

Through E-mail

From

Secretary,
Haryana State Board of Technical Education,
Bays No. 7-12, Sector- 4,
Panchkula

To

The Principals, All the Self-Financing / Private Polytechnics & Institutions

Memo No: 585 /Aff./HSBTE

Dated: 22-2-17


Subject: Checklist of documents to be submitted by the institutions seeking NOC for Complete closure / Progressive closure.

Kindly refer to the subject noted above.

The documents required to be submitted by an institution seeking complete / progressive closure shall be as per the clause 16.5 of appendix 16 of the AICTE Approval Process Handbook 2017-18 according to which the following documents shall be submitted by the institute / trust concerned seeking closure:

1. Format⁵ and Format¹⁹ with clear mention about provisions/ alternative arrangements made to take care of education of existing students studying in the Polytechnic / Institution in the Format as prescribed on the Web-Portal.
2. Resolution by the applicant Polytechnic / Institution, pertaining to application for closure of Institution in the Format⁶ as prescribed by AICTE in Approval Process Handbook 2017-18.
3. Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non-teaching staff and Teaching Staff: Student ratio.
4. Details of the RPGF/ Joint FDR/ FD made with AICTE/ State Government/ University for establishment of the Polytechnic / Institution.
5. Status of Students already studying in the Polytechnic / Institution.
6. Status of Faculty and Staff in the Polytechnic / Institution and liabilities thereon.
7. Affidavit² to be submitted by the applicant on a non-Judicial Stamp paper of Rs. 100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner stating that the applicant has no liability with respect to faculty members, staff, students etc.

8. Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution.
9. Affidavit from the Chairman / President of the applicant Polytechnic / Institution as per the format(s) prescribed by the Board and circulated vide memo No. 3487/HSBTE dt. 22.12.2015.
10. Affidavit from the Chairman / President of the borrower institution identified as the alternative arrangement to take care of education of existing students studying in the Polytechnic / Institution as per the format(s) prescribed by the Board and circulated vide memo No. 3487/HSBTE dt. 22.12.2015.
11. NOC from Controller of Exam regarding handing over of complete data related to sessional and practical marks to the borrower institute.



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

Endst No. 586-93 /Aff./HSBTE

Dated: 22-2-17

A copy of above is forwarded to following for kind information & further necessary action please.

1. PS to PSTE for kind information of Chairman, HSBTE-cum-PSTE please.
2. PS to DGTE for kind information of DGTE please.
3. PA to DTE for kind information of Secretary, HSBTE-cum-DTE please.
4. Joint Director, Private Polytechnics, DTE, Panchkula.
5. Controller of Exam, HSBTE, Panchkula.
6. Deputy Secretary (Certification), HSBTE, Panchkula.
7. Assistant Secretary (IT), HSBTE, Panchkula for uploading the document at website of the Board.
8. Guard File.


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