Child Care Institutions before the age of 05 years (as Abandoned) and before the age of 01 year (as Surrendered) and who have completed the age of 18 years in the Child Care Institution but have not completed the age of 25 years and have not been married.
 3. **Child Care Institutions:** Child Care Institutions means Children Homes and Specialized Adoption Agencies established or maintained, in every district or group of districts, by the State Government, either by itself, or through a voluntary or non-governmental organization, and are registered as such under Juvenile Justice Act, 2015.
 4. **Child Welfare Committee:** Child Welfare Committee means a committee constituted by the State Government under the Juvenile Justice Act, 2000/2015 to deal with Children in need of Care and Protection.
 5. **District Approval Committee:** District Approval Committee means the committee headed by Deputy Commissioner that will consist of Additional Deputy Commissioner, Superintendent of Police, Chairperson of Child Welfare Committee, District Programme Officer, District Social Welfare Officer and District Child Protection Officer.
 6. **Guardian:** Guardian in relation to a child means his natural guardian or any other person having, in the opinion of the Child Welfare Committee or, the Juvenile Justice Board, the actual charge of the child, and recognized by the Committee or, the Board as a guardian in the course of proceedings.
 7. **Surrendered child:** Surrendered child under this policy means a child who is relinquished by the parents or guardian to the Child Welfare Committee, on account of physical, emotional and social factors beyond their control and admitted to the Child Care Institution before the age of 01 year and declared as surrendered by the Child Welfare Committee after due inquiry (as per Juvenile Justice Act, 2000/2015) or as per the rules prevailing at that time and has completed the age of 18 years while living in Child Care Institutions.

Benefits & Eligibility under the Policy

1. Free School and Higher Education including Technical Education, Skill Development & Industrial Training and After Care Rehabilitation and Financial Assistance:

Abandoned and Surrendered Children upto the age of 25 years who were admitted to the Child Care Institutions before the age of 05 years (as Abandoned) and before the age of 01 year (as Surrendered) and have completed the age of 18 years while living in Child Care Institution will be provided Free School and Higher Education including Technical Education, Skill Development & Industrial Training along with hostel facilities in Government and Government-Aided Institutions and will be offered After Care stay and rehabilitation. In case an Abandoned and Surrendered beneficiary in After Care gets job on compassionate ground, his/her salary will be deposited in a Fixed Deposit account and withdrawal will be allowed after attaining the age of 25 years or marriage or opting out of After Care whichever is earlier by such beneficiary. Such person will get upto 20% salary as advance from his/her own monthly salary per month for his/her living expenses and will not be eligible for financial assistance. Those persons in After Care, who have not been appointed in a Job, will receive financial assistance for their rehabilitation equivalent to the Social Security Pension (Disability Pension) of the Social Justice and Empowerment Department as notified from time to time by the State Government. One-time interest free loan from Nationalized Bank for purchase of a house in Haryana State will also be provided to the beneficiaries who are covered under this policy at the time of marriage. Suitable notification will be issued by the School Education, Higher Education, Technical Education, Skill Development & Industrial Training and Women & Child Development departments for implementation of these provisions for Free Education and Financial Assistance.

2. Jobs on compassionate ground and Economically Weaker Section (EWS) Status:

Abandoned and Surrendered Children upto the age of 25 years who were admitted to the Child Care Institutions before the age of 05 years (as Abandoned) and before the age of 01 year (as Surrendered) and have completed the age of 18 years while living in the Child Care Institutions and who fulfill the basic educational qualification are proposed for jobs on compassionate grounds in group "C" and

"D" category and the Status of Economically Weaker Section (EWS) under Haryana Government, after recommendation by the District Approval Committee chaired by Deputy Commissioner. The beneficiary can avail the benefit of EWS status and Jobs on compassionate ground only once. Necessary notification about this will be issued by the Chief Secretary, General Administration Department, Haryana.

The Procedure for availing these benefits will be as under: -

1. Deputy Commissioner will be the Patron for Abandoned and Surrendered Children/Person under this Policy who were admitted in Child Care Institution before the age of 05 years (as Abandoned) and before the age of 01 year (as Surrendered) and will be responsible for ensuring their Aftercare and Rehabilitation upto the age of 25 years. The Deputy Commissioner will make necessary arrangements for boarding, lodging and other facilities under Aftercare in the concerned district in any Educational Hostel/Government Guest House/any other suitable institution for these beneficiaries. Further, he shall act as a Guardian of such children and may perform their wedding rituals (*Kanyadaan*) in case of marriage of the beneficiaries.
2. Cases of Abandoned and Surrendered Children who are eligible for benefits under the Policy and having requisite qualification living in Child Care Institutions, will be put-up by the concerned In-charge of the Child Care Institution to District Child Protection Unit alongwith an undertaking that all eligible cases have been taken up. It will be the responsibility of the District Programme Officer to ensure this.
3. In case of any Abandoned and Surrendered Children who have completed the age of 18 years and are eligible for benefit under this Policy and presently living outside the Child Care Institutions may directly apply to the concerned District Programme Officer in the district where his/her Child Care Institution was located alongwith the relevant details including proof of residence in a Child Care Institution, educational qualification, domicile certificate etc. District Programme Officer will conduct the inquiry and verification of their cases with the assistance of Police and other agencies as required.
4. The Cases of eligible Abandoned and Surrendered Children who have completed the age of 18 years under this Policy will be submitted to the District Approval Committee by the concerned District Programme Officer and District Child

Protection Officer after proper scrutiny of the records. A Certificate of being Abandoned or Surrendered will be issued to the beneficiary by the concerned District Programme Officer after approval by the District Approval Committee for availing benefits under this Policy.

5. The Cases of Abandoned and Surrendered beneficiaries found eligible under this Policy for jobs will be recommended by District Approval Committee to the Women and Child Development Department, who will further send their cases to the Chief Secretary, General Administration Department for implementation. Ineligible cases will be rejected with valid reasons.
6. The District Approval Committee will maintain detailed proceedings of scrutiny as well as whole record of proposed Abandoned and Surrendered Children under this Policy and its decision with reasons.
7. In case of any complaints or grievances in connection with according status of Abandoned, Surrendered Children under this Policy the Appellate Authority will be a committee chaired by Administrative Secretary, Women and Child Development Department consisting of Director General, Joint Director Administration, Joint Director ICPS and Assistant District Attorney of the Department.
8. The job on compassionate grounds for the abandoned and surrendered beneficiaries under this policy and its notification under EWS category will be implemented by the General Administration Department and will be monitored by Women & Child Development Department.
9. The Benefit of Free School and Higher Education including Technical Education, Skill Development and Industrial Training for Abandoned and Surrendered beneficiaries under this Policy will be provided by the concerned Departments of School Education, Higher Education, Technical Education and Skill Development and Industrial Training by issuing Notifications/Rules. The benefits of After Care and interest free loan will be provided by Women and Child Development Department.

Dated Chandigarh,
the 20th July 2021

RAKESH GUPTA, IAS
Commissioner & Secretary to Govt. Haryana,
Women & Child Development Department

Endst. No. SW(3) Dated:

A copy of the above is forwarded to the Chief Secretary to Government Haryana for kind information and further necessary action.

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Special Secretary
for Commissioner & Secretary to Government Haryana
Women & Child Development Department, Haryana

Endst. No. 111 SW(3) Dated: 22.07.2021

A copy of the above is forwarded to the following for kind information and further necessary action: -

1. Additional Chief Secretary to Govt. Haryana, School Education Department.
2. Additional Chief Secretary to Govt. Haryana, Skill Development and Industrial Training Department.
3. Principal Secretary to Govt. Haryana, Higher Education Department, Haryana.
4. Principal Secretary to Govt. Haryana, Technical Education Department.
5. Principal Secretary to Govt. Haryana, Social Justice and Empowerment Department.
6. All Head of the Department's in State of Haryana.
7. Chairperson, Haryana State Commission for Protection of Child Rights.
8. All Deputy Commissioner's in the State of Haryana.
9. All Additional Deputy Commissioner's in the State of Haryana.
10. All Superintendent's of Police in the State of Haryana.
11. All Chairpersons, Child Welfare Committee's in the State of Haryana.
12. All District Programme Officer's in the State of Haryana.
13. All District Social Welfare Officer's in the State of Haryana.
14. All District Child Protection Officer's in the State of Haryana.

Special Secretary
for Commissioner & Secretary to Government Haryana
Women & Child Development Department, Haryana

Endst. No. SW(3) Dated:

A copy of the above is forwarded to the Controller, Printing & Stationery Department, Haryana, Chandigarh with the request to publish the notification in Extra-Ordinary Gazette of Haryana Government.

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Special Secretary
for Commissioner & Secretary to Government Haryana
Women & Child Development Department, Haryana