



DIRECTORATE OF TECHNICAL EDUCATION, HARYANA

2020

DIPLOMA PROSPECTUS




 **DIPLOMA ENGINEERING**

 **DIPLOMA PHARMACY**

 **DIPLOMA ENGINEERING - LATERAL ENTRY**

HARYANA STATE TECHNICAL EDUCATION SOCIETY
BAYS NO. 7-12, SECTOR 4, PANCHKULA,
HARYANA

 HSTES.ORG.IN

 1800-137-3735

 ONLINEADMISSIONHELP@GMAIL.COM



Chief Minister,
Haryana, Chandigarh

Message

I am very pleased to know that the Haryana State Technical Education Society is publishing an Admission Brochure for various courses in the Technical Education Institutions of Haryana for the academic session 2020-21 in the Technical Education.

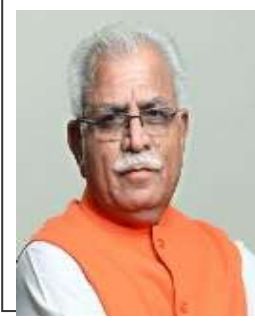
Technical Education is critical in harnessing the energies of our youth in the nation building. In the knowledge-based economies its role is becoming even more significant. Our Technical Education Department is continuously upgrading and updating courses and curriculum as per the requirement of the Industry.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

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

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

I hope the aspirant will find this brochure useful, which includes all relevant information regarding admissions, fee and various motivational schemes of the Government for the academic session 2020-21. I wish you success all your ventures and look forward to your support in building a stronger, modern and developed Haryana.

(Manohar Lal)



मुख्यमंत्री, हरियाणा
चण्डीगढ़

संदेश

मुझे यह जानकर अत्यन्त प्रसन्नता हुई कि हरियाणा राज्य तकनीकी शिक्षा सोसायटी शैक्षणिक सत्र 2020-21 के लिए हरियाणा के तकनीकी शिक्षा संस्थानों में विभिन्न पाठ्यक्रमों के लिए एक दाखिला ब्रोशर प्रकाशित कर रही है।

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

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

हमारा सपना है कि हमारे युवा कुशल एवं आत्मनिर्भर हों, उनमें उद्यमशीलता के गुण हों और देश-विदेश में उनके लिए आजीविका के अपार अवसर उपलब्ध हों।

मुझे आशा है, कि विद्यार्थी इस ब्रोशर को लाभकारी पाएंगे, जिसमें शैक्षणिक सत्र 2020-21 के लिए दाखिलो, फीस और सरकार की विभिन्न प्रेरक योजनाओं के बारे में सभी प्रासंगिक जानकारी शामिल है। मैं दाखिला ब्रोशर के सफल प्रकाशन के लिए अपनी शुभकामना देता हूँ और आशा करता हूँ कि एक मजबूत, आधुनिक और विकसित हरियाणा के निर्माण में आप अपना पूर्ण सहयोग देंगे।

(मनोहर लाल)



Technical Education
Minister, Haryana,
Chandigarh

Message

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

Haryana is the first State in the country to introduce “Online off campus” counseling. Technical Education Department is taking many initiatives to improve the quality of technical education and to enhance the employability of every diploma/ degree holder. The information provided in this brochure will help and guide the aspiring candidates to seek admission in the branches of engineering/ non-engineering of their choice for the academic session 2020-21.

I am happy that Technical Education Department is implementing upgraded and updated AICTE modal curriculum as per the requirement of the industry to make the students capable enough to interface with skill, scale and speed as per the requirement of the industry to meet the global competition. I wish all the students a very bright future.

(Anil Vij)



तकनीकी शिक्षा मंत्री,
हरियाणा, चण्डीगढ़

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 देश के औद्योगिक, बुनियादी ढांचे एवं अर्थव्यवस्था के विकास की धुरी है। तकनीकी शिक्षा विभाग का मुख्य उद्देश्य राज्य में तकनीकी शिक्षा की गुणवत्ता को उन्नत करके मानव संसाधन प्रदान करना है।

हरियाणा 'ऑन लाईन ऑफ कैंपस काउंसलिंग' आरंभ करने वाला देश का पहला राज्य है। तकनीकी शिक्षा विभाग द्वारा तकनीकी शिक्षा की गुणवत्ता को बढ़ाने के लिए एवं सभी डिप्लोमा/ डिग्री धारकों को रोजगार प्राप्ति के अवसरों में वृद्धि के लिए अनेक कदम उठाए जा रहे हैं। इस प्रवेश पुस्तिका में शैक्षणिक सत्र 2020-21 हेतु दी गई सूचना इच्छुक उम्मीदवारों को अपनी पसंद के इंजीनियरिंग/गैर-इंजीनियरिंग कोर्सों में प्रवेश लेने में सहायता एवं मार्गदर्शन करेगी।

मुझे खुशी है कि तकनीकी शिक्षा विभाग उद्योग 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 मानदंडों अनुसार पर्याप्त सक्षम बने। मैं सभी छात्रों के उज्ज्वल भविष्य की कामना करता हूँ।

(अनिल विज)

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ABBREVIATIONS AND TERMS USED

- i. "AICTE" means "All India Council for Technical Education."
- ii. "CBSE" means "Central Board of Secondary Education".
- iii. "MHRD" means "Ministry of Human Resource Development, Government of India".
- iv. "State Government" means "Government of Haryana".
- v. "NIC" means "National Informatics Centre".
- vi. "Department" means "Department of Technical Education, Haryana."
- vii. "HSBTE" means "Haryana State Board of Technical Education (Affiliating Board)".
- viii. "HSTES" means "Haryana State Technical Education Society, Panchkula"
- ix. "SFC" means "State Fee Committee".
- x. "Qualifying Examination": For Qualifying Examination, refer to **Chapter No.3**.
- xi. "ITI holder" means "A candidate possessing two years duration certificate course in Industrial Training Institute affiliated with relevant authority".
- xii. "AIO" means "All India Open Category".
- xiii. "HOGC" means "Haryana Open General Category".
- xiv. "SC" means "Scheduled Caste of Haryana."
- xv. "BCA" means "Backward Class Block 'A' " of Haryana.
- xvi. "BCB" means "Backward Class Block 'B' " of Haryana.
- xvii. "ESM" means "Ex-Servicemen and their Wards" of Haryana.
- xviii. "FF" means "Freedom Fighters" of Haryana.
- xix. "PH" means "Physically Handicapped" of Haryana.
- xx. "KM" means "Kashmiri Migrants".
- xxi. "HGST" means "Haryana Government School Topper".
- xxii. "TFW" scheme means "Tuition Fee Waiver scheme" of AICTE.
- xxiii. "EWSs" means "Economically Weaker Sections".
- xxiv. "SDB" means "Shivalik Development Board".
- xxv. "MAR" means "Mewat Area Residents"
- xxvi. "NRI's Seats" means "the seats meant for Non-Resident Indians and their children or wards."
- xxvii. "E-challan" means " On-Line generated Fee Deposition Form (Bank's copy and Candidate's copy)"
- xxviii. "Application Fee" for Diploma Engg. including HGST, KM, MAR, SDB, TFW Categories, Diploma Engg. Lateral Entry including TFW Category and Diploma Pharmacy including MAR Category Rs. 500/- for General Category and Rs. 200/- for All Reserved Categories. (SC/ BC/ PH/ FF/ ESM/ KM/ EWSs/ HGST/ Girls).
- xxix. "Counseling Fee" Rs. 500/- for all categories.
- xxx. "Intake" means "Sanctioned Intake".
- xxxi. "PI" means the 'Participating Institutes' and 'AI' means the Allotted Institute for the purpose of counseling and reporting by the candidate.
- xxxii. "Allotted Seat" means seat allotted by NIC server.
- xxxiii. "Reported seat" means allotted seat confirmed after physical reporting at the allotted institute.
- xxxiv. "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.
- xxxv. "First Division" means "60% and above"
- xxxvi. "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 interalia 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 192 institutions (37 Govt. + 4 Govt. Aided + 151 Self Financing) in the State which have been approved by AICTE and affiliated to HSBTE (**Appendix-IV**). These polytechnics are offering Diploma Courses in various disciplines of Engineering & Technology, Architecture, Business Management, Finance Account & Auditing, Hotel Management, Library & Information Science, Office Management & Computer Applications, Pharmacy, Para Medicals etc.

PLACEMENT

- Placement Cell in all Govt./ Govt. Aided Polytechnics.
- Effective Institution Industrial linkages through IIIC.
- Constitution of Institution Management Committees with participation from Industries.
- 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 Institutions/Polytechnics of Haryana.
- No tuition fee is charged from girls admitted in Govt. / Govt. Aided Polytechnics.
- Reimbursement of tuition fee to the SC Students.
- Auxilliary academic support in the form of remedial classes.
- Benefits to the Haryana Govt. School Toppers (HGST) in admissions.
- Benefits to Economically Weaker Section in admissions through Tution Fee Waiver (TFW) scheme of AICTE.

Chapter-2

IMPORTANT INFORMATION

1. The Diploma Prospectus is for admission to all Diploma Courses i.e. Diploma Engg., Diploma Engg. Lateral Entry and Diploma Pharmacy for the Academic Year 2020-21. 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 2020-21 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 2020-21, 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 and EWSs category** shall be made on the basis of inter-se-merit prepared on the basis of **%age of qualifying examination**.
4. **The decision regarding admissions of management quota seats and leftover/ unfilled seats through manual counseling will be hosted on the HSTES website according to the situation of COVID-19 and as decided by the competent authority in the month of August, 2020.** (The private unaided institutions shall make admission against management quota seats (25% of the sanctioned seats including 15% seats for Children/ Wards of NRI's) after online centralized counseling(s) at their own level. The private institutions can also fill any unfilled seats out of 75% seats at their own level. For making admission (against management quota seats and unfilled seats out of 75% seats) following procedure shall be followed in a fair and transparent manner:
Diploma Engg., Diploma Pharmacy & Diploma Engg. Lateral Entry Courses: The management quota seats shall be filled on the basis of Inter-se-Merit/ Rank of qualifying examination).
5. There is no printed application form available/ acceptable. Further, applications for admission in **all Diploma Courses (including categories) shall be invited online at www.onlinetesthry.gov.in** as per "Key Dates" given in **Appendix-I**.
 - The candidates have to fill the particulars online and also upload their coloured photograph (JPG File Max. 30KB Size) and signature (JPG File Max. 20KB Size).
 - The particulars of the candidate in the application form must exactly be the same as registered in the qualifying examination.
 - The candidates are advised to clearly opt the course i.e. Diploma Engg./ Diploma Engg. Lateral Entry/ Diploma Pharmacy and category i.e. HGST/ KM/ MAR/ SDB/ TFW/ EWSs.
 - The candidates should note down the unique application number which will be generated as the candidate submits online application form. The unique application number will be required for future communication. The candidate should keep a copy of application form for his/ her record.
 - 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 and EWSs category shall upload the DMC of the qualifying exam etc. for Verification & Confirmation of Online Filled Application Form by the designated centers for doing the verification online as per the notified schedule and instructions **(for details Refer C-A of Chapter-5)**.
 - Candidates applying for **Diploma Engg. Lateral Entry** including TFW and EWS categories shall upload the DMC of 10th 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 for doing the verification online 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 application fee either online or through E-challan before the display of merit because the merit will be displayed for those candidates only whose application fees has been deposited.
- 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. 18001373735 before the last date of closing of application form.

6. The Application Fee shall be deposited by the candidate either Online (Debit Card/ Credit Card/ Net Banking) or through E-challan (generated while filling-up of Online Application Form) in any branch of the following Designated Banks:

- I. Axis Bank
- II. Punjab National Bank

Note:

- The applicable fee shall be accepted on next working day of generation of the E-challan.
- The candidate must deposit Application Fee in the selected bank **upto last date of fee deposit** as per "**Key Dates**" given in **Appendix-I**.
- The Application Fee once paid will not be refunded (full or partial) under any circumstances.
- **Application Fee : Rs. 500/- for General Category
Rs. 200/- for All Reserved Categories
(SC/BC/PH/FF/ESM/KM/EWSs/HGST/Girls)**

7. The candidates shall register online at www.techadmissionshry.gov.in for participating in counseling (choice filling and seat allotment) after deposit of the counseling fee (Rs. 500/- for all categories) either Online (Debit Card/ Credit Card/ Net Banking) or through E-challan in any branch of the Designated Banks (Axis or PNB) as per Key Dates given in **Appendix-I**. Candidates are advised to check status of counseling fee deposited under the "**Payment Status**" link on www.techadmissionshry.gov.in. The Counseling Fee once paid shall not be refunded (full or partial) under any circumstances. For detailed information regarding counseling procedure please refer **Chapter-6**.

Note:

- Candidates are advised to register for Online Counseling and fill choices **from their own home 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.
- A candidate shall be allowed to change his/ her registration details on the counseling website as and when required before last date for filling of choices during particular counseling period. **In case any candidate changes registration details after submission of choices, but before locking, all choices filled earlier will be initialized and all choices will be required to be filled in again within that counseling period.**
- Locking of submitted choices is advisable. However, last filled choices would be considered as final if not locked by the candidate.

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

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

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

The decision regarding admissions of management quota seats and leftover/ unfilled seats through manual counseling will be hosted on the HSTES website according to the situation of COVID-19 and as decided by the competent authority in the month of August, 2020.

9. 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.
10. After declaration of the result of first counseling, the candidate shall report in the allotted institute for admission against the allotted seat alongwith all requisite documents/ certificates/ testimonials, photograph as per instructions of **Chapter-7** and password, as per schedule mentioned in the provisional seat allotment letter generated from the website. The candidates are allowed to deposit the self attested certificates at the time of reporting for admission. The candidate shall deposit one semester fee in the allotted institute. On verification of credentials and deposition of the admission fee the details of the candidate shall be updated on HSTES website by the institute. The candidate **MUST** get the **Provisional Admission Slip** from the allotted institute dully signed by the admission coordinator of the institute and the candidate himself/ herself.
11. It has been decided that the candidate who want to avail the benefit of scholarship or any other Govt. beneficiary schemes may submit the Aadhaar Number (or Enrolment No.) at the time of filling the online registration form.
12. **Admission Data Management Fee (Rs. 200/- per admission) shall be charged one time by HSTES in respect of all admissions (Centralized Admissions and Institute Level Management Quota Admissions) in Self Financing Institutions including un-aided branches of Aided Institutions from the academic session 2016-17. The said Fee be charged from the admitted students by the concerned institute and be credited/ deposited in HSTES account.**
13. To participate in 2nd and subsequent counselings, candidates will have to fill the choices again in the order of priority on the counseling website **www.techadmissionshry.gov.in** without depositing further, counseling fee. In case seat is allotted in 2nd or subsequent counseling, the earlier allotted/ reported seat will be **cancelled automatically** and the candidate will have to report again in the institute allotted in 2nd or subsequent counseling. Thus candidates are advised to fill the choices in order of priority only to upgrade. The candidates who wish to retain the reported seat are advised not to opt for subsequent counselings. However, if at all, the candidate participates in the 2nd Counseling and after filling the choices he/ 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 and **MUST** get the **Provisional Admission Slip**).
14. Fulfilling eligibility for Diploma Engg./ Diploma Engg. Lateral Entry/ Diploma Pharmacy courses w.r.t. qualification shall be proved by the candidate during reporting at allotted institute. A candidate may not be eligible on the 1st day of counseling but may be eligible on subsequent days of counseling due to the reasons, whatsoever. The candidate may seek admission at his/ her own risk and cost and if he/ she is found ineligible at the time of reporting, his/ her admission shall be cancelled for which he/ she shall have no claim, whatsoever.
15. 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.
16. If a candidate is admitted on the basis of the information submitted by him/ her, which is found to be incorrect or false later on, his/ her admission shall be cancelled and all fees and other dues paid by him/her shall be forfeited. The HSTES/ institute may also take further action, as deemed fit, against

the candidate and his/ her guardian in accordance with law.

17. The Principal of the concerned Polytechnic/ Institute shall satisfy himself/ herself regarding the authenticity of all certificates submitted by the candidates for the purpose of their admission in the Polytechnic and shall be verified by the institution from the issuing authority. Principal should also ascertain the identity of the candidate by verifying his photo from photo available at **www.onlinetesthry.gov.in, www.hstes.org.in**. The Principal of the Polytechnic shall be held responsible for any ineligible admission made in the Polytechnic.
18. If the Principal of the Polytechnic/ Institute is not satisfied with the character, past behavior or antecedents of a candidate, in such case the admission to the candidate may be denied in the Polytechnic to maintain academic ambiance of the institution.
19. Under no circumstances the original certificates of the candidate should be retained by the institute. The candidate seeking admission will submit 2 sets of his documents alongwith 2 latest coloured photograph/ certificates/ testimonials duly self attested, at the time of reporting in the institute. The Principal of the Institute will authenticate and verify these documents/ certificates/ testimonials after comparing these from the originals and the originals will be returned to the candidate. One set of these documents/ certificates/ testimonials thus authenticated by the institute shall be deposited in HSBTE, for the purpose of registration, for which no original certificate shall be demanded. Anyhow, if HSBTE, so desires, the original certificates from the candidate can be demanded through the institute in which he/ she is admitted.
20. 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.
21. The fee structure of various self financing technical institutions is available at **Appendix-V** and on website **www.techeduhry.gov.in**. Candidates are advised in their own interest to see the fee structure of institutes on the website **www.techeduhry.gov.in** before filling the choices of branches and institutes, during online counselings.
22. The result of all institutions for December, 2019 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.
23. For the guidance of candidates, Institute-wise, branch-wise first and last ranks of admission status of the previous session 2019-20 is available on counseling website **www.techadmissionshry.gov.in**
24. **Internal sliding (change in branch) is not allowed by any Govt./ Govt. Aided/ Self Financing Polytechnic after counselings.**
25. For **refund** of semester/ admission fee deposited in the institute, in case of admission cancellation, candidate has to give application for refund to the concerned institute well within time and get a receipt of the same from them. In case, Institute doesn't provide the same, the Refund Intimation can also be given to HSTES before *last cut-off date of admissions*. Remember to apply for refund in case you don't want admission in allotted institute before *last cut-off date of admissions*. The ultimate responsibility of fee refund lies with the institute. In case the institute does not refund candidate's fee, the candidate can complain to the HSTES and AICTE for further action. **(Refund direction/ Policy are issued by the AICTE, as per AICTE public notice Advt. No. AICTE/DPG/06(02)/2009)**
26. The admissions made by private institutes at their own level as per prescribed procedure will be open for supervision and monitoring of Directorate of Technical Education, Haryana, Haryana State Technical Education Society, Haryana State Board of Technical Education and State Admission Committee constituted by the State Govt. in pursuance of the judgment dated 14.08.2003 of Hon'ble Supreme Court of India in Writ Petition (Civil) No. 350 of 1993 (Islamic Academy & Anr. vs. State of Karnataka & Ors.).
27. 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 2020-21 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.

28. 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.
29. Always quote your online generated unique Application Form No./ Roll No while making correspondence regarding admission to Diploma Courses.
30. The candidates may contact any Government/ Govt.-Aided Polytechnic or HSTES at **18001373735** (Toll Free) or **onlineadmissionhelp@gmail.com** for any enquiry/ help regarding applying online, counseling etc.
31. 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.
32. The admissions in Diploma Engg. lateral Entry course for those branches whose admissions were in zero admission category due to shifting of students in previous year may not be done in the current year.
33. 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.
34. 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.
35. EWS vacant seats shall be considered for the Lateral Entry to Second Year Course with the same reservation policy for admission.
36. The institute shall submit one set of documents self attested by the admitted candidates (whose details uploaded on HSTES portal upto 20th October) 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 – Annual System in 1st year & Semester System in 2nd & 3rd year]

▶ **Eligibility**

Passed 10th Std/ SSC Examination.

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

▶ **Basis of Admissions**

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

- **Inter-se-Merit/ Rank of Qualifying Examination:** Each eligible candidate who has submitted and got his/ her Online Application Form Verified & Confirmed 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.

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

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

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

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

1. **Haryana Govt. School Toppers (HGST) Seats:** One seat in each branch in each Polytechnic is reserved for Haryana Govt. School Toppers (having minimum 2nd division and minimum strength of the class should be 5) in the current year (2020) matriculation examination.

A candidate applying for HGST category must submit the following certificates at the time of admission in the polytechnic:

- 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)
- ii. Attested copy of Mark Sheet of Qualifying Examination
- iii. Proof of deposit of Application Fee

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

A candidate applying for KM category must submit the following certificates at the time of admission in the polytechnic:

- i. Attested copy of Migration Certificate duly signed by competent authority or Relief Commissioner
- ii. Attested copy of Mark Sheet of Qualifying Examination
- iii. Proof of deposit of Application Fee

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

A candidate applying for TFW category must submit the following certificates at the time of admission in the polytechnic:

- i. Attested copy of Income Certificate of the parents from all sources from the organization where parents are working or Affidavit of Income on stamp paper from Notary (Annual income of Parents/ Guardians should be less than Rs. 8.00 lakh from all sources)
- ii. Haryana Resident Certificate (in case candidate has not passed/appeared in the qualifying examination from Haryana)
- iii. Attested copy of Mark Sheet of Qualifying Examination
- iv. Proof of deposit of Application Fee

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

A candidate applying for MAR category must submit the following certificates at the time of

admission in the polytechnic:

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

- **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 must submit the following certificates at the time of admission in the polytechnic:

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

- **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 must submit the following certificates at the time of admission in the polytechnic:

- i. Attested copy of 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)
- iii. Attested copy of Mark Sheet of Qualifying Examination
- iv. Proof of deposit of Application Fee

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. 18001373735 before the last date of closing of application form.

Important Note:

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

- **Reservation of Seats for the domicile/ residents of village Panchayat(s):** As per notification of the State Government 02 Seats per branch (within sanctioned intake) are reserved for the domicile/ residents of the village Panchayat(s) who have gifted land free of cost/ leased out by State Government on nominal lease for set up of following Government Polytechnics in the State:

- 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-cum-Multi Skill Training Centre, Dhamlawas, Distt. Rewari
- xviii. Raja Jait Singh Govt. Polytechnic, Tigaon Road Neemka, Faridabad
- xix. 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.

The reservation policy will be as follows:

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

The seats will be filled as follows:

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

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

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

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

► **Branches for Diploma Courses in the session 2019-20:**

S. No.	BRANCH	S. No.	BRANCH
1.	Animation & Multi Media Technology	21.	Information Technology
2.	Agriculture Engineering	22.	Instrumentation & Control Engineering
3.	Aircraft Maintenance Engineering	23.	Library & Information Science
4.	Architectural Assistantship	24.	Mechanical Engineering
5.	Automobile Engineering	25.	Mechanical Engineering (Tool & Die)
6.	Ceramic Engineering	26.	Mechanical Engineering (CAD/ CAM)
7.	Chemical Engineering	27.	Mechanical Engineering (Production)
8.	Chemical Engineering (Pulp & Paper)	28.	Mechanical Engineering (Automobile)
9.	Civil Engineering	29.	Medical Electronics
10.	Computer Engineering	30.	Medical Laboratory Technology
11.	Diploma in Business Management	31.	Office Management & Computer Application
12.	Diploma in Hotel Management	32.	Plastic Technology
13.	Electrical Engineering	33.	Production Engineering
14.	Electrical & Electronics Engineering	34.	Textile Design
15.	Electronics & Communication Engineering	35.	Textile Processing
16.	Fashion Design	36.	Textile Technology
17.	Fashion Designing & Garment Technology		
18.	Fashion Technology		
19.	Finance Account & Auditing		
20.	Food 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 2020-21 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 and Chemistry as compulsory subjects along with Mathematics/ Biology subject.

OR

10+2 Science (with Mathematics as one of the Subject) or 10+2 Science with Technical Vocational subject.

OR

10th + (2 years ITI) with appropriate Trade in that order shall be eligible for admission to Second Year Diploma Course(s) of appropriate Programme.

OR

NSQF level 4 will be eligible for consideration in various Diploma Engineering courses as per the compatibility of the courses.

Note:

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

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

► **Basis of Admissions**

Admission of the candidates to the Diploma lateral entry course through online off-campus counseling will be made on the basis of inter-se-merit of %age 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 Fee Waiver (TFW) Scheme:** Under Tuition Fee Waiver (TFW) Scheme of AICTE, seats up to maximum 5 percent of sanctioned intake per course shall be available in all institutions approved by AICTE. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30% of sanctioned seats in the respective courses are filled up.

A candidate applying for TFW category must submit the following certificates at the time of admission in the polytechnic:

- i. Attested copy of Income Certificate of the parents from all sources from the organization where parents are working or Affidavit of Income on stamp paper from Notary (Annual income of Parents/ Guardians should be less than Rs. 8.00 lakh from all sources)

- ii. Haryana Resident Certificate (in case candidate has not passed/appeared in the qualifying examination from Haryana)
 - iii. Attested copy of Mark Sheet of Qualifying Examination
 - iv. Proof of deposit of fee
- **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 must submit the following certificates at the time of admission in the polytechnic:
- i. Attested copy of 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)
 - iii. Attested copy of Mark Sheet of Qualifying Examination
 - iv. Proof of deposit of Application Fee

Note: Candidates, if any, simultaneously applying for Diploma Engg. Lateral Entry as per his/ her category and also for TFW quota seats they are required to participate in Online Off-campus Counseling separately after deposit of separate counseling fee at www.techadmissionshry.gov.in against the respective Roll Nos.

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. 18001373735 before the last date of closing of application form.

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

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

► **Compatibility of Polytechnic Courses with 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	Electronics Technology

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

► **General Conditions**

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

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

C. ADMISSION IN DIPLOMA PHARMACY

[Two Years Duration - Annual Course]

- ▶ **Entry qualification:** 10+2 passed 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 on the basis of inter-se-merit/ rank prepared on the basis of %age of qualifying examination through On-line Off-Campus counseling at **www.techadmissionshry.gov.in**.
 - **Inter-se-Merit/ Rank of Qualifying Examination:**
Order of merit shall be decided on the basis of percentage of aggregate marks obtained in qualifying examination in Chemistry, Physics, Biology/Mathematics and English.
 - **Tie-Breaking Criteria**
 1. In case of tie, the tie breaking criteria will be in the order of marks obtained in Chemistry, Physics, Biology/Mathematics and English.
 2. If tie, still persists senior in age will be placed at higher merit.
 3. If tie, still persists the same shall be resolved in the following order:
 - i. Resolution by name of the candidate (in English as per matriculation mark sheet) in alphabetical order i.e. candidate whose name appears first will be given better rank.
 - ii. Resolution by father's name of the candidate (in English as per matriculation mark sheet) in alphabetical order i.e. candidate whose father's name appears first will be given better rank.
 - iii. Resolution by mother's name of the candidate (in English as per matriculation mark sheet) in alphabetical order i.e. candidate whose mother's name appears first will be given better rank.
 - **Modification in marks of Qualifying Examination:**
If the marks in the qualifying examination are modified due to any reason by the respective School Education Board after declaration of Inter-se-Merit/ Rank of qualifying examination by HSTES, the same must be reported to HSTES immediately along with proof. However, the effect of the change will be taken into consideration only for the subsequent round(s) of counseling.

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

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

A candidate applying for MAR category must submit the following certificates at the time of admission in the polytechnic:

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

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

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

- 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 must submit the following certificates at the time of admission in the polytechnic:

- i. Attested copy of 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)
- iii. Attested copy of Mark Sheet of Qualifying Examination
- iv. Proof of deposit of Application Fee

Important Note:

1. Candidates, if any, simultaneously applying for admission in Diploma Pharmacy as per his/ her category and also for MAR quota seats are required to participate in Online Off-campus Counseling separately after deposit of separate counseling fee at **www.techadmissionshry.gov.in** against the respective Roll Nos.
2. 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. 18001373735 before the last date of closing of application form.

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 2020-21:

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

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

Further 3% horizontal reservation is also provided to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of general category, 1% out of Scheduled Castes and 1% from Backward Classes category for admission to the various educational institutions of the Govt. and Govt. aided/institutes located in Haryana. As far as block allocation in Block-A and Block-B of Backward Classes category is concerned, year-wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the academic year 2020, the next block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2019 and so on.

Vide Notification No. 808-SW(1) dated 17 August, 2016 and 28 August, 2020 issued by Welfare of Scheduled Castes and Backward Classes Department, Haryana, the criteria for exclusion of creamy layer within the Backward Classes as per the Schedules appended to the Act. namely Scheduled I, II & III will be as under:

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

Further, it is decided that the criteria for computing annual income as prescribed under the above notification as gross annual income shall include income from all sources. All previous notifications or instructions which provided for a different mode of computing annual income stands over-ridden."

Income certificate mentioning gross annual income after 17.08.2016 shall only be considered for availing any benefit under BC(A) and BC(B) category.

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 (2020) matriculation examination.
2. **Kashmiri Migrants (KM) Quota:** Seats upto maximum 5 percent of sanctioned intake in each branch are reserved for wards of Kashmiri Migrants in all AICTE approved institutions. These seats shall be supernumerary in nature.
3. **Tuition Fee Waiver (TFW) Scheme:** Under Tuition Fee Waiver (TFW) Scheme of AICTE, seats up to maximum 5 percent of sanctioned intake per course shall be available in all institutions approved by AICTE. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30% of sanctioned seats in the respective courses are filled up.
4. **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, Taliargang, Allahabad-U.P.** These seats along with any other seats if allotted by MHRD for Polytechnics in other state(s), are to be filled on the basis of merit of Secondary School Examination (Matriculation) or equivalent qualifying examination only by HSTES through open advertisement.

B. SPECIAL QUOTA SEATS IN DIPLOMA ENGG. LATERAL ENTRY

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

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.***)

The method of applying for seats reserved for the domicile/ residents of village Panchayat(s) at above Polytechnic is mentioned in Chapter-3.

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

Note:

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

INSTRUCTIONS FOR THE CANDIDATES CLAIMING RESERVATION FOR:

1. HARYANA RESIDENTS:

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

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 attach a copy of the certificate given at **Annexure-VIII** of this Diploma Prospectus from the competent authority, that is, Circle Revenue Officers (Tehsildar/Naib Tehsildar-cum-Executive Magistrate of the District/Sub Division) to which the candidate is a permanent resident.

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 submit and produce a certificate in the format at **Annexure-IX** of this Diploma Prospectus. An affidavit as given at **Annexure-X** is to be submitted by the parents of BC category candidate.

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 children/wards of Armed Forces Personnel/ Ex-Servicemen, **First priority in the admission shall be given to the candidate whose father died in action while in active service.** Next priority shall be given to Ex-Serviceman himself seeking admission and only the

remaining seats if any, shall be given to the children/wards of Armed Forces Personnel/Ex-Servicemen who may be either serving or may have served the army. The children/wards of Civil G.T. Cops A.S.C, who are civilian class III and IV Government servants and serve in the field under the same conditions as Military Personnel, are also entitled to the same concession as applicable to the defence personnel **Annexure-V and XVI.**

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

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

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 produce a certificate (**Annexure-XIII**) in the support of their claim from the Principal/ Headmaster of the Govt. School of which the candidate is Topper, clearly stating the strength of class and the candidate claiming HGST quota should be Topper (minimum 2nd division) in current year examination i.e. 2020 (Minimum strength of class should be 5 to become eligible for HGST).

9. TUITION FEE WAIVER SCHEME (TFW) - Not Applicable in Diploma Pharmacy

The candidate applying for Tuition Fee Waiver Category will produce the relevant Income Certificate of the parents from all sources from the organization where parents are working or Affidavit of Income on stamp paper from Notary (Annual income of Parents/Guardians should be less than Rs. 8.00 lakh from all sources).

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

Chapter-5

Procedure for Applying Online 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.onlinetesthry.gov.in as per "Key Dates" given in **Appendix-I**. List of Diploma Courses/ Categories is given below:

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

A. Instructions for Applying Online

- Before applying online, the candidate should read carefully Diploma Prospectus–2020 available at www.hstes.org.in.
- The candidate must apply before the **closing date for Submission of Online Application Form** as per "Key Dates" given in **Appendix-I**.
- The candidates have to fill the particulars online and also upload their coloured photograph (JPG File Max. 30KB Size) and signature (JPG File Max. 20KB Size).
- The particulars of the candidate in the application form must exactly be the same as registered in the qualifying examination.
- The candidates are advised to clearly opt the course i.e. Diploma Engg./ Diploma Engg. Lateral Entry/ Diploma Pharmacy and category i.e. HGST/ KM/ MAR/ SDB/ TFW/ EWSs.
- The candidates should note down the unique application number which will be generated when the candidate submits online application form. The unique application number will be required for future communication. The candidate should keep a copy of application form for his/ her record.
- Submission of duplicate application is not allowed. In case, if a candidate wants to correct/ update certain detail(s) submitted in his/ her online application form, same would be done upto the last date of verification of online application form by the verification team at the Designated Center (Govt. or Govt. Aided Polytechnic in the State). Also, the candidate may contact HSTES (on e-mail id onlineadmissionhelp@gmail.com and Toll free No. **18001373735**) for correction/ updation of certain detail(s) submitted in his/ her online application form during the specified period.
- The candidates are advised to upload the DMC of qualifying exam and DMC of 10th exam on the www.onlinetesthry.gov.in website at the time of filling of online application form.
- The verification of qualifying exam documents and DMC of 10th exam will be done online by the designated centers in coordination with HSTES due to COVID-19 situation for the session 2020-21.
- 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. **18001373735** before the last date of closing of application form.

B. Procedure for online registration

- Apply online at www.onlinetesthry.gov.in as per "Key Dates" given in **Appendix-I**
- One time portal for online registration will be open for all courses for the session 2020-21 as per the schedule mentioned in "Key Dates" given in **Appendix-I**.
- For all Diploma Courses the Application Fee is Rs.500/- for General Category and Rs.200/- for all Reserved Categories.
- Merits shall be prepared for those candidates only who will be got verified online by the Designated Centers (**List at Appendix-II**) after registration as per "Key Dates" given at **Appendix-I**.

5. Merit of Diploma Engg., Diploma Engg. Lateral Entry and Diploma Pharmacy Course will be displayed online at www.onlinetesthry.gov.in
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**.
7. For all Diploma Courses the counseling fee is Rs.500/- for all Categories.
8. The result of the counselings will be displayed online at www.techadmissionshry.gov.in as per "Key Dates" given in **Appendix-I**.

C. Instructions for Deposit of Application Fee

1. The Application Fee shall be deposited by the candidate either Online (Debit Card/ Credit Card/ Net Banking) or through E-challan (generated while filling-up of Online Application Form) in any branch of the following Designated Banks:
 - I. Axis Bank
 - II. Punjab National Bank
 The applicable fee shall be accepted on next working day of generation of the E-challan.
2. The candidate must deposit Application Fee in the selected bank **upto last date of fee deposit** as per "**Key Dates**" given in **Appendix-I**.
3. The Application Fee 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 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 Verification & Confirmation of his/ her Online Filled Application Form. The list of Designated Centers is given in **Appendix-II**. The candidates are advised to online upload the qualifying exam documents and 10th exam DMC at the time of submission of application form for online verification. Also, the candidates are advised to fill all the particulars correctly in the form.
2. After submission of Online Application Form and deposit of Application Fee, the institute shall online verify the online uploaded documents or may seek the following documents from the candidates for online verification through E-mail due to COVID-19 situation:
 - I. Mark Sheet of Qualifying Examination
 - II. Proof of Date of Birth if the same is not mentioned Mark Sheet of Qualifying Examination
 - III. Proof of Reserved Category (if any)
 - IV. Relevant Certificate in case of HGST, KM, MAR, SDB, TFW Category
 - V. Income and Asset Certificate for EWSs (**Annexure-XX**)
 - VI. Proof of deposit of Application Fee in the Designated Bank
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.
4. After successful Verification & Confirmation of Online Filled Application Form, the Designated Center shall provide system generated Verification Report online 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.onlinetesthry.gov.in & www.hstes.org.in as per Key Dates. The candidate shall participate in **Online Counseling** (Registration, Filling and Locking of Choices) according to the Key Dates.

Chapter-6

Counseling Procedure for all Diploma Courses

A PROCEDURAL STEPS FOR PARTICIPATING IN ONLINE OFF CAMPUS COUNSELING:

1. This procedure is applicable for the candidates who want to take admissions through online counseling.
2. Candidates should go through Diploma Prospectus-2020 for detailed information about "Key Dates" given in **Appendix-I**, counseling schedule and procedures.
3. Two **Online Counselings** will be conducted for admission to all Diploma Courses for all the seats of Govt. / Govt. Aided and 75% seats of Self Financing Institutes only as follows :
1st Counseling - shall be done for all categories namely AIC, HOGC, KM, HGST, TFW, EWSs, SC, BC-A, BC-B, PH, ESM (with all priorities) and FF of all categories with 25% Horizontal Female reservation.
2nd Counseling - shall be done for all categories namely AIC, HOGC, KM, HGST, TFW, EWSs, SC, BC (by merging BCA and BCB in BC), PH, ESM (by merging all priorities) and FF with 25% Horizontal Female reservation.
The decision regarding admissions of management quota seats and leftover/ unfilled seats through manual counseling will be hosted on the HSTES website according to the situation of COVID-19 and as decided by the competent authority in the month of August, 2020.
4. The candidates shall register online on **www.techadmissionshry.gov.in** for participating in counseling (choice filling and seat allotment) after deposit of the counseling fee (Rs. 500/- for all categories) either Online (Debit Card/ Credit Card/ Net Banking) or through E-challan in any branch of the Designated Banks (Axis or PNB) as per Key Dates given in **Appendix-I**. The counseling fees (Rs.500/- for all categories) shall be deposited by the candidates only once to participate in all online off-campus counselings. Candidates are advised to check status of counseling fee deposited under the "**Payment Status**" link on **www.techadmissionshry.gov.in**. The counseling fee once paid shall not be refunded (full or partial) under any circumstances.
For registration, candidate will be required to generate a password for use in future logins. Candidates should strictly keep record of the password for their own use only and not to disclose this to others. In the event of sharing of password, candidate will be solely responsible for the change of registration details, choices etc., if any.
Candidates are advised to Register for Online Counseling and fill choices **from their own home 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.
5. On above website, view general information about institutions profile, cut off ranks (previous years), latest schedules of counseling etc.
6. **To start counseling** click on "**New Registration**" option and submit your details of Course, Roll Number, Application Number, Name, Date of birth (as per admit card OR details provided by HSTES).
7. If any of the details are incorrect, please check the details once again. For any correction/ verification, you may contact HSTES at **18001373735 (Toll-Free)** or **onlineadmissionhelp@gmail.com**.
8. If all information is entered correctly, 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 may 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
9. In case your entered details are invalid, software will not allow you to SUBMIT.
 10. Please check all the details once again, before submission.
 11. After this, candidate will be redirected to "Registration Confirmation" page where all entered registration details are displayed for confirmation once again. If you find any detail incorrect, that can be corrected by using the option "edit registration details" otherwise **"Click here to continue"**, if all the registration details shown are correct.
 12. Once you proceeded from the above step, your registration details can't be changed or edited, so click on "Registration Confirmation" page only when all your particulars are correct. In exceptional case, you may contact HSTES at Toll Free No. 18001373735.
 13. You can generate a User ID and Password. **Candidates should strictly keep record of the password for their own use only and not to disclose this to others. In the event of sharing of password, candidate will be solely responsible for the change of registration details, choices etc.** In the event of losing or forgetting of password, the same can be retrieved by the candidate on replying the queries by the system on the counseling website or may contact HSTES at Toll Free No. 18001373735.
 14. Candidate will login the website **www.techadmissionshry.gov.in** with his User ID and chosen Password. After this, Candidate will confirm his/ her registration details and move to fill his/ her eligible choice. Registration confirmation is necessary for choice filling.
 15. While displaying the status of availability of seats, the number of seats available in a specific branch of an institution will be displayed as per eligibility/category. The non-availability of the seats in a branch of an institution and the seats/institution for which a candidate is not eligible will not be shown to him/ her.
 16. Candidate can also see his/ her eligible choices and can take the print out of his/ her eligible choices.
 17. Candidate will go to fill his/ her choices by clicking on Fill/Modify choice and fill his/ her Choices priority wise by clicking on add choice button (+) in left frame. Candidate should save the filled choices frequently.
 18. **To increase the probability of getting a seat, candidates are advised to fill maximum eligible choices.**
 19. After filling the choices, the candidate will lock his/ her choices. Locking choices means candidate has finalized his/ her choices.
 20. Incase candidate make changes in his/ her registration details, then he/ she has to fill the choices again as previous choices will be deleted automatically by the system as soon as any change is made in registration details.
 21. After this, Candidate has to wait for result of desired course.
 22. Seat Allotment Result publishing date is available on Key Date's section on the website.
 23. After declaration of the result of first/ subsequent counseling, the candidate shall report in the allotted institute for admission against the allotted seat alongwith all requisite documents/certificates/testimonials, photograph as per instructions of **Chapter-7** and password, as per schedule mentioned in the provision seat allotment letter generated from the website. The candidate shall deposit one semester fee in the allotted institute. On verification of credentials and

deposition of the admission fee the details of the candidate shall be updated on HSTES website by the institute. The candidate **MUST** get the **Provisional Admission Slip** from the allotted institute dully signed by the admission coordinator of the institute and the candidate himself/ herself.

24. **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.

25. Candidates have to check the undertaking and click on Accept Participation and Proceed to participate in further counseling. Candidate is advised to opt only for the choice(s), which are better than the seat reserved in 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.
26. If candidate wants to change his/ her registration details, then candidate has to contact HSTES (Toll Free Number 18001373735) 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.
27. For all subsequent counseling(s), repeat step 14 to 26.

THINGS TO REMEMBER

- ◆ For withdrawal of one semester admission Fee, the candidate should submit a request in the concerned institute well before cut off date of admissions. After withdrawal, the seat shall be cancelled and shall be allotted to next candidate in queue.
- ◆ In case a candidate gets a new seat in subsequent counseling, the earlier allotment/ admission, if any, will stand cancelled automatically.
- ◆ In case a candidate upgrades to a new discipline in the same institution, he/ she should report again in the allotted institution but need not to deposit one semester fees again.
- ◆ If a candidate upgrades to a new institute, one semester fees shall required to be deposited in the new institute also along with verification of documents and should submit fee withdrawal request in the previous institution well before last cut off date of admission.
- ◆ The candidates who did not get seat in previous counseling or who are not satisfied with the allotted seat may try in subsequent counseling for getting a seat or up gradation as per the case respectively.
- ◆ Once the seat in subsequent counseling is allotted, the previous allotted seat will be cancelled automatically. After allotment of seat in subsequent counseling, the candidate must report at the allotted institute as per "keydates" and in case of non-reporting by the candidate, the allotted seat will also be cancelled automatically. **(Previously allotted seat got cancelled due to new allotment of seat in subsequent counseling and newly allotted seat got 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 Fee 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 and EWSs categories candidate shall apply online and the fee for the purpose shall also be deposited online through (Debit Card/ Credit Card/ Net Banking) or through E-challan generated 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. as per his/ her category and also for HGST/ KM/ MAR/ SDB/ TFW quota seats are required to participate in Online Off-campus Counseling separately after deposit of separate counseling fee at **www.techadmissionshry.gov.in** against the respective Roll Nos.
- Candidates, if any, simultaneously applying for Diploma Engg. Lateral Entry as per his/ her category and also for TFW quota seats are required to participate in Online Off-campus Counseling separately after deposit separate counseling fee at **www.techadmissionshry.gov.in** against the respective Roll Nos.
- Candidates, if any, simultaneously applying for admission in Diploma Pharmacy as per his/ her category and also for MAR quota seats are required to participate in Online Off-campus Counseling separately after deposit of separate counseling fee at **www.techadmissionshry.gov.in** against the respective Roll Nos.
- The candidates are required to participate in online off-campus counseling as per schedule mentioned in **"Key Dates"** at **www.techadmissionshry.gov.in**.

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

- **The instructions regarding admissions on Management Quota Seats will be informed as per COVID-19 situation and as decided by the competent authority.**
- 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:
For Diploma Engg., Diploma Pharmacy & Diploma Engg. Lateral Entry: The management quota seats shall be filled on the basis of fresh Inter-se-Merit/ Merit of qualifying examination.
- The private institutions shall make these admissions before final cut off date of admissions. Admission made after last cut off date shall be considered illegal and wrong and will not be updated on **www.intrahstes.gov.in**.
- In any case all kind of admissions shall be done before the final cut of date admission (as mentioned in Key Dates) and the fee fixed by the State fee Committee shall be charged as per the laid down procedure. In any case higher fee shall not be charged by any institute.
- The final list of admitted candidates (including the management quota admissions), should be updated online by the institute as per schedule mentioned in **"Key Dates"** given in **Appendix-I**, so that the same may be forwarded to the HSBTE.
- **Admission Data Management Fee (Rs. 200/- per admission) shall be charged one time by HSTES in respect of all admissions (Centralized Admissions and Institute Level Management Quota Admissions) in Self Financing Institutions including un-aided branches of Aided Institutions from the academic session 2016-17 onwards. The said Fee be charged from the admitted students by the concerned institute and be credited/ deposited in HSTES account.**

Chapter-7

Reporting of the Candidate at Allotted Institutes

(A) REPORTING OF THE CANDIDATES

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

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

Important: It has been decided that the candidate who want to avail the benefit of scholarship or any other Govt. beneficiary schemes may submit the Aadhaar Number (or Enrolment No.) at the time of filling the online registration form.

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

- i. Original and duly self attested photocopy of Qualifying Examination i.e. 10th or 12th or equivalent qualifying examination as the case may be. In case, DMC of Qualifying Examination has not been issued by the concerned Board the result of the Qualifying Examination can be verified from the official website of the concerned Board.
- ii. Inter-se-Merit/ Rank card of qualifying examination declared by HSTES (for Diploma Engg. & Diploma Pharmacy and Diploma Engg. Lateral Entry course).
- iii. 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.
- iv. 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.
- v. 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.
- vi. Scheduled Caste Certificate as per **Annexure-VIII**, 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. Coloured Photograph (JPG File Max. 30KB Size)

Note:

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

(C) POST COUNSELING INSTRUCTIONS FOR THE INSTITUTES:

- Verification of the credentials of the candidate will be done by the allotted institutes at the time of reporting for admission, by comparing with the original certificates against which candidate has been allotted seat. Any entry or information filled/ made by the candidate, if found to be false, shall entail automatic cancellation of his/ her admission. The candidate's identity should be compared with the photo provided by him/ her available at HSTES website.
- The candidates found eligible for admission, will be required to complete other admission formalities as per norms. Three set of copies of certificates etc duly attested by a Gazetted officer/ Head of institution last attended shall be submitted by the candidate at the allotted institute.
- 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/ reported online as and when they report/admit the candidates. No permission of any kind would be provided for admitting students, if not reported online as per **Key Dates/** schedule given in **Appendix-I**. The online reported candidates for centralized as well as institute level admissions would only be forwarded online to HSBTE.
- The institute shall submit the final list of admitted students' alongwith documents/ certificates proving eligibility to HSBTE for registration purposes and same shall be verified with the list of

admissions as updated by respective institute on **www.intrahstes.gov.in** till final cut off date of all admissions.

- Any admission made after the last cut off date of admission shall be treated as wrong and illegal and will not be permitted/ updated at **www.intrahstes.gov.in**. No excuse from institutes regarding non-updation of admissions would be entertained in any case.
- All institutes shall ensure that admissions be made strictly as per the eligibility criteria/ laid down qualification and on the basis of merit of 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 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 counseling.*

Chapter-8

Various Financial Supports and Motivational Schemes

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

1. Post Matric Scholarship of Govt. of India (GOI) for SC students (Details given in the following **Table-I**)
2. SCSP Scheme of Haryana Govt. for SC student (Details given in the following **Table-I**)
3. Post Matric Scholarship for Minorities Diploma Students (Details given in the following **Table-II**)
4. Merit-cum-Means Scholarship for UG/ PG Students (Details given in the following **Table-II**)

Reimbursement of State Transport Facilities/ Train Pass- Eligibility: All scheduled caste students of Diploma/ UG/PG level of Technical Courses having Aadhar/ UID number. However, scheduled castes students residing in campus hostels shall not be eligible for this benefit.

Table-I: SC Scholarship Schemes at a Glance

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

Table-II: Minorities Scholarship Schemes at a Glance

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

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

Information Regarding Fee and Refund of Fee

FEE:

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

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

Important Note:

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

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

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

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

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

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

The Regional Officer, AICTE-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. One time commulative exam fee of Rs.700/- for Diploma Engg. & Diploma Engg. Lateral Entry Courses shall be charged by HSBTE for all the three assessments of first year (i.e. 1st, 2nd and final assessment exam) in the beginning of the academic session 2020-21.
3. 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.
4. 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.
5. 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.
6. Late arrival or early departures from a class are recorded as absence from the class for the period concerned.

7. It is misdemeanor, to interfere with any apparatus or enter any department other than directed, is not allowed.
8. No student has any authority over the employees of the Institution.
9. 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.
10. 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.
11. 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
12. 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.
13. 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.
14. 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.
15. 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.
16. No Institute society shall be formed without the permission of the Principal.
17. The decisions of the Principal shall be final in all matters concerning the Institute's administration and regulation,
18. 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.
19. Legal disputes, if any, to the level of session court are subject to the Jurisdiction of the place of admission.
20. For Attendance and Leave Rules refer **Appendix –VII.**
21. Other Informations:

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

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

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

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

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

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

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

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

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

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

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

Appendix-I

Admission Schedule for admission in Diploma Engg. and Diploma Pharmacy for the Session 2020-21 (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 & EWS Categories)	
Basis of Admission	Inter-se-Merit/ Rank prepared on the basis of marks obtained in Qualifying Examination			
Online Admission Brochure at www.hstes.org.in and www.techeduhry.gov.in	27th July, 2020 onwards			
Applying Online at website: www.onlinetesthry.gov.in	01.08.2020 to 07.09.2020		01.08.2020 to 04.09.2020	
Deposit of Application Fee either Online (Debit Card/ Credit Card/ Net Banking) or through E-challan (generated at www.onlinetesthry.gov.in while applying online) in any branch of the Axis/ PNB Bank.	01.08.2020 to 07.09.2020 (Online) 04.08.2020 to 08.09.2020 (E-challan)		01.08.2020 to 04.09.2020 (Online) 04.08.2020 to 07.09.2020 (E-challan)	
Online verification of marks of Qualifying Examination and other details filled in Online Application Form by the selected Designated Center for Confirmation of merit	01.08.2020 to 08.09.2020 (All working days)		01.08.2020 to 07.09.2020 (All working days)	
Declaration of Inter-se-Merit/ Rank prepared on the basis of marks obtained in Qualifying Examination at www.onlinetesthry.gov.in and www.hstes.org.in	10.09.2020 (After 5:00 PM)		08.09.2020 (After 5:00 PM)	
Deposit of Counseling Fee either Online or through E-challan (generated at www.techadmissionshry.gov.in) in any branch of the Axis/ PNB Bank.	11.09.2020 onwards		09.09.2020 onwards	
Online Counseling Schedule	Diploma Engg. (including HGST, KM, MAR, SDB, TFW & EWS Categories)		Diploma Pharmacy (including MAR & EWS Categories)	
	1st Counseling	2nd Counseling	1st Counseling	2nd Counseling
Online registration, Filling of choices and locking of choices at www.techadmissionshry.gov.in	14.09.2020 to 16.09.2020	25.09.2020 to 28.09.2020	10.09.2020 to 14.09.2020	22.09.2020 to 25.09.2020
Result of seat allotment at www.techadmissionshry.gov.in	18.09.2020 (After 5:00 PM)	29.09.2020 (After 5:00 PM)	16.09.2020 (After 5:00 PM)	28.09.2020 (After 5:00 PM)
Online/ Physical reporting of the candidates at the allotted institute	21.09.2020 to 24.09.2020 (upto 05:00 PM)	30.09.2020 to 05.10.2020 (upto 05:00 PM)	17.09.2020 to 21.09.2020 (upto 05:00 PM)	29.09.2020 to 01.10.2020 (upto 05:00 PM)
Updation of vacancy position by the respective institutes on www.intrahstes.gov.in	21.09.2020 to 24.09.2020 (upto 11:59 PM)	30.09.2020 to 05.10.2020 (upto 11:59 PM)	17.09.2020 to 21.09.2020 (upto 11:59 PM)	29.09.2020 to 01.10.2020 (upto 11:59 PM)
Start of Session	15.10.2020			
Final cut-off date of all admissions (including institute level)	20-10-2020 (As per the schedule notified by AICTE)			
Final cut-off date for institutes for online uploading of all admissions on HSTES portal	20-10-2020			

Important:

- Schedule of Counseling(s) may change, therefore, the candidates are advised to visit HSTES websites regularly.

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

Counseling Fee: For All Categories Rs.500/- (Rs. Five hundred only)
(Non-refundable)

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

www.onlinetesthry.gov.in

**Admission Schedule for admission in Diploma Engg. Lateral Entry Course for the Session 2020-21
(For all seats of Govt./ Govt. Aided Polytechnics and 75% seats of Private Institutes)**

Description of Event	Name of the Course	
	Diploma Engg. Lateral Entry including EWS and TFW Categories	
Basis of Admission	Inter-se-Merit/ Rank prepared on the basis of the %age of marks obtained in Qualifying Examination	
Availability of Online Admission Brochure at www.hstes.org.in and www.techeduhry.gov.in	27 th July, 2020 onwards	
Applying Online at the website: www.onlinetesthry.gov.in	01.08.2020 to 03.09.2020	
Deposit of Application Fee either Online (Debit Card/ Credit Card/ Net Banking) or through E-challan (generated at www.onlinetesthry.gov.in while applying online) in any branch of the Axis/ PNB Bank.	01.08.2020 to 03.09.2020 (Online) 04.08.2020 to 04.09.2020 (E-challan)	
Online verification of marks of Qualifying Examination and other details filled in Online Application Form by the selected Designated Center for Confirmation of merit	01.08.2020 to 04.09.2020 (All working days)	
Declaration of Inter-se-Merit/ Rank prepared on the basis of marks obtained in Qualifying Examination at www.onlinetesthry.gov.in and www.hstes.org.in	07.09.2020 (After 5:00 PM)	
Deposit of Counseling Fee either Online or through E-challan (generated at www.techadmissionshry.gov.in) in any branch of the Axis/ PNB Bank.	08.09.2020 onwards	
Online Counseling Schedule	Diploma Engg. Lateral Entry including TFW & EWS Category	
	1st Counseling	2nd Counseling
Online registration, Filling of choices and locking of choices at www.techadmissionshry.gov.in	11.09.2020 to 14.09.2020	21.09.2020 to 24.09.2020
Result of seat allotment at www.techadmissionshry.gov.in	15.09.2020 (After 5:00 PM)	25.09.2020 (After 5:00 PM)
Online/ Physical reporting of the candidates at the allotted institute	16.09.2020 to 18.09.2020 (upto 05:00 PM)	28.09.2020 to 30.09.2020 (upto 05:00 PM)
Updation of vacancy position by the respective institutes on www.intrahstes.gov.in	16.09.2020 to 18.09.2020 (upto 11:59 PM)	28.09.2020 to 30.09.2020 (upto 11:59 PM)
Start of Session	15.10.2020	
Final cut-off date of all admissions (including institute level)	20-10-2020 (As per the schedule notified by AICTE)	
Final cut-off date for institutes for online uploading all admissions on HSTES portal	20-10-2020	

Important:

- Schedule of Counseling(s) may change, therefore, the candidates are advised to visit HSTES websites regularly.

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

Counseling Fee: For All Categories Rs.500/- (Rs. Five hundred only)
(Non-refundable)

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

www.onlinetesthry.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	20.	Guru Brahma Nand Ji Govt. Polytechnic, Nilokheri, Karnal
2.	Ch. Bansi Lal Govt. Polytechnic, Bhiwani	21.	Kalpana Chawla Govt. Polytechnic for Women, Ambala City
3.	Ch. Devi Lal Govt. Polytechnic, Nathu Sari Chopta, Sirsa	22.	Rajiv Gandhi Govt. Polytechnic, Narwana, Jind
4.	Ch. Matu Ram Arya Govt. Polytechnic, Sanghi, Rohtak	23.	Rani Jhansi Laxmi Bai Govt. Polytechnic, Loharu, Bhiwani
5.	Deen Bandhu Sir Chhotu Ram Govt. Polytechnic, Sampla, District Rohtak	24.	BPS Mahila Polytechnic, Kanya Gurukul, Khanpur, Sonipat
6.	Govt. Polytechnic for Women, Faridabad	25.	Chhotu Ram Polytechnic, Rohtak
7.	Govt. Polytechnic, Morni, Panchkula	26.	Seth Jai Parkash Polytechnic, Damla, Yamunanagar
8.	Govt. Polytechnic for Women, Sirsa	27.	Vaish Technical Institute, Rohtak
9.	Govt. Polytechnic, Ambala City	28.	Maharishi Kashyap Govt. Polytechnic, Jattal (Panipat).
10.	Govt. Polytechnic, Chika, Kaithal	29.	Govt. Polytechnic, Mandkola (Palwal).
11.	Govt. Polytechnic, Hisar	30.	Govt. Polytechnic Malab (Nuh).
12.	Govt. Polytechnic, Jhajjar	31.	Govt. Polytechnic Chappar (Charkhi Dadri).
13.	Govt. Polytechnic, Lisana, Rewari	32.	Govt. Polytechnic Dhangar, Fatehabad
14.	Govt. Polytechnic, Mandi Adampur, Hisar	33.	Govt. Polytechnic, Nanakpur.
15.	Govt. Polytechnic, Manesar, Gurgaon	34.	Govt. Polytechnic, Indri (Nuh).
16.	Govt. Polytechnic, Meham, District Rohtak	35.	Govt. Polytechnic, Shergarh (Kaithal).
17.	Govt. Polytechnic, Sirsa	36.	Govt. Polytechnic, Jamalpur Shaikhon.
18.	Govt. Polytechnic, Sonipat	37.	Raja Jait Singh Govt. Polytechnic, Neemka, District Faridabad
19.	Govt. Polytechnic, Uttawar, Mewat		

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 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 submit 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 Application Fee in the Designated Bank

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.onlinetesthry.gov.in & www.hstes.org.in as per Key Dates. The candidate shall participate in **On-Line Counseling** (Registration, Filling and Locking of Choices) according to the Key Dates.

A candidate facing problem in online Verification & Confirmation by the Designated Center should contact HSTES at 18001373735 (Toll Free) & E-mail:- onlineadmissionhelp@gmail.com

TENTATIVE

APPENDIX-IV

List of Institutions along with Discipline & Intake for Diploma Engg. and Diploma Pharmacy Courses for the Session 2020-21 will be uploaded as and when received.

List of Govt. Polytechnics as per session 2020-21:

Sr no.	Name of the Polytechnic	Branch Name	Sanctioned intake for AY 2020-21
1	BKN Govt. Polytechnic, Narnaul, District Mahendergarh	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Electronics and Communication Engg.	60
		Instrumentation and Control Engg.	60
		Mechanical Engg.	120
Total:			420
2	Ch. Bansi Lal Govt. Polytechnic, Bhiwani	Civil Engg.	60
		Computer Engg.	60
		Food Technology	60
		Mechanical Engg.	60
		Instrumentation and Control Engg.	60
Total:			300
3	Ch. Devi Lal Govt. Polytechnic, Nathu Sari Chopta, Sirsa	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	120
		Electronics and Communication Engg.	60
		Mechanical Engg.	60
Total:			360
4	Ch. Matu Ram Arya Govt. Polytechnic, Sanghi, District Rohtak	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	120
		Electronics and Communication Engg.	60
		Mechanical Engg.	60
Total:			360
5	Deen Bandhu Sir Chhotu Ram Govt. Polytechnic, Sampla, District Rohtak	Architectural Assistantship	60
		Chemical Engg.	60

		Civil Engg.	120
		Electronics and Communication Engg.	60
		Mechanical Engg.	60
Total:			360
6	Govt. Polytechnic for Women, Faridabad	Architectural Assistantship	60
		Civil Engg.	60
		Computer Engg.	120
		Diploma in Business Management	60
		Electronics and Communication Engg.	60
		Fashion Design	60
		Mechanical Engg.	60
Total:			480
7	Govt. Polytechnic, Morni, District Panchkula	Architectural Assistantship	30
		Computer Engg.	60
		Medical Laboratory Technology	60
Total:			150
8	Govt. Polytechnic for Women, Sirsa	Architectural Assistantship	60
		Computer Engg.	60
		Electronics and Communication Engg.	60
		Office Management and Computer Application	60
Total:			240
9	Govt. Polytechnic, Ambala City	Architectural Assistantship	60
		Automobile Engg.	60
		Civil Engg.	120
		Computer Engg.	60
		Electrical Engg.	60
		Electronics and Communication Engg.	60
		Mechanical Engg.	120
		Plastic Engg.	60
Total:			600
10	Guru Gobind Singh Govt. Polytechnic, Cheeka, District Kaithal	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Electronics and Communication Engg.	60
		Mechanical Engg.	60

Total:			300
11	Govt. Polytechnic, Hisar	Computer Engg.	120
		Electrical Engg.	60
		Electronics and Communication Engg.	60
		Fashion Design	60
		Fashion Technology	60
		Finance Accounts and Auditing	60
		Instrumentation and Control Engg.	60
		Mechanical Engg.	120
		Medical Electronics	60
		Textile Design	60
		Textile Processing	60
		Textile Technology	60
Total:			840
12	Govt. Polytechnic, Jhajjar	Ceramic Engg.	60
		Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Electronics and Communication Engg.	60
		Mechanical Engg.	120
Total:			420
13	Govt. Polytechnic, Lisana, District Rewari	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Electronics and Communication Engg.	60

		Mechanical Engg.	60
		Medical Laboratory Technology	60
Total:			360
14	Govt. Polytechnic, Mandi Adampur, District Hisar	Civil Engg.	60
		Computer Engg.	60
		Diploma in Business Management	30
		Electronics and Communication Engg.	60
		Food Technology	60
		Mechanical Engg.	60
		Pharmacy	60
Total:			390
15	Govt. Polytechnic, Manesar, District Gurgaon	Automobile Engg.	120
		Civil Engg.	180
		Computer Engg.	60
		Electrical Engg.	60
		Electronics and Communication Engg.	60
		Mechanical Engg.	120
		Mechanical Engg. (Tool & Die)	60
Total:			660
16	Govt. Polytechnic, Meham, District Rohtak	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Mechanical Engg.	60
		Medical Lab. Technology	60
Total:			300
17	Govt. Polytechnic, Shergarh, District Kaithal	Civil Engg.	54

		Computer Engg.	54
		Mechanical Engg.	54
		Electrical Engg.	54
Total:			216
18	Govt. Polytechnic, Sirsa	Agriculture Engg.	60
		Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Electronics and Communication Engg.	60
		Mechanical Engg.	60
Total:			360
19	Govt. Polytechnic, Sonipat	Automobile Engg.	120
		Chemical Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Electronics and Communication Engg.	60
		Finance Accounts and Auditing	60
		Instrumentation and Control Engg.	60
		Mechanical Engg.	120
Total:			600
20	Govt. Polytechnic, Umri, District Kurukshetra (Guest Classes at Govt. Polytechnic, Ambala)	Architectural Assistantship	30
Total:			30
21	Govt. Polytechnic, Uttawar, District Palwal	Civil Engg.	60
		Computer Engg.	60

		Electronics and Communication Engg.	60
		Mechanical Engg.	120
		Office Management and Computer Application	60
		Pharmacy	60
Total:			420
22	Guru Brahma Nand Ji Govt. Polytechnic, Nilokheri, District Karnal	Civil Engg.	120
		Computer Engg.	120
		Electrical Engg.	60
		Electronics and Communication Engg.	120
		Instrumentation and Control Engg.	60
		Mechanical Engg.	120
Total:			600
23	Kalpana Chawla Govt. Polytechnic for Women, Ambala City	Computer Engg.	120
		Electronics and Communication Engg.	60
		Finance Accounts and Auditing	30
		Library and Information Science	30
		Medical Laboratory Technology	60
		Office Management and Computer Application	60
		Pharmacy	45
Total:			405
24	Rajiv Gandhi Govt. Polytechnic, Narwana, District Jind	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Mechanical Engg.	60
		Textile Design	60
		Textile Technology	60

Total:			360
25	Rani Jhansi Laxmi Bai Govt. Polytechnic, Loharu, District Bhiwani	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Electronics and Communication Engg.	60
		Mechanical Engg.	60
Total:			300
26	Govt. Polytechnic, Dhangar, Distt. Fatehabad	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Mechanical Engg.	60
Total:			240
27	Ch. Ranbir Singh Govt. Polytechnic, Hathnikund, District Yamunanagar	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Medical Laboratory Technology	60
		Pharmacy	60
Total:			300
28	Maharishi Kashyap Govt. Polytechnic, Jattal, District Panipat	Chemical Engg.	60
		Textile Technology	60
		Computer Engg.	60
		Electrical Engg.	60
		Mechanical Engg.	60
Total:			300
29	Govt. Polytechnic, Chappar, Charkhi Dadri	Civil Engg.	60
		Electrical Engg.	60

		Mechanical Engg.	60
		Computer Engg.	60
Total:			240
30	Govt. Polytechnic, Indri, Nuh, District Mewat	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		MLT	60
		Mechanical Engg.	60
Total:			300
31	Govt. Polytechnic, Malab, Nuh, Mewat	Automobile Engg.	60
		Civil Engg.	60
		Computer Engg.	60
		Mechanical Engg.	120
Total:			300
32	Govt. Polytechnic, Mandkola, District Palwal	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Mechanical Engg.	60
		Animation & Multi Media Technology	60
Total:			300
33	Govt. Polytechnic, Nanakpur, Panchkula	Civil Engg.	60
		Computer Engg.	60
		Electrical Engg.	60
		Mechanical Engg.	60
Total:			240
34	Govt. Polytechnic cum Multi Skill Training Centre,	Electrical Engg.	60

	Dhamlawas District Rewari	Automobile Engg.	60
		Mechanical Engg.	60
		Instrumentation and Control Engg.	60
		Medical Lab Technology	60
Total:			300
35	Raja Jait Singh Govt. Polytechnic, Tigaon Road Neemka, Faridabad	Civil Engg. (Un-aided)	60
		Electrical Engg. (Un-aided)	60
		Mechanical Engg. (Un-aided)	60
		Computer Engg. (Un-aided)	60
		Electronics & Communication Engg. (Un-aided)	30
		Fashion Designing (Un-aided)	30
Total:			300
36	Govt. Polytechnic, Jamalpur Shekhon, Block Tohana District Fatehabad	Civil Engg.	60
		Electrical Engg.	60
		Mechanical Engg.	60
Total			180
37	Govt. Polytechnic –cum- Multi Skill Training Centre at Sector – 26, Panchkula	Electrical Engg.	60
		Computer Engg.	60
		Architectural Assistantship	60
		Mechanical Engg.	60
		Medical Lab Technology	60
Total			300
Grand Total			13131

List of Govt. Aided Polytechnics as per session 2020-21:

List of Self-Financing/ Private Polytechnics as per session 2020-21:

Important:

- Institutions/ Branches/ Sanctioned Intake for the session 2020-21 on the counseling website www.techadmissionshry.gov.in is as per the list received from Haryana State Board of Technical Education, Panchkula.
- The candidates are advised to check the approval of All India Council for Technical Education (AICTE) for a particular course of any institute from the website of respective institute or from the website of AICTE.

- Institutions are advised to check Sanctioned Intake of their institutes and contact HSBTE in case of any discrepancy.

TENTATIVE

APPENDIX-V

Institute wise Fee Structure

TENTATIVE

APPENDIX-VI

Institute Wise Overall Result for December 2019 Exam	
Institute name	Overall Result (Pass %)
JANTA COLLEGE OF PHARMACY, BUTANA(SONEPAT)	Above 80 %
R.P Educational Trust Group of Institutions G.T. Road, Bastara, Distt.-Karnal	
GANDHI COLLEGE OF PHARMACY GT. ROAD BYE PASS, KARNAL	Above 70 % to 80%
Ganpati Institute of Hotel Management, Vill. Marwa Kalan, Bilaspur- Sadhaura Road, Dist. Yamuna Nagar-135102	
Lala Birkha Ram College of Pharmacy, Vill- Golpura, Tehsil- Barwala, District- Panchkula-134118	Above 60 % to 70%
BPS MAHILA POLYTECHNIC KANYA GURUKUL, KHANPUR KALAN(SONEPAT)	
LORD SHIVA COLLEGE OF PHARMACY NEAR CIVIL HOSPITAL, SIRSA	
K.C. GOVT. POLYTECHNIC FOR WOMEN, AMBALA CITY	Above 50 % to 60%
Guru Brahma Nand Ji Govt. Polytechnic, Nilokheri	
M.K.M. College of Polytechnic for Girls Hodal-121106 (Palwal)	
R.P. Institute of Pharmacy, GT, Bastara, Distt.-Karnal- 132001	
GOVT. POLYTECHNIC, HISAR	
Govt. Polytechnic, Morni Hills, District Panchkula	
TIRUPATI COLLEGE OF PHARMACY NEAR GOVT.K.T.COLLEGE SRDULGARH ROAD RATIA FATEHABAD	
GOVT. POLYTECHNIC FOR WOMEN, FARIDABAD	
Ch. Matu Ram Arya Govt. Polytechnic, Sanghi District Rohtak	
GOVT. POLYTECHNIC, AMBALA CITY	
South Point College of Pharmacy, Baghru, Rattangarh, Gohana Road, District.- Sonapat-131021	
Ch. Devi Lal Govt. Polytechnic, Nathusari Chopta, District Sirsa	
Dev Polytechnic College, Vill. Khatkar, Distt. Jind	
GOVT. POLYTECHNIC, SIRSA	
GOVT. POLYTECHNIC, SONEPAT	
Rajiv Gandhi Govt. Polytechnic Narwana, Jind	
S.S.D. INSTITUTE OF PHARMACY & MEDICAL TECHNOLOGY, JHAJJAR.	
Guru Gobind Singh Govt. Polytechnic, Chika District Kaithal	
Govt. Polytechnic Shergarh, District Kaithal	
GVN Polytechnic College, Deeghot, Distt.- Palwal	
SETH JAI PARKASH POLYTECHNIC, DAMLA (YAMUNANAGAR)	
GOVT. POLYTECHNIC FOR WOMEN, SIRSA	
YASHVIR MEMORIAL TECHNICAL INSTTT., BHAMBHEWA (JIND)	
Deen Dayal Rustagi College of Pharmacy, Vill.-Khadewla, Distt.- Gurgaon	
Ch. Ranbir Singh Govt. Polytechnic Hathni Kund, District Yamunanagar	
Govt. Polytechnic, Manesar, District Gurgaon	
Govt. Polytechnic Meham, District Rohtak	
Govt. Polytechnic, Lisana District Rewari	
Govt. Polytechnic, Mandi Adampur, District Hisar	
PDM INSTT. OF ENGG. & TECH., KARSINDHU, SAFIDON, JIND	Above 30 % to 40%
Govt. Polytechnic Dhangar, Distt. Fatehabad	
Govt. Polytechnic Umri, District Kurukshetra (Guest Classes at GP Ambala)	
GOVT. POLYTECHNIC, JHAJJAR	

JKP POLYTECHNIC, RATTANGARH, DISTT. SONEPAT.	
Geeta Engineering College, Naultha, Gohana Road, NH-71 A, Distt.- Panipat-132145	
CHHOTTU RAM POLYTECHNIC, ROHTAK	
SHRI BALAJI INSTT OF ENGG. & TECH. DELHI ROAD SAMPLA, ROHTAK	
Rani Laxmi Bai Govt. Polytechnic Loharu, District Bhiwani	
Govt. Polytechnic Nanakpur, District Panchkula	
GANPATI POLYTECHNIC FOR ENGG. , BILASPUR, TEHSIL JAGADHARI, YAMUNANAGAR	
Hindustan Institute of Technology & Management, NH-73, VPO- Dheen, Tehsil-Barara, Distt.- Ambala -133202	
SHREE RAM MULKH COLLEGE OF TECHNICAL EDUCATION, VILL. KOHRA-BHURA, TEHSIL NARAINGARH, DISTT. AMBALA	
SHRI KRISHAN POLYTECHNIC, MOHAN NAGAR RATTAN DERA ROAD, KURUKSHETRA	
Govt. Polytechnic-cum-Multi Skill Training Centre, Dhamlawas District Rewari	
E-MAX POLYTECHNIC COLLEGE, VILL. GOLA, PO BHADAULI, DISTT. AMBALA.	
VAISH TECHNICAL INSTITUTE, ROHTAK	
Maharishi Kashyap Govt. Polytechnic Jattal, District Panipat	
Rao Pahlad Singh group of institutions, Balana, Mohindergarh	
DPG POLYTECHNIC, SEC-34, NEAR HERO HONDA CHOWK, GURGAON	
POLYTECHNIC EDUCATION & TRAINING INSTITUTE, 9TH MILESTONE, KAITHAL ROAD, KURUKSHETRA.	
SETH HARIBAKSH LOHIA JAI RAM MAHILA POLY. LOHAR MAJRA, KURUKSHETRA	
JAT COLLEGE OF POLYTECHNIC, KAITHAL	
YAMUNA POLYTECHNIC FOR ENGG. VILL. GADHOLI, P.O. GADHOLA, TEHSIL JAGADHARI, DISTT. YAMUNA NAGAR.	
JAI POLYTECHNIC, SHAHABAD- BARARA HIGHWAY, ADHOI, DISTT. AMBALA	
Deen Bandhu Sir Chhotu Ram Govt. Polytechnic Sampla, District Rohtak	
Govt. Polytechnic Rajpur, Block Sadhaura, Distt. Yamuna Nagar	Above 20 % to 30%
AERP Institute of Technology & Management Vill.-Sondhm P.O. Hodal, Distt. Palwal, Pin code-121106	
BABA KHETA NATH (BKN) GOVT. POLYTECHNIC, NARNAUL (MOHENDERGARH)	
School of Diploma Engineering Soldha, Distt. Jhajjar (Ganga Technical Campus)	
Global Research Institute of Management & Technology, Nachraun, Radaur, Tehsil- Jagadhari, Distt. Yamunanagar	
Karnal Institute of Polytechnic, Village Kunjpura, Distt. Karnal Haryana	
P.M. POLYTECHNIC, KAMI ROAD, SONEPAT, HARYANA-131001	
Govt. Polytechnic Mandkola, District Palwal	
SWAMI DEVI DYAL COLLEGE OF TECH. EDU. GOLPURA BARWALA PANCHKULA	
GURU DRONACHARYA POLYTECHNIC, NEAR RADHA SWAMI SATSANG GHAR, FATEHABAD ROAD, BHUNA	
Modish Institute of Polytechnic, Village Gheera, Tehsil Punhana, Distt. Mewat, Haryana	
CH. BANSI LAL GOVT. POLYTECHNIC BHIWANI	

Govt. Polytechnic, Indri, District Nuh	Above 10 % to 20 %
P.D MEMORIAL POLYTECHNIC, SARAI AURANGABAD, TEHSIL BAHADURGARH, DISTRICT JHAJJAR, HARYANA	
Om Institute Of polytechnic, VPO Juglan 12 Km stone Chandigarh Road, Hisar, Pin code-125001	
Govt.Polytechnic, Jamalpur Shekhon,Block Tohana Distt. Fatehabad	
NATIONAL COLLEGE OF POLYTECHNIC, AMBALA ROAD, JAGADHARI, DISTT. YAMUNANAGAR.	
Bharat Institute of Polytechnic, Gohana Highway, near Mohana Police Sation, Sonapat	
GYAN GANGA POLYTECHNIC, SALPANI KHURD NEAR HEENGA KHERI, JHANSA ROAD, KURUKSHETRA	
Govt. Polytechnic Chhappar, District Charkhi Dadri	
Satya College of Engineering & Technology, Distt. Palwal	
Govt. Polytechnic, Uttawar, District Palwal	
Shri Ram College of Engg. & Management, 70KM Stone, Delhi-Mathura Road, NH-2, Distt.-Palwal	
International Institute of Tech., & Management 49 KM, Stone, NH-1, Murthal Distt.- Sonapat	
Delhi Institute of Technology & Management, NH-1, Vill.-Baraut, Gannaur, Distt.- Sonipat	
Panipat Institute of Engineering & Technology, Vill.-Pattikalyana, Samalkha, Distt. Panipat	
Pt. L.R. College of Technology (Technical Campus), kaboolpur, Banger, Sohna-Samaypur Road, Ballabgarh, Faridabad, Pin Code-121004	
Govt. Polytechnic Malab, District Nuh	
World Institute of Technology, Sohna-Palwal Road, Sohna, District Gurgaon.	
SD Polytechnic College, Ballabgarh- Tigaon-Manjhawali road, Distt.-Faridabad	
RCM POLYTECHNIC M.P. MAJRA, BERI, JHAJJAR	
SHREE RAM INSTITUTE OF TECH. EDU., MOULI, BARWALA PANCHKULA	
Raja Jait Singh Govt. Polytechnic,Tigaon Road Neemka, Faridabad	
Krishna Polytechnic, VPO Jhal, Tehsil Kosli, Distt. Rewari	
MD COLLEGE OF POLYTECHNIC SANOLI ROAD CHHAJPUR PANIPAT	
Vinayak College of Polytechnic VPO Kachwa Distt. Karnal	
Ganga Institute of Technology & Management, VPO 20 Km Miles stone, Bahadurgarh Road, Vill. Kablana, Distt. Jhajjar	Above 0 % to 10%
TAGORE INSTITUTE OF RESEARCH & TECHNOLOGY, JAMALPUR, GURGAON.	
TECHNO APEX POLYTECHNIC, VILL. GORGARH, TEHSIL INDRI, DISTT. KARNAL	
ICL Institute Of Technical Education, Sountli, ShahzadpurNar, Tehsil Nariangarh, Distt. Ambala	
Delhi Institute of Tech, Management & Resarch Vill. Firozpur (HRY), Pin code-121001	
South Point School of Polytechnic, Sector-20, Purkhas road, near sugar mill, Distt.- Sonapat	
BHAGWAN MAHAVEER INSTITUTE OF POLYTECHNIC, VILL. JAGDHISPUR, DISTT. SONEPAT.	
Nav Nirman Sewa Samitis Samalkha Group of Institution, Vill.- Hathwala, Samalkha, Distt.- Panipat	

Delhi Global Institute of Technology, Vill. & Post- Barhana, Tehsil. Beri, Distt. Jhajjar-124107	
HINDU INSTITUTE OF TECHNOLOGY INDUSTRIAL AREA, SONEPAT	
BM Group of Institution, Vill Hari Nagar (Dumha), Farukhnagar, Gurgaon	
Rawal Institute of Engineering & Technology, Sohna Road, Near Vill.-Zakopur, Distt.-Faridabad (121004)	
Jind Polytechnic College , Near HUDA Sector-09, Panipat Road, Jind	
Gateway institute of Engineering & Technology, Vill.- Garh Shahjanpur & Fazilpur, Sector-11, Distt. Sonapat	
DR. BHIM RAO AMBEDKAR INSTITUTE OF TECHNOLOGY VILL. FATEHPUR, DISTT. KAITHAL.	
Ravindra Polytechnic Vill. Gaganpur, Tehsil Barara, Distt. Ambala	
Rattan Institute of Technology & Management, 79 KM Stone, NH-2, Mundkati Chowk, Vill.- Saveli, Tehsil Hodal, Dist. Palwal-121106	
L.R. INSTITUTE OF TECH. & MGT., VILL. DEEGHOT, TEHSIL HODAL, DISTT. FARIDABAD.	
MUKHI POLYTECHNIC, WARD-12, VISHNU NAGAR, GOHANA, SONEPAT	
APEX POLYTECHNIC & ENGG. COLLEGE, BIDHAIKHERA, TEHSIL TOHANA, FATEHABAD	0%

APPENDIX-VII

ATTENDANCE AND LEAVE RULES

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

ANNEXURE - I

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

From

The Chief Secretary to Government Haryana

To

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

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

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

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

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

Yours faithfully, Sd/-

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

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

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

Sd/-

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

To

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

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

Dated Chandigarh, the 31.10.96

ANNEXURE - IA

No. 62/32/2000 – 6GSI

From

The Chief Secretary to Government Haryana

To

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

Dated, Chandigarh the 23.05.2003

Sub: Bonafide residents of Haryana – Guidelines regarding.

Sir,

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

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

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

These instructions may be observed by all concerned meticulously.

Sd/-

Yours faithfully,
Under Secretary General Administration
for Chief Secretary to Government Haryana

To

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

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

Dated, Chandigarh the 23.05.2003

ANNEXURE - IB

No. 62/27/2003 – 6GSI

From

The Chief Secretary to Government Haryana

To

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

Dated, Chandigarh the July 29, 2003

Sub: Bonafide residents of Haryana – Guidelines regarding.

Sir,

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

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

Yours faithfully,

Under Secretary General Administration

for Chief Secretary to Government Haryana

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

Under Secretary General Administration

for Chief Secretary to Government Haryana

To

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

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

Dated, Chandigarh the July 29, 2003

ANNEXURE-II

LIST OF SCHEDULED CASTES IN HARYANA STATE

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

ANNEXURE-III

LIST OF BACKWARD CLASSES IN HARYANA STATE - BLOCK - A

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

ANNEXURE – IV
CRITERIA FOR EXCLUDING CREAMY LAYERS FROM
BACKWARD CLASSES

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

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

Son(s) and daughter(s) of:

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

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

Sons and daughters of:

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

C. Employees in Public Sector Undertakings etc.

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

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

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

Provided that:-

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

service category under Item No. II, in which case, the criteria and condition enumerated therein, will apply to her independently.

IV. Property Owners
(Agricultural Holdings)

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

V. Income/Wealth Test

Son(s) and Daughter(s) of:

- (a) Persons having Gross Annual Income or rupees 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 -V

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

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

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

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

Case No. _____
Date _____

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

ANNEXURE - VI

HARYANA RESIDENT CERTIFICATE (For bonafide Residents of Haryana only)

Certified that Mr./Ms. _____ son/daughter of
Sh. _____ R/O (complete
address) _____

since _____ and applicant for admission to various Diploma
Courses in Haryana is a bonafide resident of Haryana State in terms of Chief Secretary to Govt. of
Haryana letter No. 62/17/95-6 GS1 dated 3.10.96 and letter No. 62/27/2003/6 GS1 dated 29.7.2003
under clause.

No. _____

Date: _____

Place: _____

(Signature of the attesting authority)

Name _____

Designation _____

(With legible office seal)

Note:

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

ANNEXURE -VII

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

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

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

No. _____

Dated: _____

Place: _____

Signature of Employer

Designation _____

(legible Seal)

Strike out whichever is not applicable.

ANNEXURE - VIII
Haryana Government

Photo of Applicant
to be attested by
the Issuing
Authority

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

SCHEDULED CASTE - CERTIFICATE

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

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

Signature with seal of Issuing Authority

Full Name.....

Designation.....

Address with

Telephone No. with code.....

Place.....

Date.....

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

ANNEXURE -IX
Haryana Government

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

Photo of
Applicant to be
attested by the
Issuing Authority

BACKWARD CLASS CERTIFICATE

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

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

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

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

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

Place.....

Date.....

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

ANNEXURE -X

AFFIDAVIT

(BY THE PARENTS OF THE BACKWARD CLASS CATEGORY CANDIDATES)

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

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

Dated: _____
Place: _____

DEPONENT

VERIFICATION

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

Dated: _____
Place: _____

DEPONENT

ANNEXURE -XI

MEDICAL CERTIFICATE FROM PHYSICALLY HANDICAPPED CANDIDATES

OFFICE OF THE CHIEF MEDICAL OFFICER

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

Thus the candidate is physically handicapped as per standard norms of Haryana.

(Signature of the Applicant)

Chief Medical Officer

Dated: _____
Place: _____

_____ Haryana
(Seal of the above authority)

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

ANNEXURE -XII

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

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

No. _____

Date: _____

Place: _____

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

ANNEXURE-XIII

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

Certificate

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

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

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

ANNEXURE –XIV

CERTIFICATE OF MEDICAL FITNESS

(TO BE DEPOSITED AT THE TIME OF JOINING)

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

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

(Please refer to prescribed standards given overleaf)

Name.....

(In Block Letters)

Father's Name: Sh.....

Height: Weight.....

Chest:

Heart and Lungs:

Vision: L: R:

Colour Vision:

Hearing:

Hernia/Hydrocele/Piles:

Remarks:

I certify that I have carefully examined

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

..... who has signed in my

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

Signature of the Candidate

Station:

MBBS Dated.....

seal.

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

ANNEXURE –XIV (A)

PRESCRIBED MEDICAL STANDARDS FOR ADMISSION

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

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

ANNEXURE – XV

CHARACTER CERTIFICATE

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

1. Academic Distinction, if any _____
2. Co-curricular activities, if any _____
3. Brief particulars of disciplinary action by Institution/Board including punishment such as Expulsion, warning, Fined for violation of hostel rules. UMC/disqualification etc., if any _____
4. General Conduct during stay in the institution: _____ Good/Satisfaction/Unsatisfactory
5. He/ she bears good/bad Character. _____

No. _____

Signature
Principal (with office seal)

Date: _____

*Strike out whichever is not applicable

ANNEXURE –XVI

CERTIFICATE FOR THE EX-EMPLOYEES OF INDIAN DEFENCE SERVICES

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

Place _____

Signature
Officer Commanding/
Competent Authority
(with Official Seal)

Date _____

(Strike out whichever is not applicable)

ANNEXURE –XVII

Tuition Fee Waiver scheme (TFW)

(Extract from Approval Process Handbook 2020-21 of AICTE)

12			Tuition Fee Waiver scheme (TFW)
	12.1	a	Scheme shall be applicable to all approved Technical Institutions offering Bachelor programs, Diploma and Post Diploma programs and lateral entry provisions of these programs.
		b	Seats up to maximum 5 percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30 % of sanctioned seats in the respective courses are filled up.
		c	The Competent Authority for admissions shall be the same as for regular admissions.
		d	The scheme shall be mandatory for all Institutions approved by the Council.
	12.2		Eligibility
		a	Sons and daughters of parents whose annual income is less than Rs.8.00 Lakhs from all sources shall only be eligible for seats under this scheme
		b	The Waiver is limited to the tuition fee as approved by the State Level Fee Committee for self-financing Institutions and by the Government for the Government and Government Aided Institutions. All other fee except tuition fees will have to be paid by the beneficiary.
		c	The Competent Authority for admissions shall be the same as for regular admissions and up to five percent of its sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature.
	12.4		Admissions Procedure
		a	Under this Scheme, up to five percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature. These supernumerary seats will be available only to such courses in an Institute, where a minimum of 30% of sanctioned seats are filled up.
		b	The competent authority to effect these admissions is the State Government or its designated authority.
		c	In the event of non-availability of students in this category the same shall not be given to any other category of applicants.
		d	State Admission authority shall invite applications under this category, make a separate merit list for this category and effect admissions on the basis of the merit list so generated.
		e	The Institutions shall publish in their brochure and web site the details of this scheme.
		f	Competent Authority for admissions shall submit a separate list of the students admitted under this category to the Institute to which they are admitted for compliance.
		g	A letter in this respect shall be issued by the Competent Authority for admissions to each beneficiary student admitted under this scheme and he / she shall not be allowed to change Institution/course under any circumstances
		h	The Institutions shall also display information regarding admitted candidates in their web sites for information to the students and other stakeholders

ANNEXURE –XVIII

UNDERTAKING BY THE STUDENT

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

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

Declared this _____ day of _____ month of _____ year _____

Signature of Student

ANNEXURE –XIX
UNDERTAKING BY PARENT/GUARDIAN

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

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

Declared this _____ day of _____ month of _____ year _____

Signature of Parent/ Guardian

Name:

Address:

Telephone/Mobile No:

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 thecaste, 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.