

THROUGH E-MAIL

INSTRUCTIONS
Affiliation Schedule
2017-18

From

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

To

The Principals,
All the Aided/Private Technical Institutes.

Memo No: 938/Aff./HSBTE

Dated: 05.04.2017

Subject: Instructions for the polytechnic institutions seeking extension of provisional affiliation from HSBTE for academic session 2017-18.

Kindly refer to the subject noted above. In this regard, it is intimated that the guidelines to be followed by the existing polytechnics seeking extension of provisional affiliation from HSBTE for the academic session 2017-18 are as follows:

1. The schedule for extension of provisional affiliation for the existing polytechnics for the academic session 2017-18 is as follows:

Event	Schedule
Submission of provisional affiliation proforma; AICTE, PCI, CoA, NCHMCT etc., approval letter(s) and affiliation fee prescribed by Board.	Within week of receipt of AICTE approval letter but not later than 3 rd May, 2017
Processing of application & decision of the Board for grant or refusal of affiliation.	Upto 15 th May, 2017


2. The affiliation fee for Govt. Aided (for unaided courses only) / Self-Financing polytechnics is as under:

Affiliation Fee	
Processing Fee (Annual)	40,000/-
Course Fee (Annual)	25,000/-@60 seats 40,000/-@90 seats 50,000/-@120 seats 80,000/-@180 seats

3. For extension of provisional affiliation 2017-18 login with the institutional user ID and password at affiliation.hsbte.com.
4. Affiliation Fee must be deposited **only through Payment Gateway** at affiliation.hsbte.com.
5. The excess affiliation fee deposited by the self financing private polytechnics (if any) for the session 2016-17 shall be refunded online by the Board in the respective account of the stakeholders as the shall not be adjusted for the oncoming session due to introduction of payment gateway for collecting affiliation fee for the session 2017-18.
6. In pursuance of the decision taken in the meeting of 15th BoG of HSBTE, the Board shall charge affiliation fee from all the institutes in which regular academic batches are studying and till the NOC for complete closure of institute / course is issued by the Board.

7. Applications be submitted online up to 3rd May, 2017 only. No application regarding extension of provisional affiliation shall be allowed to be submitted online after 3rd May, 2017.
8. After filling the online application and deposition of affiliation fee through Payment Gateway, click 'Submit' button to generate the report.
9. Attach the following documents with the "Affiliation Report":
 - a. Undertaking on the letter head of the Educational Society/Trust duly signed by the Chairman/President (Proforma available on the affiliation portal)
 - b. Supplementary Information (available on the affiliation portal)
 - c. Approval letters for the session 2017-18 issued by mandatory regulatory bodies viz. AICTE / PCI / CoA / NCHMCT etc.
- 10. Mere online application shall not be entertained unless supported by Print out/Hardcopy of this application duly signed by the Principal of the institute along with Undertaking and Supplementary Information.**
11. Print out/Hardcopy of this application duly signed by the Principal of the institute alongwith Undertaking and Supplementary Information must reach Secretary, HSBTE, Bays 7-12, Sector-4, Panchkula through registered post / by-hand latest **by 3rd May, 2017.**
12. Incomplete applications shall be out rightly rejected and HSBTE will not make any communication in this regard with any such institution(s).

Therefore, it is requested that the applications for seeking extension of affiliation may be submitted as per these instructions.



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

Endst. No. 939-42/Aff./ HSBTE

Dated: 05.04.2017

A copy of the above is forwarded to the following for information & necessary action please:

1. PS to PSTE for kind information of PSTE-cum-Chairman, HSTE please.
2. PS to DGTE for kind information of DGTE please.
3. PA to DTE for kind information of DTE-cum-Secretary, HSBTE please.
4. Assistant Secretary (IT), HSBTE with the request to upload the instructions on the website of HSBTE.


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