

**Speed Post/E-Mail**

**Letter No.** 1101  
**Dated:-** 07-04-2015

To

All the Principal(s),  
Govt./Govt. Aided/Self Financing Technical Institutions

**Subject: Regarding-Affiliation/ Closure of Institution for the session 2015-16.**

Sir/Madam,

It is informed that, extension of affiliation/provision affiliation w.e.f. session 2015-16 is to be considered by the HSBTE. Accordingly, All the institutions are directed to submit the duly filled in Affiliation Performa along with the proof of depositing requisite affiliation fee and copy of AICTE approval letter for the year 2015-16, at the HSBTE office latest by 12/04/2015.

It is further informed that

- As approved by competent authority if any institution fails to deposit affiliation fee within stipulated time as notified by HSBTE, the institutions will not be considered for affiliation for academic year 2015-16.
- Closure of institutions w.e.f. session 2015-16 is to be considered by the HSBTE. Accordingly, I am directed to inform that if any institution affiliated with HSBTE desires for closure of a branch due to poor admissions or any other reason than the institution may apply to Board for such closure. NOC for Closure of institute/Course may be issued on the following terms & conditions:-
  - a. It has been approved by competent authority that NOC for closure of institute/course may be given to only those institutes to which NOC for opening has been given by State Government.
  - b. NOC for closure of institute/course may be issued to the institute after double the duration of the course i.e. 6 years/4 years from the year of last admission in the institute or passing out of all students whichever is earlier.
  - c. Institute shall submit the status of regular and reappear students registered with the institute.
  - d. Institute shall submit the status regarding rearrangement of reappear students with some other institute alongwith the consent of that institute and students for the purpose of examination and certification of the students.
  - e. Institute shall submit that there is no financial liability with the institute pertaining to faculty or affiliation fee/any other Govt. dues.
  - f. Institute shall submit that no court has barred it from closing its operations.
  - g. The institute shall submit an affidavit regarding above points from a to e while applying for NOC.

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**Haryana State Board of Technical Education, Bays No. 7-12, Sector- 4, Panchkula**  
**Phone No.-0172-2583259, Fax No.- 0172-2560224,**  
**Email ID-asaffiliation.hsbte@gmail.com**

- h. In case of closure of course, the institute shall submit affidavit owning all liabilities related to regular/reappear students admitted to that course including conduct of examination and certification.
- i. In case of closure of institute/course, the institute shall deposit charges with HSBTE for issuing closure notice in two National Dailies.

The House decided that in case an institute intends to close before 6 years/4 years it should submit affidavit containing following information:

**Affidavit from lending institute:**

- a) That it has made alternate arrangement for regular/reappear students for completion of course and certification with another institute. (name and address of that institute)
- b) That it has transferred the fee/security collected from students to be migrated to the borrowing institute.
- c) That it has informed the stake holders about closure and taken consent of students about their migration to the other institute.
- d) That there is no financial liability with the institute pertaining to faculty or affiliation fee/any other Govt. dues.
- e) That no court has barred it from closing its operations.

**Affidavit from Borrowing institute:**

- a) That it has sufficient vacant seats to accommodate new students with respect to sanctioned intake as prescribed by AICTE.
- b) That it has received the fee/security collected from students to be migrated and no extra fee will be charged from such students.
- c) That it will deal with examination and certification of migrated students

It is further informed that the institution which are continuing with Extension of Affiliation for 2015-16 are required to fulfill the norms for infrastructure, faculty and other condition of Affiliation of AICTE/Board. Surprise inspection will be carried out by AICTE/Govt./Board. If during inspection any institute found deficient w.r.t infrastructure facilities & faculty, an appropriate action will be initiated by the Board including withdrawal of affiliation & imposition of other fines /penalties.

Regards,



**Deputy Secretary  
HSBTE, Panchkula**

CC:-

1. PS to FCTE-cum- Chairman, HSBTE for kind information of FCTE please.
2. PS to DGTE-cum-Secretary, HSBTE for kind information of DGTE please.