

# Government of Punjab

## Department of Technical Education & Industrial Training

(Technical Education-2 Branch)

To

1. Vice Chancellor,  
Punjab Technical University,  
Jalandhar.
2. Chairman,  
Punjab State Technical Education Board,  
Sector-36, Chandigarh.
3. The Director,  
Technical Education & Industrial Training, Punjab,  
Chandigarh.

Memo.No.35/44/95-IT(2)/978  
Dated, Chandigarh, the 21<sup>st</sup> March, 2003.

Subject:-

General Eligibility Criteria for admission to Professional / Diploma / Degree / Post Graduate Degree level Engineering / Technical / Pharmacy and Architecture Courses for session 2003-2004.

Reference on the subject noted above.

2. In supersession of this department memo. No.35/44/95-IT(2)/738, dated 4<sup>th</sup> March, 2003, the following shall be the eligibility criteria for admission to Professional/Diploma/Degree/Post Graduate level Engineering/Technical/Pharmacy and Architecture courses in Punjab State for session 2003-2004:-

i) 85% seats will be reserved for the candidates from within the State and 15% will be open to candidates on All India basis. The eligibility criteria for 85% seats will be that the candidate must be resident of Punjab State in terms of Punjab Government, Department of Personnel and Administrative Reforms (PP-I Br.) letter No.1/3/95-3PP1/9619, dated the 6<sup>th</sup> June, 1996 and letter No.1/3/95-PP-II/81, dated the 1<sup>st</sup> January, 1999

and should have passed qualifying examination from any recognized Board/University.

In case, the residence certificate is found at any stage to be false or incorrect, the admission against Punjab quota shall be liable to be cancelled, without prejudice to any criminal proceedings that may be initiated. Furthermore, the fees or any other amount paid, including advance or security, shall be automatically treated as forfeited.

- ii) The above condition regarding a candidate being resident of Punjab shall not be applicable to the following categories of candidates:-
- a. Candidates seeking admission under NRI quota, if eventually permitted;
  - b. Children, wards and dependents of Punjab Government employees and employees of Boards/Corporations/Statutory Bodies/Companies/Co-operative Societies set up or owned or controlled by the Punjab Government, including those established by or under an Act of the State of Punjab or a Central Act, by the Punjab Government, posted within or outside the state of Punjab.
  - c. Children, wards and dependents of members of All-India Services borne on Punjab Cadre, irrespective of where the officer is posted. This shall also include children, wards and dependents of members of All -India Services borne on cadres other than that of Punjab, provided the said officer is on deputation with Punjab Government or any of its Boards, corporations, statutory bodies, companies, co-operative Societies enumerated in sub-para (b) above, irrespective his place of posting.
  - d. Children, wards and dependents of the Central Government employees who have served for at least two years in connection with the affairs of the Punjab Government or any of its Boards, Corporations, Statutory Bodies, Companies, Co-operative Societies enumerated in sub-para (b) above out of 5 years proceeding the year of entrance examination;

- e. Children, wards and dependents of those Punjab Government pensioners settled outside Punjab.
  - f. Children, wards and dependents of military/para-military forces personnel belonging to the State of Punjab as per record at the time of their entry in service (A certificate on prescribed proforma by the Commanding officers of the Unit has to be furnished); and
  - g. Children, wards and dependents of the ex-employees of military/para military forces personnel belonging to the State of Punjab as per record at the time of their entry into service.
- iii) A candidate must have appeared in the Common Entrance Test (CET) conducted by the Punjab Technical University for admission of graduate courses and Joint Entrance Test (JET) conducted by the Punjab State Board of Technical Education.
  - iv) The guidelines issued for the grant of residence certificates/bonafide resident of Punjab by the Department of Personnel and Administrative Reforms (PP-2 Br.) vide No.1/3/95-3P-2/9619, dated the 6<sup>th</sup> June, 1996 and I.D.No.1/2/96-3PP-2/8976, dated 7<sup>th</sup> July, 1998 and No.1/3/95-3PP-2/80, dated 1<sup>st</sup> January, 1999 and further instructions, issued by that Department, if any, will be adhered to in letter and spirit while making admission to the degree/Technological courses in the Engineering Colleges and in the University etc.
  - v) NRI seats were being previously filled as per guidelines issued by AICTE vide No.F.38-7/Legal/2001, dated 03.10.2001. However, the admission to NRI seats, if at all permitted by the Government of India and/ or the AICTE, in light of the interpretation of the judgement of the honourable Supreme Court of India in the case of **TMA Pai Foundation and others vs. State of Karnataka and others ((2002) 8 SCC 481: AIR 2003 SC 355)**, shall only be in accordance with the fresh guidelines to be issued by them, in due course.

Secretary Technical Education

Government of Punjab  
 Department of Technical Education & Industrial Training  
 (Technical Education-2 Branch)

To

The Director,  
 Technical Education & Industrial Training Punjab  
 Plot No. 1, Sector 36-A, Chandigarh.

Handwritten notes and stamps:  
 B.S.P. (S.P.)  
 B.S.P. (S.P.)  
 A.S. (S.P.)  
 163 (TE)  
 2/7/2013

Memo No. 13/2/05-ITE2/1987  
 Dated Chandigarh, the 2/7/2013

Subject: Reservation of seats for various categories of candidates for admission to the degree-level courses in Engineering and Technology in various Colleges, including MBA, MCA and B.Pharmacy as well as diploma-level courses in Polytechnic Institutions and certificate courses in ITI's in the State of Punjab from the session 2013-2014.

Reference to Punjab Government Memo No. 13/2/05-ITE2/410 Dated: 20.2.06 on the subject noted above.

2. The aforesaid Reservation Policy has been reviewed and it has been decided to retain the previous policy in terms of substantive percentages of reservation for the various categories. The percentage of reservation for each of the categories shall be as under:-

- |       |   |     |
|-------|---|-----|
| (i)   | Scheduled Castes/Scheduled Tribes           | 25% |
| (ii)  | Backward Classes                            | 5%  |
| (iii) | Border Areas/Backward Areas (2% each)       | 4%  |
| (iv)  | Sports Persons                              | 2%  |
| (v)   | Children/Grand Children of Freedom Fighters | 1%  |
| (vi)  | Disabled Persons:                           | 3%  |
|       | (a) Blind                                   | 1%  |
|       | (b) Deaf & Dumb                             | 1%  |
|       | (c) Other Handicapped                       | 1%  |

(If suitable candidates are not available in any one of these sub-categories the seats so available will be filled up by the candidates from the other sub-categories of disabled candidates and if they are not available in any sub-category then seats shall be filled up from general category candidates)

- (vii) Children/widows of defence personnel killed or disabled to the extent of 50% or more in action, wards of gallantry awardees, children of serving defence personnel/ex-servicemen (2%). The priority to this category is given as under:-
- Killed in action
  - Disabled in action & Boarded out of service.
  - Died while in service & death attributable to military service.
  - Disabled in service & Boarded out of service with disability attributable to military service.
  - Gallantry award/other award winners both serving/retired.
  - Serving Defence Personnel/Ex-servicemen.

- (viii) Children/widows of Para-military forces personnel, Punjab Police, PAP and Punjab Home Guards killed or disabled in action to the extent of 50% or more, and children of paramilitary forces personnel/ex-paramilitary forces personnel, wards of Punjab Policemen decorated with Gallantry Medals (2%).
- (ix) November 1984 riots-affected displaced persons, children of the Army deserters killed/100% physically disabled, children of the families of persons killed as a result of terrorist violence or by security forces acting in aid of civil authorities and the children of innocent civilians who have sustained 100% disability in terrorist violence or during operation by Security forces acting in aid of civil authorities (2%).

- (x) Sibling (single) Girl Child or one of the Girl of parents having two or more girls and having no male child (An affidavit on a stamp paper worth

Rs.20/- duly attested by 1<sup>st</sup> class Magistrate to obtained from the parents of the girl child) (1%).

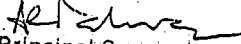
- (xi) The reservation of T-Sunami affected persons shall be available for the children/grand children of original ex-serviceman settler of Campbell Bay Island only or Student suffering from Cancer/AIDS/Thalassemia (The claimant candidate will have to submit a certificate as a proof from the National Medical Institute like PGI, AIMS etc. in support of his/her claim) (1%).

3. The aforesaid percentage reservation in respect of each category shall, however, be subject to the detailed clarifications and inter se gradation criteria as decided in the meeting chaired by Chief Secretary to the Government of Punjab on 13<sup>th</sup> March, 2003, the minutes of which are appended. These minutes and the decisions recorded therein shall be treated as a part and parcel of this communication.

4. Nothing in the aforesaid policy shall apply to the courses run by the three universities in the state; other than Punjab Technical University, Jalandhar, in respect of the courses offered by them in their campuses or their regional centres. Admission to these courses shall be governed by the reservation policy framed by the respective University.

5. These policy instructions shall be subject to the law laid down by the honourable Supreme Court of India in the case of TMA Pai Foundation and others vs. State of Karnataka and others (2002) 8SCC481: AIR2003 SC 355).

You are requested to implement the above reservation policy in all the Professional/Engineering Colleges/Polytechnic Institutions/Industrial Training Institutes and Technical Institutes in the State.


  
Principal Secretary,  
Technical Education

Endst. No. 13/2005/ITE&

Dated

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

1. Ministry of Human Resources Development, Department of Higher Education, Government of India, Shashtri Bhawan, New Delhi.
2. All India Council of Technical Education, New Delhi.
3. Vice Chancellor, Punjab Technical University, Jalandhar.
4. Vice Chancellor, Punjabi University, Patiala.
5. Secretary, Punjab State Board of Technical Education & Industrial Training, Sector 36A, Chandigarh.
6. The Incharge, Computer Section, office of the Director, Technical Education & Industrial Training Punjab, Chandigarh.

  
Superintendent

905

ਨੰ: 7/21/2004-ਰਸਮ/1074-1677  
ਪੰਜਾਬ ਸਰਕਾਰ  
ਭਲਾਈ ਵਿਭਾਗ  
(ਰਿਜ਼ਰਵੇਸ਼ਨ ਸੈਲ)

- (1) ਮੁੱਖ ਵਿਭਾਗ ਦੇ ਮੁਖੀ।
- (2) ਡਵੀਜ਼ਨ ਦੇ ਡਾਇਰੈਕਟਰ।
- (3) ਰਿਜ਼ਰਵੇਸ਼ਨ ਸੈਲ ਦੇ ਡਾਇਰੈਕਟਰ (ਸੀ-ਕੈਟ)।
- (4) ਰਾਜ ਦੇ ਸਾਰੇ ਜ਼ਿਲ੍ਹੇ ਡਾਇਰੈਕਟਰ।

ਮਿਤੀ: 30-12-2004

ਵਿਧਾ: - ਜਨਰਲ ਮੇਰਿਟ ਵਿੱਚ ਮਾਏ ਪ੍ਰਮੁੱਖਤਾ-ਜਾਤੀ ਦੇ ਵਿਚਿਕਾਰ ਥੀਆਂ ਨੂੰ ਸਕੂਲਾਂ, ਕਾਲਜਾਂ, ਤਕਨੀਕੀ, ਮੈਡੀਕਲ ਅਤੇ ਪ੍ਰੋਫੈਸ਼ਨਲ ਸੰਸਥਾਵਾਂ ਵਿੱਚ ਦਾਖਲੇ ਸਮੇਂ ਰਿਜ਼ਰਵੇ/ਪਿੱਛਲੀ ਸ਼੍ਰੇਣੀਆਂ ਵਿੱਚ ਵੀ ਕੁਝ ਕੁਝ ਤੋੜੇ ਨਾ ਗਿਣੇ ਜਾਣ।

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ਸੇਨੂੰ ਉਪਰੋਕਤ ਕਿਸੇ ਨੇ ਇਹ ਵੇਸਟ ਦੀ ਵਜਾ ਦਿਤ ਹਈ ਹੈ, ਕਿ ਮਨੁੱਖ ਵਿ-  
ਜਾਤੀ ਮਰੀ ਪਿੱਛਲੀ-ਮੁੱਢਲੀ ਦੇ ਉਮੀਦਕਾਰਾਂ ਨੂੰ ਰਾਜ ਦੀਆਂ ਸੇਵਾਵਾਂ ਵਿੱਚ ਰਾਖਵਾਂ ਕਰਨ  
ਵੇਦ ਲਈ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੱਤਰ ਨੰ: 1244-ਓ. ਸੀ. ਡੀ (ਯਾਤਰਾ) ਜੰਡ-70/19996  
ਮਿਤੀ: 30-7-1970 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹਵਾ ਦਿਤਾਂ ਵਿੱਚ ਹੋਰ ਮਨੁੱਖਾਂ ਨੂੰ ਰਾਖਵਾਂ  
ਕੀਤਾ ਗਿਆ ਹੈ: -

"There is no bar to a large number of posts being secured by the members of the Scheduled Castes/Backward classes. In consequence the members belonging to the Scheduled Castes/Backward classes, who get selected on merit list (in the case of direct recruitment) and those who become eligible for promotion to next higher posts by virtue of their seniority-cum-fitness should not be included, while calculating percentage of the reservation meant for Scheduled Castes/Backward classes".

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ਗੁਰਮਤਿ ਸਿਰਜਣਾ ਗਿਆ ਹੈ: -

While calculating the percentage of reservation as prescribed in Govt. instructions from time to time the officials/officers appointed/promoted on the seniority-cum-merit basis belonging to the reserve categories will be excluded from the number of reserve categories working in the particular cadre."

ਰਾਜ ਦੀਆਂ ਵਿਦਿਅਕ, ਤਕਨੀਕੀ, ਸੇਵੀ ਤਲ ਅਤੇ ਪ੍ਰੋਫੈਸ਼ਨਲ ਕਾਲਜਾਂ/ਸੰਸਥਾਵਾਂ ਵਿੱਚ ਉਸ ਸਮੇਂ ਅਨੁਸੂਚਿਤ-ਜਾਤੀਆਂ ਲਈ 25% ਅਤੇ ਪੱਛੜੀਆਂ-ਸ਼੍ਰੇਣੀਆਂ ਲਈ 5% ਸੀਟਾਂ ਪ੍ਰਦਾਨ ਕੀਤੀਆਂ ਹੋਈਆਂ ਹਨ। ਅਨੁਸੂਚਿਤ-ਜਾਤੀ/ਪੱਛੜੀਆਂ-ਸ਼੍ਰੇਣੀਆਂ ਦੀਆਂ ਭਲਾਈ ਸੰਸਥਾਵਾਂ ਵੱਲ ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆਂਦਾ ਗਿਆ ਹੈ ਕਿ ਰਿਜ਼ਰਵ ਵਰਗਾਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਜਿਹੜੇ ਜਨਰਲ ਲਿਸਟ ਵਿੱਚ ਮੈਰਿਟ ਤੇ ਆਏ ਹਨ, ਨੂੰ ਵੀ ਰਿਜ਼ਰਵ ਕੈਟੋਰੀ ਦੀ ਪੁਰੀ ਸ਼ੁਰਤਾਂ ਦੀ ਹਿਸਾਬ-ਕਿਤਾਬ ਨਹੀਂ ਉਦੋਂ ਸਮੇਂ ਰਿਜ਼ਰਵ ਕੈਟੋਰੀ ਵਿੱਚ ਸੰਯੋਜਨਾ ਦਿੱਤੀ ਜਾਵੇਗੀ। ਵਿਦਿਅਕ ਸੰਸਥਾਵਾਂ ਵੱਲੋਂ ਅਪਣਾਇਆ ਜਾਣ ਵਾਲਾ ਇਹ, ਸਰਕਾਰ ਰਿਜ਼ਰਵ ਵਰਗਾਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਦਾਖਲੇ ਲੈਣ ਸਮੇਂ, ਉਨ੍ਹਾਂ ਨੂੰ ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਸੰਯੋਜਨਾ ਸਿਰਫ਼ ਲਈ ਬੜਾ ਨੁਕਸਾਨਦੇਹ ਹੈ, ਜਿਸ ਵਿੱਚ ਇਹ ਸਰਕਾਰ ਦੀ ਸੰਯੋਜਨਾ ਵਿੱਚ ਅਪਣਾਈ ਜਾਣੀ ਚਾਹੀਦੀ ਅਨੁਸਾਰ ਨਹੀਂ ਹੈ। ਅਨੁਸੂਚਿਤ-ਜਾਤੀਆਂ/ਪੱਛੜੀਆਂ-ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਸੰਸਥਾਵਾਂ ਸਰਕਾਰ ਦੀਆਂ ਉੱਚ ਦਰਜਾਈਆਂ ਹੋਣਾ ਇਤਿਹਾਸਿਕ ਤੌਰ 'ਤੇ ਰਿਜ਼ਰਵ ਉਮੀਦਵਾਰਾਂ ਲਈ ਦਾਖਲੇ/ਸੇਵਾਵਾਂ ਵਿੱਚ ਕੀਤੇ ਉਪਰੰਧ ਦੇ ਅਨੁਕੂਲ ਹੋਣ ਦੀ ਮੰਗ ਕਰ ਰਹੀਆਂ ਹਨ।

ਸਰਕਾਰ ਵੱਲੋਂ ਇਸ ਮਾਮਲੇ ਨੂੰ ਗੰਭੀਰਤਾ ਨਾਲ ਵਿਚਾਰ-ਗਿਆ ਗਿਆ ਹੈ ਅਤੇ ਅਨੁਸੂਚਿਤ-ਜਾਤੀਆਂ ਨੂੰ ਰਿਜ਼ਰਵ ਕੈਟੋਰੀ ਨਾਲ ਸਬੰਧਤ ਵਿਦਿਆਰਥੀ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਵਿਦਿਅਕ, ਤਕਨੀਕੀ, ਸੇਵੀ ਤਲ ਅਤੇ ਪ੍ਰੋਫੈਸ਼ਨਲ ਕਾਲਜਾਂ/ਸੰਸਥਾਵਾਂ ਵਿੱਚ ਦਾਖਲੇ ਵਿੱਚ ਰਿਜ਼ਰਵ ਕੈਟੋਰੀ ਦੇ ਉਮੀਦਵਾਰਾਂ ਲਈ ਸੇਵਾਵਾਂ ਵਿੱਚ ਅਪਣਾਈ ਨੀਤੀ ਦੇ ਅਨੁਕੂਲ ਵਿਚਾਰ-ਗਾਹੀ ਦੇ ਹਨ। ਇਸ ਲਈ ਸਰਕਾਰ ਵੱਲੋਂ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਰਿਜ਼ਰਵ ਕੈਟੋਰੀ ਨਾਲ ਸਬੰਧਤ ਉਨ੍ਹਾਂ ਵਿਦਿਆਰਥੀਆਂ, ਜਿਹੜੇ ਜਨਰਲ ਲਿਸਟ ਵਿੱਚ ਮੈਰਿਟ ਤੇ ਆਏ ਹਨ, ਨੂੰ ਸਰਕਾਰ ਦੀਆਂ ਹੋਰ ਉੱਚੀਆਂ ਅਨੁਸਾਰ ਰਿਜ਼ਰਵ ਕੈਟੋਰੀ ਦੀ ਮਿਸਟ ਤੋਂ ਬਾਹਰ ਰੱਖਿਆ ਜਾਵੇਗਾ, ਭਾਵ ਉਨ੍ਹਾਂ ਨੂੰ ਰਿਜ਼ਰਵ ਨੁਕਤਿਆਂ ਤੇ ਦਾਖਲੇ ਦਿੱਤਾ ਜਾਵੇਗਾ।

ਚਕਰ ਪੰਨਾ

3-1-05

JDA	
JDW	
DD	31/1/2005
DCFA	

ਇਹ ਹਦਾਇਤਾਂ ਆਪ ਦੇ ਅਧੀਨ ਆਉਂਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ/ਮੁੱਖ ਸਕੱਤਰਾਂ ਵਿਚਾਰਨੀ ਚੁਕਨੀ ਕੀ ਮੋਡੀ ਕਲ ਅਤੇ ਖੇਡਾਕਲ ਸੰਬੰਧਿਤ ਜਾਂ ਹੋਰ ਵੱਡੇ ਢੰਗ ਨਾਲ ਇਸ ਸੰਸਥਾਨਿਕ ਸਬੰਧ ਰੇਣ ਦੇ ਖਿੱਚ ਵਿੱਚ ਸੂਚਨਾ ਅਤੇ ਇੰਟਰ-ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਨਿਸ਼ਚਿਤ ਦੀ ਖੇਚਲ ਕੀਤੀ ਜਾਵੇ।

ਰਾਮ ਅਸਰਾ ਗਰਗ  
 ਉਪ ਸਕੱਤਰ ਭਲਾਈ  
 9/2/04

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ ਮੁੱਖ ਸਕੱਤਰਾਂ ਵਿੱਚ ਲਿਖਿਆ ਡੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਰਾਮ ਅਸਰਾ ਗਰਗ  
 ਉਪ ਸਕੱਤਰ ਭਲਾਈ  
 9/2/04

- (1) ਰਾਜ ਦੇ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ।
- (2) ਰਾਜ ਦੇ ਸਮੂਹ ਮੁੱਖ ਸਕੱਤਰ।
- (3) ਰਾਜ ਦੇ ਸਮੂਹ ਮੁੱਖ ਸਕੱਤਰ।

ਮਿਤੀ: 7/21/2004 ਚਸ1/  
 ਮਿਤੀ: 7/21/2004 ਚਸ1/

ਮਿਤੀ \_\_\_\_\_  
 ਮਿਤੀ \_\_\_\_\_

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਡੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

- (1) ਡਾਇਰੈਕਟਰ, ਆਲੂ ਚਿਰ-ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜਿਆਂ ਮੋਟੀਆਂ, ਭਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ।
- (2) ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਟੇਟ ਕਮਿਸ਼ਨ ਚਾਰ ਸ਼ਿਊਲਰ ਕਾਸਟਮ, ਕਮਲਾ ਠੀ:8, ਚੌਥੀ ਮੰਜਿਲ, ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ, ਚੰਡੀ ਗੜ੍ਹ।

ਰਾਮ ਅਸਰਾ ਗਰਗ  
 ਉਪ ਸਕੱਤਰ ਭਲਾਈ  
 9/2/04



25/4/2008

GOVERNMENT OF PUNJAB  
Department of Technical Education & Industrial Training  
(Technical Education Branch-II)  
NOTIFICATION

No. 13/12.9/2003-1722/1243

Dated: 25/4/2008

In pursuance to the judgment dated 31st October 2002 of the Supreme Court of India's in the case of T.M.A. Pai Foundation and others versus State of Karnataka and others (2002) (13 SCC 481; AIR 2004 SC 1012) and the subsequent judgment dated 14th August, 2003 by constitution of the Hon'ble Supreme Court of India in the Writ Petition (Civil) No. 350 of 2002 Islamic Academy of Education and another versus State of Karnataka and the others and the order dated September 25, 2003 of the Hon'ble Punjab and Haryana High Court in CWP No. 12753 of 2003 in the case of Shri Gurukul Das Charitable Hospital Trust, Amritsar versus State of Punjab and another, and after consulting all the stake-holders, the Governor of Punjab has pleased to direct that 'Management Quota' in all the Private Unaided and Management Institutions (College as well as Polytechnics) shall be (one third of the total seats) and the remaining 66-2/3% (two third of the seats) shall be treated as the "state quota" which must be necessarily through the Common Entrance Test to be conducted by an agency designated by the State Government. The Governor of Punjab is further pleased to direct that out of the "Management Quota" a maximum of 5% of the sanctioned seats of an institution shall be filled from amongst Non-Indian (NRI)/Persons of Indian Origin (PIO)/Foreign National Students and related categories, in accordance with procedure stipulated below:

- i) The candidates against NRI/ PIO/NRI-Sponsored / Industry Sponsored seats will be admitted on merit determined on the basis of marks obtained in the qualifying examination. They shall be required to take the Common Entrance Test.
- ii) First preferences shall be given those NRI/PIO candidates who are having ancestral Punjab Resident background.
- iii) Second preference shall be given to those NRI/PIO candidates who are having ancestral background relating to other States of India.
- iv) The fee structure for those seats shall be as notified earlier vide 1/9/2000-ITE II/1188 dated 10/3/2003. Miscellaneous charges, Admission Fee, Security, students Fund and Hostel Fee shall continue to be charged. Admission of the candidates under NRI/PIO/NRI Sponsored/Industry Sponsored category i) to iii) shall be made provided they fulfill other terms and conditions set down in this notification.
- v) Any seats remaining vacant under NRI/PIO/NRI Sponsored/Industry Sponsored quota till last date of admission in the institutions shall stand transferred to the "Management Quota".

The Governor of Punjab is further pleased to direct that in case Private Unaided Institutions, as an association, want to conduct their Common Entrance Test in respect of the "Management Quota" seats they submit a resolution to this effect to the Director, Technical Education, Industrial Training, Punjab within 10 days of the publication of this notification failing which the seats under this "Management quota" shall have to be filled in the following manner:

1. Each Institution shall publish an advertisement in two newspapers (one in English and one in Punjabi language), clear fifteen days of period before the last date for applications for admission.
2. The Management shall fill these seats in accordance with the following order of preference:
  - i) Merit in State-Level Entrance Test to be conducted by an agency to be designed by the State Government.
  - ii) Merit in All India Entrance Test, wherever applicable.
  - iii) Marks secured in the qualifying the examination.
3. The fee of "Management Quota" seats shall be same as the uniform rate of fee already notified vide No. 13/30/2003-ITE dated 1/4/2003, until it is revised in accordance with procedure established by law, subject to the condition that there shall be no profiteering or charging or any capitation fee, directly or indirectly. Miscellaneous charges like Admission Fee, Security, Student and Hostel Fee already fixed and conveyed vide memoranda dated 4/3/99 and 15/3/99 will continue be charged.

The Reservation policy of the State Government for the time being in force shall apply to the "State Quota" only and there shall be no reservation in respect of the "Management Quota" (Including NRI quota). The guidelines for admission of Foreign Nationals/PIO shall be as per Government notification No. 13/75/2001-ITE2/296 dated the 23rd April 2003. Any Institution not willing to avail their share of "Management Quota" seats, including NRI seats, wholly or partially, shall be allowed to submit these seats to the "State Quota" to be filled through the common Entrance Test, conducted by an agency designed by the State Government.

Dated, Chandigarh.  
22nd April, 2008.

Tojinder Kaur  
Principal Secretary to Government of Punjab  
Department of Technical Education,  
Industrial Training, Punjab

Endst. No. 13/129/2003-1TE2/ 1248

Dated; Chandigarh, the: 28/1/08

A copy is forwarded to the Controller Printing & Stationery, Chandigarh with a request to publish the Notification in Punjab Government (Extra Ordinary) and 50 copies of this Notification may be supplied for official publication.

*JK*  
Principal Secretary Technical Education

1249  
Endst. No. 13/1291/2003-1TE2/ 1252

Dated; Chandigarh, the: 28/1/08

- A copy is forwarded to the following for information & necessary action:
- 1) Director, Technical Education and Industrial Training, Punjab, Chandigarh.
  - 2) Vice Chancellor, Punjab Technical University Jalandhar.
  - 3) Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh.
  - 4) Director, Technical Education U.T., Chandigarh.

*S. Singh*  
Superintendent

GOVERNMENT OF PUNJAB

DEPARTMENT OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING  
(TECHNICAL EDUCATION BRANCH-II)

NOTIFICATION

925/104  
25/6/08

No. 13/129/03-13 PSE/1892

Dated: 25/6/08

In partial modification of Punjab Government Notification No. 13/129/2003-TE2/1247 dated 25<sup>th</sup> April, 2008 the Governor of Punjab is pleased to amend the following condition:-

"Para (i) may be read as:-

The candidates against NR/PIO/seats will be admitted on merit determined on the basis of marks obtained in the qualifying examination. They shall not be required to take the Common Entrance Test."

Tejinder Kaur, IAS  
Principal Secretary to Govt. of Punjab  
Deptt. of Technical Education & Indl. Training.

Dated:

Encl. No. 13/129/2003-TE2/

A copy is forwarded to Controller, Printing and Stationery, Punjab, Chandigarh with a request to publish the Notification in Punjab Government Gazette (Extra Ordinary) and supply 50 copies for office use.

Special Secretary to Govt. of Punjab  
Deptt. of Technical Education & Indl. Training

Encl. No. 13/129/2003-TE2/ 1894

Dated: 25/6/08

A copy is forwarded to the following for information and necessary action:

1. ✓ The Director, Technical Education & Industrial Training, Punjab, Chandigarh.
2. The Vice Chancellor, Punjab Technical University, Jalandhar
3. The Vice Chancellor, Guru Nanak Dev University, Amritsar.
4. The Vice Chancellor, Punjabi University, Patiala.

FRESH RECEIPT

ADTE (M)  
ADTE (H)  
ADIT

D. No. 129/03-13 PSE/1892

Stamp: 25/6/08  
Handwritten signature and date

Superintendent

Handwritten signature

Vertical stamp: Technical Education & Industrial Training, Punjab

25/1/11  
25-1-11  
Mach  
20/1/11  
Registrar  
DD (Conduct)

25/1/11

ਸਾ.ਦ.ਪੰ.ਭ.ਭ.ਭ.ਭ.ਭ.  
ਭਾਇਕੀ ਨੰ. 173  
ਮਿਤੀ 25.1.11

Government of Punjab  
Department of Technical Education and Industrial Training  
(Technical Education-1 Branch)

**NOTIFICATION**

No.13/129/2003-ITE2/ 171

Dated Chandigarh the 17.1.2011

In partial modification of Punjab Government Notification No.13/129/2003-1TE2/1247 dated 25.4.2008, the Governor is pleased to amend para 2(iii) as under :-

**\*Merit based on Marks secured in the qualifying examination\***

Dated: Chandigarh, the  
17.1.2011

Suresh Kumar, I.A.S.  
Principal Secretary to Govt.  
Department of Technical Education &  
Industrial Training, Chandigarh

Endst.No.13/129/2003-1TE2/

Dated: Chandigarh, the

A copy is forwarded to the Controller, Printing & Stationery, Chandigarh with a request to publish the Notification in the Punjab Government Gazette (ordinary) & supply 20 copies for office use.

Additional Secretary Technical Education

Endst.No.13/129/2003-1TE2/ 173

Dated: Chandigarh, the

A copy is forwarded for following for information & necessary action:-

- 1) Director, Technical Education & Industrial Training Punjab, Sector 36, Chandigarh;
- 2) Vice-Chancellor, Punjab Technical University, Jalandhar;
- 3) Secretary, Punjab State Board of Technical Education & Training, Sector 36, Chandigarh;
- 4) Director, Technical Education & Industrial Training, Chandigarh.

Superintendent

2/1/11

2/1/11

Personnel Department letter 9619  
dated 6/0/1996

**ANNEXURE IV**

**INSTRUCTIONS/GUIDELINES FROM PUNJAB GOVERNMENT REGARDING  
(I) COMPETENT AUTHORITY TO ISSUE CERTIFICATES AND (II) CRITERIA  
FOR ELIGIBILITY OF CANDIDATES BELONGING TO VARIOUS RESERVED  
CATEGORIES**

**RESIDENCE CERTIFICATE**

Copy of letter No. 1/3/95-3PPH/9619 dated 06.06.1996 from the Deputy Secretary, Personnel, Government of Punjab, Department of Personnel and Administrative Reforms (Personnel Policies-II Branch) to

- i) All the financial commissioners to the Government of Punjab.
- ii) All the Principal Secretaries/Administrative Secretaries to the Government of Punjab.
- iii) All Heads of Department, Commissioners of Divisions, Registrar, Punjab and Haryana High Court, District and Session Judges, Deputy Commissioners, Sub Divisional Officers (Civil) in the Punjab State.

**Subject : Bonafide resident of Punjab-Guidelines for grant of Residence Certificate.**

Sir/Madam I am directed to invite your attention to the Punjab Government Circular Letter No. 1/3/95-3PPH/2043, dated 29.1.1996 vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of **Domicile** for the purposes of admission to educational institutions (including technical/medical institutions). The matter has been reconsidered in the light of judgement 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 was held that instead of the word 'Domicile' the word 'Residence' be used in the instructions issued by the State Governments on the subject. Accordingly, it has been decided by the Government to revise the Government instructions referred to above as under :

*Affidavit/Certificate and the authorities competent to issue the same.*

Citizens of India

Produce an affidavit to the effect that they or their children/wards have not obtained the benefit of residence in any others State.

**Categories**

- i) Candidates who have studied for a period of 5 years in Punjab or have studied in Punjab for 2 years just preceding the qualifying examination for the admission

Affidavit of the parents/  
Guardian to be attested by  
an Executive Magistrate/Oath  
Commissioner/Notary Public.

Certificate to be signed by the  
Headmaster/Principal of the  
recognised Schools/Colleges  
concerned.

- Certificate to be issued  
by the respective Head of  
the Department
- ii) Children/Wards of :
- a) The employee of Punjab Government posted in or outside Punjab State or working on deputation having atleast 3 years of service: do -
  - b) The employees of Government of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of 3 years. do -
  - c) The employees of State Government Institutions/ Undertakings who are posted in Chandigarh or in Punjab in connection with affairs of the Punjab Government for a period of 3 years. - do -
  - d) The employees having atleast 3 years of service in autonomous bodies/companies in which Punjab Government has 20% or more shares: - do -
- iii) Children/Wards of the pensioners of Punjab Govt. irrespective of the fact that the original home of the retiree is in a State others than Punjab or he has settled after retirement in or outside Punjab. PPO issued by the Accountant General, Punjab
- iv) Children/Wards of the persons who have settled in Punjab or had resided in Punjab for a period of at least 5 years at any time prior to the date of the submission of the application either in pursuit of a profession or holding of a job. Certificate to be issued by the DC, ADC (R), ADC (D), SDO (Civil), GA to DC, DORG, DRO, EM, Tehsildar, Commissioners of Municipal Corporations of Amritsar, Jalandhar and Ludhiana.
- v) Children/Wards of persons who have held immovable property in Punjab for a period of five years. The property should be in the name of the parents/guardians or the candidate himself. DC, ADC (R), ADC (D), SDO (Civil), GA to DC, EM, DORG, Tehsildar/DRO based on copies of Jamabandi, Revenue Record, Municipal Record, Registered deeds or any others document to the full satisfaction of the DC.
- vi) Persons who were born in Punjab and produced a certificate to that effect. As per category (iv) above

For the purposes of uniformity for issuing the certificate of Residence in the case of various categories to be issued by the Competent Authorities, proforma have been prescribed which are enclosed herewith. After careful consideration, it has also been decided to delete the D.T.O. included among the certifying authorities against category (iv) & (vi) of the policy instruction dated 29.01.1996.

The receipt of this letter may please be acknowledged.

Sd/-  
(Karam Chand Ahuja)  
Deputy Secretary, Personnel.



1/3/95-3 ਪੀ ਪੀ 11/80  
ਪੰਜਾਬ ਸਰਕਾਰ  
ਪ੍ਰੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ  
(ਪ੍ਰੋਨਲ ਪਾਲਿਸੀਜ਼ ਸ਼ਾਖਾ...11)

ਸੇਵਾ ਵਿਖੇ,

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ - 1 ਜਨਵਰੀ, 1999

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ  
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਜਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ  
ਉਪ-ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ

ਵਿਸ਼ਾ - ਰੈਜੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਸਬੰਧੀ ਅਗਵਾਈ ਲੀਹਾਂ ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਸੇਵਾ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ. - 1/3/95-3ਪੀਪੀ 11/2619, ਮਿਤੀ 6 ਜੂਨ, 1996 ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਹਾਲਾ-ਅਪੀਨ ਪੱਤਰ ਰਾਹੀਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਨੂੰ ਹੋਰ ਸਰਲ ਬਣਾਉਣ ਲਈ ਸਰਕਾਰ ਵੱਲੋਂ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਨਿਰਦੇਸ਼ ਲਏ ਗਏ ਹਨ :-

- (1) ਰੈਜੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਵਿਧੀ ਸਾਰੇ ਸਬ-ਡਵੀਜ਼ਨਲ ਮੈਜਿਸਟਰੇਟਾਂ ਦੇ ਦਫਤਰਾਂ ਦੇ ਚਾਰ ਚੀਫ਼ ਕਲਰਕਾਂ ਦੇ ਆਸ-ਪਾਸ ਦੀ ਸੂਚਨਾ ਹਿੱਤ ਲਗਾਈ ਜਾਵੇ । (ਇਸ ਸਬੰਧ ਵਿੱਚ ਭਾਰਤ ਸਰਕਾਰ ਵੱਲੋਂ ਪੱਤਰ ਨੰ. 14046/5/97-ਯੂ.ਟੀ.ਐਸ/ਪਬਲਿਕ, ਮਿਤੀ 8 ਜਨਵਰੀ 1998 ਦੀ ਕਾਪੀ ਡਾਕੂਮੈਂਟ ਵਿੱਚ ਇਹ ਮਿਲਾਇਆ ਗਿਆ ਹੈ, ਸੂਚਨਾ ਹਿੱਤ ਨੱਥੀ ਹੈ ।
- (2) ਵੱਖ ਵੱਖ ਕੈਟਾਗਰੀਆਂ ਦੇ ਕੇਸਾਂ ਵਿੱਚ ਜਾਰੀ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਰੈਜੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਸਬੰਧੀ ਸੇਵੇ ਹੇਠ ਪ੍ਰਫਾਰਮੇ ਨਾਲ ਨੱਥੀ ਹਨ । ਅਗਾਂਹ ਤੋਂ ਲੋੜੀਂਦੀ ਸਰਟੀਫਿਕੇਟ ਇਨਾ ਪ੍ਰਫਾਰਮਿਆਂ ਵਿੱਚ ਹੀ ਜਾਰੀ ਕੀਤਾ ਜਾਵੇ ।

2. ਇਸ ਤੋਂ ਇਲਾਵਾ ਸਰਕਾਰ ਵੱਲੋਂ ਇਹ ਫੈਸਲਾ ਵੀ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਜੋ ਪੁਨਰਗਠਨ ਪੰਜਾਬ ਦੇ ਵਸਨੀਕ ਭਾਰਤ ਸਰਕਾਰ ਦੇ ਸੇਵਾ ਵਿੱਚ ਸੇਵਾ ਕਰਦੇ ਹਨ, ਉਨ੍ਹਾਂ ਨੂੰ ਵੀ ਅਜਿਹੇ ਸਰਟੀਫਿਕੇਟ, ਉਨ੍ਹਾਂ ਦੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੇ ਜਾਣ ਦਾ ਉਪਬੰਧ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਇਸ ਸਬੰਧੀ ਇਸ ਵਿਭਾਗ ਦੇ ਹਾਲਾ-ਅਪੀਨ ਪੱਤਰ ਵਿੱਚ ਦਰਸਾਏ ਪੈਰਾ-1 ਵਿੱਚ ਕੈਟਾਗਰੀ ਦੀ ਸੂਚੀ ਵਿੱਚ ਕੈਟਾਗਰੀ (ਡੀ) ਤੋਂ ਬਾਅਦ ਕੈਟਾਗਰੀ 'ਈ' ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸ਼ਾਮਲ ਕੀਤੀ ਗਈ ਹੈ -

(iii) "The residents of Punjab who are residing outside Punjab on account of their service either with the GOI or with any other State Govt., are to be treated on par with the employees of the Govt. of Punjab in the matter of issue of Residence Certificate provided the permanent address of such employees fall in the reorganised Punjab i.e. on or after 1.11.63, as per their service books."

- 3. ਇਸ ਪੱਤਰ ਨੂੰ ਸਾਰੇ ਸਬੰਧਤ ਦੇ ਧਿਆਨ ਵਿੱਚ ਇਨ-ਬਿਨੋ ਪਾਲਣਾ ਹਿੱਤ ਲਿਆ ਦਿੱਤਾ ਜਾਵੇ ।
- 4. ਇਸ ਪੱਤਰ ਦੀ ਪਹਿਲ ਕਸੀਦ ਠੀਕੀ ਜਾਵੇ ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,  
(ਮੋਖ ਰਾਜ)  
ਸੰਯੁਕਤ ਸਕੱਤਰ, ਪ੍ਰੋਨਲ ।

**GOVERNMENT OF PUNJAB**  
**Department of Technical Education & Industrial Training,**  
**(Technical Education Branch-II)**  
**NOTIFICATION**

**Dated: 05.04.2004**

**No. 13/129/2003-ITE2/1030**

In pursuance to the judgment dated 31<sup>st</sup> October 2002 of Hon'ble Supreme Court of India's in the case of **TM.A. Pai Foundation and others versus State of Karnataka and others (2002) (8scc 481: AIR 2004 SC 335)** and the subsequent judgment dated 14<sup>th</sup> August, 2003 by constitution bench of the Hon'ble Supreme Court of India in the **Writ Petition (Civil) No. 350 of 1993, Islamic Academy of Education and another versus State of Karnataka and the others** and the order dated September 25, 2003 of the Hon'ble Punjab and Haryana High Court in **CWP No. 12758 of 2003 in the case of Shri Guru Ram Das Charitable Hospital Trust, Amritsar versus State of Punjab and another**, and after consulting all the stake-holders, the Governor of Punjab is pleased to direct that 'Management Quota' in all the Private Unaided Technical and Management Institutions (College as well as Polytechnics) shall be 31-1/3% (one third of the total seats) and the remaining 66-2/3% (two third of the total seats) shall be treated as the "state quota" which must be necessarily filled through the Common Entrance Test to be conducted by an agency to be designed by the State Government.

The Governor of Punjab is further pleased to direct that out of the "**Management Quota**" a maximum of 5% of the total sanctioned seats of an institution shall be filled from amongst Non-Resident Indian (NRI)/Persons of Indian Origin (PIO)/Foreign National Students and other related categories, in accordance with procedure stipulated below:

- i) The candidates against NRI/PIO/NRI-Sponsored/Industry-Sponsored seats will be admitted on merit determined on the basis of marks obtained in the qualifying examination. They shall not be required to take the Common Entrance Test.
- ii) First preferences shall be given those NRI/PIO candidates who are having ancestral Punjab Resident background.
- iii) Second preference shall be given to those NRI/PIO candidates who are having ancestral background relating to other States of India.
- iv) Third preference shall be given to those resident Indian Candidates who are sponsored by an NRI/PIO and the sponsorship letter is attached with their application.
- v) Fourth preference shall be given to those resident Indian Candidates who are ready to pay fees in Indian Currency.
- vi) The fee structure for those seats shall be as notified earlier **vide-1/9/2000-ITE II/1188 dated 10/3/2003**. Miscellaneous charges like Admission Fee, Security, students Fund and Hostel Fee already fixed and conveyed vide memos dated 4/3/99 and 15/3/99 will continue be charged. Admission of the candidates under NRI/PIO/NRI Sponsored/Industry Sponsored category i) to iv) shall be made provided they fulfill other terms and conditions as laid down in this notification.
- vii) Any seats remaining vacant under NRI/PIO/NRI Sponsored/Industry Sponsored quota till last date of admission in these institutions shall stand transferred to the "Management Quota".

The Governor of Punjab is further pleased to direct that in case of the Private Unaided Institutions, as an association, want to conduct their own Common Entrance Test in respect of the "**Management Quota**" seats they shall submit a resolution to this effect to the **Director, Technical Education and Industrial Training, Punjab** within 10 days of the publication of this notification, failing which the seats under this "Management quota" shall have to be filled up in the following manner:

1. Each Institution shall publish an advertisement in two leading newspapers (one in English and one in Punjabi language), with a clear fifteen days of period before the last date for making applications for admission.
2. The Management shall fill these seats in accordance with the following order of preference:
  - i) **Merit in State-Level Entrance Test to be conducted by an agency to be designed by the State Government.**
  - ii) **Merit in All India Entrance Test, wherever applicable.**
  - iii) **Marks secured in the qualifying the examination.**
3. The fee of "**Management Quota**" seats shall be same as the latest uniform rate of fee already notified **vide No. 13/30/2003-ITE2/1241 dated 1/4/2003**, until it is revised in accordance with procedure established by law, subject to the condition that there shall be no profiteering or charging or any capitation fee, directly or indirectly. Miscellaneous charges like Admission Fee, Security, Student Fund and Hostel Fee already fixed and conveyed vide memos dated 4/3/99 and 15/3/99 will continue be charged.

The Reservation policy of the State Government for the time being in force shall apply to the "**State Quota**" only and there shall be no reservation in respect of the "Management Quota" (Including NRI quota).

**The further guidelines for admission of Foreign Nationals/PIO shall be as per Punjab Government notification No. 13/75/2001-ITE2/296 dated the 23<sup>rd</sup> January 2003.**

**Any Institution not willing to avail their share of "Management Quota" seats, including NRI seats, wholly or partially, shall be allowed to surrender these seats to the "State Quota" to be filled through the common Entrance Test, conducted by an agency designed by the State Government.**

**K.K. Bhatnagar**  
 Principal Secretary to Government of Punjab  
 Department of Technical Education and  
 Industrial Training,

188/423  
10/6/15

- 4 -

पी.टे./टे.डी.टी.टी. (मैम)

क्रमांक नं. 1362

दि. 09-6-15

Government of Punjab  
Department of Technical Education & Industrial Training  
(Technical Education-2 Branch)

मिनि

1202  
8-6-2015

मिनि 9/6  
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To

✓ The Director,  
Technical Education & Industrial Training Punjab  
Plot No.1, Sector 36-A, Chandigarh.

Memo No. 8/2/11-ITEP/501423/A Dated Chandigarh, the 5/6/15

Subject:

Guidelines for admission of Kashmiri Migrants in Polytechnic/ Engineering Colleges/University during the Session 2015-2016.

Kindly refer to the subject noted above.

The State Government has considered the guidelines issued by AICTE, New Delhi and Ministry of Human Resources Development, Delhi and the following guidelines are hereby laid for admission of Kashmiri Migrants in Polytechnic/ Engineering Colleges/Punjabi University of the State in the following courses:-

Courses:

- (i) Diploma/ Degree courses in Polytechnic/ Engineering Colleges.
- (ii) Diploma/ Degree courses and Post Graduation in Pharmacy.
- (iii) Post graduate Degree course in Computer Application (MCA).
- (iv) Post graduate Degree course in Business Administration (MBA).
- (v) Admission in 2<sup>nd</sup> year Degree course in Engineering (Lateral Entry) from amongst Diploma holders.
- (vi) Diploma/ Degree course in Hotel Management & Catering Technology

3. The following are the guidelines for admission to the above mentioned courses:-

- (i) The condition of domicile requirement for Kashmiri Migrants is waived off.
- (ii) One seat in each Polytechnic/Engineering College is hereby created on supernumerary basis for admission of wards of Kashmiri Migrants.
- (iii) Admission shall be made only on the basis of marks obtained in JEE (Main) 2015/ JET-2015/CMAT-2015/GPAT-2015 Examination. In respect of courses, where there is no entrance test, the admission shall be made on the basis of marks obtained in qualifying examination. However for the seat of Thapar University, Patiala candidate must have passed 10+2 or equivalent examination with at least 60% marks (55% marks for SC/ST Candidates) in aggregate of three subjects, namely, Physics, Mathematics and any one subject out of Chemistry, Biology, Biotechnology and Computer Science or minimum 60% marks (55% marks for SC/ST) in a Diploma recognized by AICTE or a state of Board of Technical Education of at least 3 years duration.
- (iv) Application for admission shall be called by the Director, Technical Education & Industrial Training and seats would be allocated to the students at the earliest possible.
- (v) The fees shall be charged as per rates fixed for session 2015-2016 by the State Government/University.
- (vi) Each candidate shall have to give proof of his being a Kashmiri Migrant or a ward of Kashmiri Migrant along with the Application Form.

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Endst. No. 8/21/11-1TE2/

Dated

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

1. Secretary, Punjab State Board of Technical Education & Industrial Training, Sector 36A, Chandigarh.
2. Vice Chancellor, I.K.Gujral Punjab Technical University, Jalandhar.
3. Vice Chancellor, Punjabi University, Patiala.
4. All India Council of Technical Education, New Delhi.
5. Ministry of Human Resources Development, Department of Higher Education, Government of India, Shashtri Bhawan, New Delhi

Sd/-  
Superintendent

28

GOVERNMENT OF PUNJAB  
DEPARTMENT OF GENERAL ADMINISTRATION  
(GENERAL COORDINATION BRANCH)

NOTIFICATION

No. 18/33/2001-GC(6)/4513. Dated, Chandigarh, the, 3rd April, 2001.

WHEREAS in terms of the provisions of the Constitution of India, the Sikhs are a minority community in the Country;

AND whereas the Governor of Punjab is of the opinion that the Sikh Educational Institutions ought to be treated as Minority Educational Institutions;

NOW, therefore, the Governor of Punjab, is pleased to declare that the Sikh Educational Institutions, run by the Sikh Gurudwara Parbandhak Committee, Amritsar, can reserve upto fifty percent seats, exclusively for the members of the Sikh Community, the and for furtherance of the interest of the Sikh Community, the aforesaid Committee, may make reservation within the seats, so reserved.

N. K. Arora  
Chief Secretary to Government of Punjab.

Endst. No. 18/33/2001-GC(6)/4514. Dated, Chandigarh, the, 3.4.2001.

A copy is forwarded to the Controller, Printing and Stationery, Punjab, Chandigarh, with the request that above notification may be published in the Punjab Government Gazette. 200 copies of the Gazette Notification be sent to this Department.

Principal Secretary, Coordination,  
2/11/2001

Endst. No. 18/33/2001-GC(6)/4515. Dated, Chandigarh, the, 3.4.2001.

A copy is forwarded to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab, for information and necessary action.

Principal Secretary, Coordination,  
2/11/2001

Cont.. 2..

Government of Punjab  
Department of Technical Education & Industrial Training  
(Technical Education Branch-II)

Notification

No. 13/60/08-TTE/1747

Dated Chandigarh, the 23<sup>rd</sup> May 2011

In supersession of earlier notification No. 13/60/08-TTE/2050 of 24.6.2010, the Governor of Punjab is pleased to re-notify the Fee Waiver Scheme as below in keeping with the guidelines of All India Council for Technical Education (AICTE) as contained in its Approval Process Hand Book (2011 - 2012):-

- i) The Scheme shall be applicable to all approved Technical Institutions offering Bachelors Programmes, Diploma and Post Diploma Programme of three/four years duration.
- ii) These seats shall be 5% over and above the sanctioned intake.
- iii) The Competent Authority for admissions shall be the same as for regular admission and the eligibility criteria with regard to qualifications shall be the same as notified for other categories.
- iv) The scheme shall be mandatory for all institutions approved by the AICTE.
- v) Sons and daughters of parents whose annual income is less than Rs. 2,50,000 from all sources shall only be eligible for seats under this scheme.
- vi) The Waiver shall be limited to the tuition fee as prescribed by the State Government. All other fee except tuition fees will have to be paid by the beneficiary.
- vii) The admission shall be made by Punjab Technical University for degree level programmes in colleges affiliated to it and by Punjab State Board of Technical Education & Industrial Training for diploma level courses in institutions affiliated to it.
- viii) In the event of non-availability of students in this category, the same shall not be given to any other category of applicants.
- ix) The Punjab Technical University and the Punjab State Board of Technical Education & Industrial Training shall invite applications under this category, make a separate merit list and effect admissions on the basis of the merit list so generated through a separate counselling which shall be held prior to regular counselling for admissions to various other categories.
- x) The Institutions shall publish in their brochure and website the details of this scheme.
- xi) The Punjab Technical University and the Punjab State Board of Technical Education & Industrial Training shall submit a separate list of the students admitted under this category to the institute to which they are admitted for compliance.
- xii) The Punjab Technical University and the Punjab State Board of Technical Education & Industrial Training shall issue a letter to each of the beneficiary student admitted under this scheme and such a beneficiary shall not be allowed to change institution or course under any circumstances. In case a selected beneficiary intends to forego the benefit of fee waiver to take admission in any

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other category, he shall be allowed to do so provided that the seat vacated by him shall go to the next eligible candidate under this scheme

- xiii) All Institutions shall display information regarding candidates admitted under this scheme on their websites for information of general public and send a copy thereof to the Punjab Technical University and the Punjab State Board of Technical Education & Industrial Training, as the case may be.
- xiv) The amount of fee thus waived off will not be claimed by any institution from the Government or any other authority in any context
- xv) The fee waiver to a student shall be for the complete duration of the course
- xvi) The student availing fee waiver seat will not be entitled to avail financial assistance under any other Government Scheme what so ever. However, he/ she shall be eligible for any scholarship available on competition/ merit basis.
- xvii) The implementation of this scheme shall be subject to any amendments/ charges or orders of the State Government as may be issued from time to time.

2.0 This notification shall come into force with immediate effect.

Dated Chandigarh  
the 23.5.2011

Suresh Kumar, IAS  
Principal Secretary to Government of Punjab  
Department of Technical Education &  
Industrial Training

Endst. No. 13/60/08-111/27

Dated Chandigarh, the 23 May 2011

A copy is forwarded to Controller, Printing and Stationery, Punjab, Chandigarh with a request to publish the Notification in Punjab Government Gazette (Extra Ordinary) and supply 50 copies for office use.

*ed/*  
Additional Secretary to Govt of Punjab  
Dept of Technical Education & Industrial Training

Endst. No. 13/60/08-111/27/99

Dated Chandigarh, the 23 May 2011

action: A copy is forwarded to the following for information and necessary

1. The Director, Technical Education & Industrial Training, Punjab, Chandigarh.
2. The Vice-Chancellor, Punjab Technical University, Jalandhar
3. The Chairman, Punjab State Board of Technical Education & Industrial Training, Chandigarh.

*H. Chandhok*  
Superintendent

Government of Punjab  
Department of Technical Education & Industrial Training  
(Technical Education-2 Branch)

NOTIFICATION

Dated: 31/5/12

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1.6.12

In partial modification of Punjab Government Notification No.13/60/2008 /ITE2/1797, dated 23-5-2011, on the basis of Approval Process Hand Book (2011-12), All India Council of Technical Education, New Delhi, the Governor of Punjab is pleased to amend para (v) of the notification as under:-

"Sons and daughters of parents whose annual income is less than Rs.4.50 lakhs from all sources shall only be eligible for seats under this scheme."

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S.S.Chauhan, IAS  
Principal Secretary to Govt. of Punjab  
Department of Technical Education & Indl. Training

Dated:

A copy is forwarded to the Controller, Printing & Stationery, Punjab, Chandigarh with a request to publish the Notification in Punjab Government Gazette (Ordinary) and supply 20 copies for office use.

(Dr.A. Karthik, IAS)  
Additional Secretary to Govt. of Punjab  
Department of Technical Education & Indl. Training

Dated: 31/5/12

No.13/60/08/ITE2/ 2008

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

- 1) The Director, Technical Education & Industrial Training, Punjab, Chandigarh.
- 2) Secretary, Punjab State Board of Technical Education & Industrial Training.
- 3) The Vice Chancellor, Punjab Technical University, Jalandhar.
- 4) The Vice Chancellor, Punjabi University, Patiala.
- 5) The Vice Chancellor, Guru Nanak Dev University, Amritsar.
- 6) The Incharge, Computer Section, office of the Commissioner, Technical Education & Industrial Training, Punjab, Chandigarh.

Superintendent

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**PART - D**

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING**  
(Technical Education Branch – II)

Dated : 05.04.2004

No. 13/129/2003-1TE2/1030

In pursuance to the judgment dated 31<sup>st</sup> October, 2002 of Hon'ble Supreme Court of India's in the case of T.M.A. Pai Foundation and other versus State of Karnataka and others (2002) (8 SCC 481 : AIR 2004 SC 335) and the subsequent judgment dated 14<sup>th</sup> August, 2003 by constitution bench of the Hon'ble Supreme Court of India in the Writ Petition (Civil) No. 350 of 1993, Islamic Academy of Education and another versus State of Karnataka and the others and the order dated September 25, 2003 of the Hon'ble Punjab & Haryana High Court in C.W.P No. 12758 of 2003 in the case of Shri Guru Ram Das Charitable Hospital Trust, Amritsar versus State of Punjab and others, and after consulting all the stake-holders, the Government of Punjab is pleased to direct that "Management Quota" in all the Private Unaided Technical and Management Institutions (colleges as well as polytechnics) shall be 33 – 1/3% (one third of the total seats) and the remaining 66-2/3% (two thirds of the total seats) shall be treated as the "state quota" which must be necessarily filled through the Common Entrance Test to be conducted by an agency to be designated by the State Government.

The Governor of Punjab is further pleased to direct that out of the "Management Quota" a maximum of 5% of the total sanctioned seats of an institution shall be filled from amongst Non-Resident Indian (NRI) / Persons of Indian Origin (PIO) / Foreign National Students and other related categories, in accordance with procedure stipulated below :

- (i) The candidates against NRI / PIO / NRI – Sponsored / Industry – Sponsored seats will be admitted on merit determined on the basis of marks obtained in the qualifying examination. They shall not be required to take the Common Entrance Test.
- (ii) First preferences shall be given those NRI/ PIO candidates who are having ancestral Punjab Resident background.
- (iii) Second preference shall be given to those NRI / PIO candidates who are having ancestral background relating to other States of India.
- (iv) Third preference shall be given to those resident Indian Candidates who are sponsored by an NRI/PIO and the sponsorship letter is attached with their application.
- (v) Fourth preference shall be given to those resident Indian Candidates who are ready to pay fees in Indian Currency.
- (vi) The fee structure for those seats shall be notified earlier vide- 1/9/2000- ITE II/1188 dated 10/3/2003. Miscellaneous charges like Admission Fee, Security, Student Fund and Hostel Fee already fixed and conveyed vide memos dated 4/3/99 and 15/3/99 will continue be charged. Admission of the candidates under NRI/ PIO/ NRI Sponsored/ Industry Sponsored category I) to iv) shall be made provided they fulfill other terms and conditions as laid down in this notification.
- (vii) Any seats remaining vacant under NRI/ PIO/ NRI Sponsored/ Industry Sponsored quota till last date of admission in these institution shall stand transferred to the "management quota"

The Governor of Punjab is further pleased to direct that in case the Private Unaided Institutions, as an association, want to conduct their own Common Entrance Test in respect of the "Management Quota" seats, they shall submit a resolution to this effect to the Director, Technical Education and Industrial Training, Punjab within 10 days of the publication of this notification, failing which the seats under this "management quota" shall have to be filled up in the following manner:

1. Each Institution shall publish an advertisement in two leading newspapers (one in English and one in Punjabi language), with a clear fifteen days of period before the last date for making application for admission.
2. The Management shall fill these seats in accordance with the following order of preference:
  - i) Merit in State-Level Entrance Test to be conducted by an agency to be designated by the State Government.
  - ii) Merit in All India Entrance Test, wherever applicable.

iii) Marks secured in the qualifying the examination.

3. The fee of "Management Quota" seats shall be the same as the latest uniform rate of fee already notified vide No.- 13/30/2003- ITE2/1241 dated 1/4/2003, until it is revised in accordance with procedure established by law, subject to the condition that there shall be no profiteering or charging or any capitation fee, directly or indirectly, Miscellaneous charges like Admission Fee, Security, Student Fund and Hostel Fee already fixed and conveyed vide memos dated 4/3/99 and 15/3/99 will continue be charged.

The Reservation policy of the State Government for the time being in force apply to the "State Quota" only and there shall be no reservation in respect of the "Management Quota" (including NRI quota).

The further guidelines for admission of Foreign Nationals/ PIO shall be as per Punjab Government notification No.- 13/75/2001- ITE2/ 296 dated the 23<sup>rd</sup> January 2003.

Any Institution not willing to avail their share of "Management Quota" seats, including NRI seats, wholly or partially, shall be allowed to surrender these seats to the "State Quota" to be filled through the Common Entrance Test, conducted by an agency designed by the State Government.

K.K. BHATNAGAR  
Principal Secretary to  
Government of Punjab Department of  
Technical Education & Industrial Training

GOVERNMENT OF PUNJAB  
DEPARTMENT OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING  
(Technical Education Branch - II)  
NOTIFICATION

No. 13/129/03-13 is2/1892

Dated : 20.06.08

In partial modification of Punjab Government Notification No. 13/129/2003-1TE2/1247 dated 25th April,2008 the Government of Punjab is pleased to amend the following conditions:-  
"Para (i) May be read as:-

The candidate against NRI/PIO/Seats will be admitted on merit determined on the basis of marks obtained in the qualifying examination. They shall not be required to take the Common Entrance Test.

Tejinder Kaur, IAS  
Principal Secretary to Govt. of Punjab  
Deptt. Of Technical Education & Indl. Trg.

**Government of Punjab**  
**Department of Technical Education & Industrial Training**  
**(Technical Education-2 Branch)**

To

The Director,  
Technical Education & Industrial Training Punjab  
Plot No. 1, Sector 36-A, Chandigarh.

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Memo No. 13/2/05-ITE2/1987  
Dated Chandigarh, the 2/7/2013

**Subject: Reservation of seats for various categories of candidates for admission to the degree-level courses in Engineering and Technology in various Colleges, including MBA, MCA and B.Pharmacy as well as diploma-level courses in Polytechnic Institutions and certificate courses in ITI's in the State of Punjab from the session 2013-2014.**

Reference to Punjab Government, Memo No.13/2/05-1TE2/410 Dated: 20.2.06, on the subject noted above.

2. The aforesaid Reservation Policy has been reviewed and it has been decided to retain the previous policy in terms of substantive percentages of reservation for the various categories. The percentage of reservation for each of the categories shall be as under:-

- |        |   |     |
|--------|---|-----|
| (i)    | Scheduled Castes/Scheduled Tribes   | 25% |
| (ii)   | Backward Classes  | 5%  |
| (iii)  | Border Areas/Backward Areas (2% each)   | 4%  |
| (iv)   | Sports Persons  | 2%  |
| (v)    | Children/Grand Children of Freedom Fighters   | 1%  |
| (vi)   | Disabled Persons:   | 3%  |
|        | (a) Blind   | 1%  |
|        | (b) Deaf & Dumb   | 1%  |
|        | (c) Other Handicapped   | 1%  |
|        | (If suitable candidates are not available in anyone of these sub-categories, the seats so available will be filled up by the candidates from the other sub-categories of disabled candidates and if they are not available in any sub-category then seats shall be filled up from general category candidates)  |     |
| (vii)  | Children/widows of defence personnel killed or disabled to the extent of 50% or more in action, wards of gallantry awardees, children of serving defence personnel/ex-servicemen (2%). The priority to this category is given as under:   |     |
|        | (a) Killed in action  |     |
|        | (b) Disabled in action & Boarded out of service.  |     |
|        | (c) Died while in service & death attributable to military service.   |     |
|        | (d) Disabled in service & Boarded out of service with disability attributable to military service.  |     |
|        | (e) Gallantry award/other award winners both serving/retired.   |     |
|        | (f) Serving Defence Personnel/Ex-servicemen.  |     |
| (viii) | Children/widows of Para-military forces personnel, Punjab Police, PAP and Punjab Home Guards killed or disabled in action to the extent of 50% or more; and children of paramilitary forces personnel/ex-paramilitary forces personnel, wards of Punjab Policemen decorated with Gallantry Medals (2%).   |     |
| (ix)   | November 1984 riots-affected displaced persons, children of the Army deserters killed/100% physically disabled, children of the families of persons killed as a result of terrorist violence or by security forces acting in aid of civil authorities and the children of innocent civilians who have sustained 100% disability in terrorist violence or during operation by Security forces acting in aid of civil authorities (2%). |     |
| (x)    | Sibling (single) Girl Child or one of the Girl of parents having two or more girls and having no male child (An affidavit on a stamp paper worth  |     |

Rs.20/- dully attested by 1<sup>st</sup> class Magistrate to obtained from the parents of the girl child) (1%).

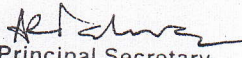
- (xi) The reservation of T-Sunami affected persons shall be available for the children/grand children of original ex-serviceman settler of Campbell Bay Island only or Student suffering from Cancer/AIDS/Thalassemia (The claimant candidate will have to submit a certificate as a proof from the National Medical Institute like PGI. AIMS etc. in support of his/her claim) (1%).

3. The aforesaid percentage reservation in respect of each category shall, however, be subject to the detailed clarifications and inter se gradation criteria as decided in the meeting chaired by Chief Secretary to the Government of Punjab on 13<sup>th</sup> March, 2003, the minutes of which are appended. These minutes and the decisions recorded therein shall be treated as a part and parcel of this communication.

4. Nothing in the aforesaid policy shall apply to the courses run by the three universities in the state; other than Punjab Technical University, Jalandhar, in respect of the courses offered by them in their campuses or their regional centres. Admission to these courses shall be governed by the reservation policy framed by the respective University.

5. These policy instructions shall be subject to the law laid down by the honourable Supreme Court of India in the case of **TMA Pai Foundation and others vs. State of Karnataka and others** (2002) 8SCC481:AIR2003 SC 355).

You are requested to implement the above reservation policy in all the Professional/Engineering Colleges/Polytechnic Institutions/Industrial Training Institutes and Technical Institutes in the State.

  
Principal Secretary,  
Technical Education

Endst. No. 13/2/05/ITE&/

Dated

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

1. Ministry of Human Resources Development, Department of Higher Education, Government of India, Shashtri Bhawan, New Delhi.
2. All India Council of Technical Education, New Delhi.
3. Vice Chancellor, Punjab Technical University, Jalandhar.
4. Vice Chancellor, Punjabi University, Patiala.
5. Secretary, Punjab State Board of Technical Education & Industrial Training, Sector 36A, Chandigarh.
6. The Incharge, Computer Section, office of the Director, Technical Education & Industrial Training Punjab, Chandigarh.

  
Superintendent

## **DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING GUIDELINES**

### **A. Sports Persons:**

Joint Secretary Sports apprised that the Sports Department had already adopted a comprehensive policy regarding gradation of sports certificates. He clarified that the objective was to give preference to “A” category over “B” category, even if the marks obtained by the “A” category sportsmen was lower than those of “B” category sportsmen. He stated that if this were not done, the very objective of gradation would be defeated, and international level sportspersons would be clubbed with those who had represented only at the district level. He also clarified that even within the same category of sports certificates, preference had to be given to winners and runners up etc., and the policy instructions were comprehensive code in this regard. Only when the tie was not broken on the basis of these comprehensive sports gradation guidelines, the University/colleges take recourse to the marks/ rank in the entrance exam to break the tie.

The policy of the Sports Department which already has the approval of the Government, was found to be fair just and reasonable and it was, accordingly, decided that action may be taken exactly in accordance with the **Punjab Government, Department of Sports and Youth Services, letter No.47/26/83-5Edu/2036, dated 10<sup>th</sup> December, 1997**. It was also decided that a copy of these instructions may be appended to and circulated along with the minutes of this meeting.

### **B. Disabled Persons:**

The Principal Secretary Social Security explained that unlike in case sportspersons, no preferential treatment could be given to a person with higher percentage disability. She explained that a person was certified to be handicapped, provided his disability was 40% or more. As such, she proposed that all the handicapped persons having disability of 40% or more, in the respective sub-category (i.e. blind, deaf and dumb etc.), should be regarded as at par and their *inter se* gradation should be effected in accordance with the rank in the entrance examination.

The proposal of the Principal Secretary Social Security was agreed and approved unanimously.

### **C. Children/Widows of Defence Personnel/Ex-servicemen etc.:**

This matter was discussed threadbare. It was felt that the children, wards and winners of gallantry awards should be given over-riding preference over children/widows of the ordinary Defence Personnel/Ex-Servicemen. It was also felt that the children/wards of the posthumous awardees of the particular award should get precedence over other awardees of the same category.

It was, accordingly, decided that in this category of reservation of 2%, the following would be the priority, each higher sub-category being preferred to the exclusion of the lower ones:-

- (1) Gallantry awards winners in the following order: Param Vir Chakra (PVC), Ashok Chakra(AC), Sarvottam Yudh Seva Medal (SYSM), Maha Vir Chakra (MVC), Kirti Chakra (KC), Uttam Yudh Seva Medal (UYSM), Vir Chakra (VrC), Shaurya Chakra (SC), Yudh Seva Medal (YSM), Sena/ Nau Sena/ Vayu Sena Medal (gallantry only), Mention-in Despatches.
- (2) For the same medal/awards the children/wards of the posthumous awardees, would get preference as compared to those of other awardees of the same category.
- (3) Children/ wards of defence personnel killed or disabled to the extent of 50% or more “**in action**”, including cases of Home Guards
- (4) Thereafter, children/widows of Serving Defence Personnel/Ex-Servicemen would be considered. However, the children/widows of personnel getting distinguished service awards such as PVSM, AVSM, VSM and Sena Medal/ Nau Sena medal and Vayu Sena

Medal (distinguished service) would get over-riding priority in this sub-category, in the said order. Here also, the children/wards of the posthumous awardees would get preference over the children/wards of the normal awardees of the same category.

- (5) If there is more than one claimant within the same category/sub category as enumerated above, the tie is then to be broken with the assistance of the rank/marks in the entrance test.

In any case, it was decided that the higher sub-categories would be preferred, in exclusion to the lower categories as arranged above even when the marks obtained in the entrance test of a candidate of the former category is less than those obtained by a candidate of the lower category. The above proposal was also, accordingly, approved as such.

#### **D. Children/Widows of Police/Para Military Forces:**

This item was discussed threadbare. It was felt that the winners of President's Medal for Gallantry and the Police medal for Gallantry by the President need to be given over-riding preference. Similarly, those killed or disabled in action should be given such preference.

Accordingly, the special categorization/precedence in this category was adopted as under:

Children/wards of officers and jawans of Punjab Police, PAP and para-military forces who are:

- (a) (1) Winners of President's Police Medal for Gallantry, including posthumous awardees.  
(2) Winners of the Police Medal for Gallantry, conferred by, the President of India, including posthumous awardees.  
(3) Killed or disabled to the extent of 50% or more "in action", including cases of Home Guards.
- (b) (1) Children and wards for serving para-military personnel and ex-para-military personnel.  
(2) Remaining categories, already mentioned in the policy, if any.

In any case, it was decided that the higher sub-categories would be preferred, in exclusion to the lower categories as arranged above even when the marks obtained in the entrance test of a candidate of the former category is less than those obtained by a candidate of the lower category. The above proposal was also, accordingly, approved as such.

It was clarified that the children/wards of the serving or retired Punjab Police Personnel are not entitled to any reservation under this category. It was also clarified that cases of S.P.O.s, killed and disabled in action, would not be considered in this category but rather in the next following category relating to terrorist-affected/ riot-affected families.

#### **E. Riot-affected/ terrorist-affected families:**

The matter was discussed threadbare. It was felt that the cases where the bread-winners of a family had died / been disabled to an extent of 100%, should get over-riding precedence. As such, the following categorization was decided to be adopted. Children/wards of persons:

- (1) persons killed in 1984 riots/killed as a result of terrorist violence or killed by the security forces acting in aid of civil authority, including innocent civilians and Army Deserters as well as those of these categories who have been disabled physically to the extent of 100%, in accordance with the policy already in place.  
(2) Persons of the above categories who were disabled to an extent less than 100%.  
(3) All other categories mentioned in the existing policy under this head.

In any case, the higher sub-categories would be preferred, in exclusion to the lower categories as arranged above even when the marks obtained in the entrance test of a candidate of the former category is less than those obtained by a candidate of the lower category. The above proposal was also, accordingly, approved as such.

#### **F. Children/Grand Children of Freedom Fighters:**

The Principal Secretary Freedom Fighters stated that all Freedom Fighters, "Tamra Patra" holders would be regarded at par. It was accordingly decided that relative gradation within the category may be decided in accordance with the rank/marks in the Entrance Test.

#### **Any other item with the permission of the Chair:**

- (1) The Director Colleges, P.T.U. requested that it would be appropriate if a dead-line was adopted for the date of issue of the certificate in respect of these categories, since the candidates continue to submit certificates right up to the very day of the counseling. It was, accordingly, decided that **only** certificates issued up to the last date of submission of applications forms for the CET to PTU **and** annexed with the application forms would be considered. This decision should be given wide publicity and also included in the prospectus-cum- information brochure to be issued by the PTU.
- (2) The Director, Colleges, PTU suggested that it would be appropriate that the relative and *inter se* gradation of the candidates in respect of categories discussed above should be effected at the level of the state headquarter. This proposal was approved and it was also decided that this would be done by a Committee headed by the Secretary Technical Education, having the following other members:
  - a) Director, Technical Education (DTE), Punjab (Convenor);
  - b) Director/ Additional Secretary/ Joint Secretary of the concerned Department;
  - c) Representative of the PTU.

The P.T.U. shall send the particulars of these categories to the DTE after the last date of the receipt of application and also send the marks obtained/ rank obtained by such candidates after declaration of the result. The above committee, after verification and personal counseling, shall send the necessary order of gradation, category-wise to PTU, which shall effect the subsequent counseling / admission in accordance with this order.

The meeting ended with a vote of thanks to the chair.

**Sd/-**  
**(Y. S. Ratra)**  
**Chief Secretary**

**ISSUE OF CERTIFICATE: GUIDELINES REGARDING  
GIVEN AS ANNEXURE - VI IN PUNJAB GOVT. NOTIFICATION**

**(i) Competent Authority to Issue Certificates  
and  
(ii) Criteria for Eligibility of Candidates belonging to various Reserved Categories**

(These instructions shall be applicable only to the extent that these have not been modified or amended by subsequent Punjab Government Instructions. In case of any change, the later (more recent) Punjab Government Instructions shall prevail)

**1. RESIDENCE CERTIFICATE**

Copy of letter No. 1/3/95-3PPH/9619 dated 06.06.1996 from the Deputy Secretary, Personnel, Government of Punjab, Department of Personnel and Administrative Reforms (Personnel Policies-II Branch) to

- (i) All the Financial Commissioners to the Government of Punjab.
- (ii) All the Principal Secretaries/Administrative Secretaries to the Government of Punjab.
- (iii) All Heads of Departments, Commissioners of Divisions, Registrars, Punjab and Haryana High Court, District and Session Judges, Deputy Commissioners, Sub Divisional Officers (Civil) in the Punjab State.

**Subject: Bonafide resident of Punjab-Guidelines for grant of Residence Certificate.**

Sir/Madam

I am directed to invite your attention to the Punjab Government Circular Letter No. 1/3/95-3PPH/2043, dated 29.1.1996 vide which the instructions were issued regarding simplification of procedure, for obtaining the certificate of **Domicile** for the purpose of admissions to educational institutions, (including technical / medical institutions). The matter has been reconsidered in the light of judgment delivered by 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 was held that instead of the word '**Domicile**' the word 'Residence' be used in the instructions issued by the State Governments on the subject. Accordingly, it has been decided by the Government to revise the Government instructions referred to above as under:

S.No.	Affidavit/Certificate Categories	Authorities competent to issue the same
(a)	Citizens of India	Affidavit of the parents/ Guardian to be attested by an Executive Magistrate / Oath Commissioner / Notary Public.
(b)	Produce an affidavit to the effect that they or their children/wards have not obtained the benefit of residence in any other States.	
(i)	Candidates who have studied for a period of 5 years in Punjab or have studied in Punjab for 2 years just preceding the qualifying examination for the admission.	Certificate to be signed by the Headmaster / Principal of the recognised Schools/Colleges concerned.
(ii)	Children / Wards of:	Certificate to be issued by the respective Head of the Department
	(a) The employee of Punjab Government posted in or outside Punjab State or working on deputation having atleast 3 years of service.	
	(b) The employees of Government of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of 3 years.	
	(c) The employees of State Government	



	Institutions/ Undertakings who are posted in Chandigarh or in Punjab in connection with affairs of the Punjab Government for a period of 3 years.	
	(d) The employees having atleast 3 years of service in autonomous bodies / companies in which Punjab Government has 20% or more shares.	
(iii)	Children/Wards of the pensioners of Punjab Govt. irrespective of the fact that the original home of the retiree is in a State other than Punjab or he has settled after retirement in or outside Punjab.	PPO issued by the Accountant General Punjab.
(iv)	Children/Wards of the persons who have settled in Punjab or had resided in Punjab for a period of at least 5 years at any time prior to the date of the submission of the application either in pursuit of a profession or holding of a job.	Certificate to be issued by the DC, ADC(R), ADC (D) SDO (Civil), GA to DC, DORG DRO, EM, Tehsildar Commissioners of Municipal Corporation of Amritsar Jalandhar and Ludhiana.
(v)	Children/Wards of persons who have held immovable property in Punjab for a period of five years. The property should be in the name of the parents/guardians or the candidate himself.	DC, ADC (R), ADC (D) SDO (Civil), GA to DC, EM, DORG, Tehsildar / DRO based on copies of Jamabandi Revenue Record, Municipal Record, Registered deeds of any other document to the full satisfaction of the DC.
(vi)	Persons who were born in Punjab and produced a certificate to that effect.	As per category (iv) above

For the purpose of uniformity for issuing the certificate of Residence in the case of various categories to be issued by the Competent Authorities, proforma have been prescribed which are enclosed herewith. After careful consideration it has also been decided to delete the D.T.O. included among the certifying authorities against category (iv) & (vi) of the policy instruction dated 29.01.1996. The receipt of this letter may please be acknowledged.

Sd/-

**Karam Chand Ahuja**  
**Deputy Secretary, Personnel**

Specimen formats of Residence Certificate for some of the categories mentioned in guidelines issued by the Punjab Government are given as Annexure No. VI (ii) to VI (x).

## 2. SCHEDULED CASTE CATEGORY

The format for SC Certificate is given as **Annexure-VI (i)** and the competent authorities to issue the certificate are as under

(i) M.Ps in respect of Scheduled Caste persons residing in their respective parliamentary constituencies.

(ii) M.L.A.s in respect of S.Cs residing in their respective assembly constituencies.

(iii) All gazetted officers of the State Government.

(Declared as such vide letter No. 460/WG/56/4799 dated 25-01-1956 and 1/19194-RCI/6045 dated 15-07-1994.

### 3. SCHEDULED TRIBE CATEGORY

The competent authority to issue Scheduled Tribe certificate is same as given for Scheduled Caste category.

### 4. BACKWARD CLASS

Seats reserved for Backward Class will be offered to a candidate who belongs to a caste declared as Backward in terms of Punjab Govt. **Letter No. 2662 GII-6316934 dated April 20, 1963. read with letter No. 9642-4SEI-74/24/ 24222 dated Nov. 26, 1974 and 81144/93 BS2/748 dated Jan. 25, 1994.** Competent authorities to issue B.C. certificate are as follows:

(1) S.D.O. (C); (2) Executive magistrate; (3) Tehsildar; (4) Naib Tehsildar; (5) Block Development and Panchayat Officer; (6) District Revenue Officer and (7) MLA of the concerned constituency.

(Declared as such vide letters **No. 2/ 223/79-SWI/15045 dated 12.8.1980 and No. 1119194-RCI/6045 dated 15.7.1994.** Specimen format is attached as per Annexure No. VI (xi).

### 5. BACKWARD AREA

The admission to the seats reserved for students belonging to the Backward Area in the Punjab will be considered as per instructions contained in letter No. 15595-GB-5614174 dated Sept. 7, 1956 from the Chief Secretary to Government, Punjab to all heads of Department etc. and as amended from time to time. Format is attached as per Annexure No. VI (xii).

### 6. SPORTS PERSONS CATEGORY

(i) Admission to seats reserved for sports persons will be made on the basis of sports gradation certificate issued by the Sports deptt. Punjab in the light of instructions issued by 'the Punjab Government vide letter **no. 47/26/83-155/2036 dt. 10.10.97.**

The instructions/guidelines contained in this letter are as under:

(ii) The certificate shall be in the following descending order of merit;

#### **GRADE-A:**

Sportsmen/women of international standing i.e. Those who have represented India in the following international tournaments/meets/competitions/ championships conducted by recognized International Federation /Committee

- (a) Olympic Games.
- (b) World Cup.
- (c) Asian Games.
- (d) Commonwealth Games.
- (e) Davis Cup.
- (f) Test / One-day Cricket Matches.

#### **GRADE-B:**

Sportsmen/women who have participated and achieved position in the following tournaments / meets / competitions / Championships. Gradation will be done for grade 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position. Participation will be grade from (i) to (v) categories mentioned below:

a. International Tournament for Senior and Junior organized by International Federation of that discipline and where at least 10 Countries have participated, other than those mentioned against Grade-A.

\* The Candidates belonging to SC/ST Category under 15% quota meant for Punjabis settled outside Punjab shall have to submit the relevant certificate issued by competent authority from Punjab only.

b. All India Combined Universities teams which participated in Senior National / World University Championship /International competitions.

(iii) National **Games** organized by **Indian Olympic Association.**

- (iv) **Senior and Junior National** Championships organized by recognized National **Federation of that game** under the banner of Indian Olympic Association where at least 15 States have participated.
- (v) National Championship for women organized by Sports Authority of India.
- (vi) Position Holder of All India Inter University Tournaments where atleast 15 Universities have participated, Participation in these competitions will not be graded.
- (vii) Position holder of Punjab School teams/Kendriya Vidyalaya Schools and Navodya Sangathan Schools teams participated in **School** National Championships. Participation in these competitions will not be graded.
- (viii) Position holders of All India Rural meet under sixteen by SAI. Participation will not be **graded**.

#### **GRADE-C:**

Sportsmen/women who have achieved 1st, 2nd and 3rd position in the following tournaments /championships/meets will only be graded:

- (i) Position holder of Punjab State Championships for Senior and Junior organized by Punjab Sport Department /Punjab Olympic Associations.
- (ii) Position holders of Inter District State Championships organized for seniors and juniors under the banner of Punjab Olympic Association/Punjab Sports Department/State Sports Associations.
- (iii) Position holders of State School Games organized by Education/Sports Department.

#### **GRADE - D:**

Sports /women who have achieved 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position in the following Tournaments / Championships /meets will only be graded

- (i) Position holder of Inter College Tournaments.
- (ii) Position holders of District Tournaments.
- (iii) Position holders of Inter School Tournaments.

3. Performance of following Sports disciplines will only be considered for the purpose of Sports gradation

S.No.	Sports Discipline	S.No.	Sports Discipline	S.No.	Sports Discipline
1	Athletics	2	Badminton	3	Basketball
4	Cricket	5	Cycling	6	Gymnastic (Artistic only)
7	Football	8	Hockey	9	Handball
10	Judo	11	Kabaddi (National Style Only)	12	Kho-Kho
13	Lawn Tennis	14	Boxing	15	Wrestling
16	Swimming	17	Table Tennis	18	Volley Ball
19	WeightLifting	20	Shooting	21	Archery
22	Equestrian	23	Fencing	24	Rowing
25	Softball	26	Net ball	27	Roller Skating
28	Canoeing	29	Power Lifting	30	Body Building
31	Yachting	32	Golf	33	Circle Kabaddi
34	Chess	35	Gymnastic (Rhythmic)	36	Gatka

For certification, Sport Department, Punjab only consider the cases who fulfill the following requisites

1. For gradation Sports Department, Punjab will only consider the claim of domicile of Punjab who actually participated in the competitions as nominee of Punjab Team. This will leave out the Sports residents of other States, Punjab domicile or even of Punjab and Chandigarh who do not represent Punjab in any competition as Punjab nominee.
2. Claim of the resident of Union Territory of Chandigarh will only be entertained for Counter signature of certificate issued by the Department of Sports, Union Territory of Chandigarh for National School Games only provided, parents belong to the Punjab State Service and are posted at Chandigarh during the period or which gradation is being claimed for their wards. For Junior and Senior National Championships, they must play as nominee of the State of Punjab as is the case in para 1 above.
3. The certificates issued by the Sports Associations must be submitted for gradation to the concerned District Sports officer within 9 months from the date of issue of certificate. In the absence of this, any delay occurred will be the responsibility of the applicant. The application should be submitted as per the direction / requirements spelled out by the Department of Sports. Copy of the same can be had from the Distt. Sports Officer's Office.
4. The application for gradation received from the District Sports Officer's Office will be processed at the Head quarter for final checking of the performance participation record, if necessary interviews and field tests will be conducted to see the genuineness of the performance and participation level of the applicant.
5. The Directorate of Sports will not be responsible for any delay which occurs due to late submission of application or in furnishing incomplete requisite information / reply to queries by the Department from the individual concerned or the Sports Associations. The total processing time at District and the Headquarter, Chandigarh shall be 60 days in cases where all required formalities are completed.
6. In the matter of rating inter -se, the preference in the same grade will be given in the following descending order
  - (i) Winner
  - (ii) Runner Up
  - (iii) Third position holder
  - (iv) Number of participations

Regarding Senior and Junior tournaments/ Championships senior shall have precedence over Junior in the same performance i.e. for example Gold Medalist in Senior category shall have precedence over Gold Medalist in Junior Category and Gold medalist in Junior category over silver medalist in Senior category and so on which implies that participation in grade 'B' will be considered last of medalists of B category in the same orders of medalists, if after considering the performance criteria mentioned above, the candidate having higher marks obtained in the examination which is considered for admission will decide the seniority from highest to lowest marks obtained by the candidate.

7. Participation in, the lower grade as a playing member in team event and position holder in individual be a prerequisite for acceptability in the higher grade. i.e. for participation National, one has to be a member of the State in team games and position holder in individual games.
8. Performance achieved in individual event of any discipline and in team games, will be consolidated only if it *has* been achieved through a competition with 7 or more competitors (in individual event) and 15 or more units in team games.
9. Certificates issued by the concerned Sports body are properly signed in ink by the nominee of President and Secretary himself of State Unit along with signature of a

Gazetted Officer not below than rank of Deputy Director Sports, Punjab for State Championship in whose Division the State Championship is conducted, and certificates of district championship must carry signatures of president and Secretary of District Association along with signature of Distt. Sports Officer of that District.

10. Only those certificates will be considered for gradation which are declared in the affidavit submitted to the Department with the application for gradation.
11. Director Sports, Punjab, who will issue the certificate will also have the authority to cancel certificate at any time, if it is found to have been issued on false information or record. Director Sports will also have *the* authority to correct any mistakes done by the office giving opportunity to the affected Sports men /women.
12. No certificate shall be graded after five years have lapsed in issuance of the certificates.
13. No sports gradation certificate shall be issued to the players who participated in Mini, Sub-junior and in the tournaments which are organized for the players under 15 years age.
14. In case difference of opinion / contest between the Sports Directorate and any Sports Association then the matter will be forwarded to the Govt. and the decision of the Secretary Sports Punjab will be final and binding on all concerned.
15. This entire State of Punjab will have uniform gradation policy as specified in this order. No educational / institution or otherwise will deviate or form a separate criteria or guidelines from the criteria / policy as laid down in this order. The final lists will be approved by the Directorate of Sports responsible for issuance of sports gradation certificates.
16. This order will come into force w.e.f. 01.01.1998. Whereby all earlier order would have superseded.

#### **7. POLITICAL SUFFERERS/FREEDOM FIGHTERS**

2% seats reserved for Political Sufferers / Freedom Fighters will be filled in accordance with the instructions issued by the Punjab Govt. vide letter No. **9(13)-3 PII-81/5822 dated 4.4.1985.**

The benefit of this category will be given only to those freedom fighters, and their wards who have either been granted a freedom fighter's pension from the Punjab Govt. or have been awarded Tamra Patra for their political sufferings during Pre-Independence Freedom Movements. The Deputy Commissioner of the District to which a freedom fighter belongs **will be the only** competent authority to provide an eligibility certificate to this effect. A specimen copy of certificate is given as in Annexure-VI (xiii).

#### **8. BORDER AREA**

Admission to this reserved category will be done in accordance with the instructions contained in Punjab Government Letter No. **723-RR-70/7371 dated 31.3.1970** and as amended from time to time. The prescribed format of the Certificate to be furnished by the candidate is given in Annexure-VI (xiv).

#### **9. CHILDREN / WIDOWS OF DEFENCE PERSONNEL KILLED OR DISABLED TO THE EXTENT OF 50% OR MORE IN ACTION, WARDS OF GALLANTRY AWARDEES, CHILDREN OF SERVING DEFENCE PERSONNEL / EX-SERVICEMEN**

The admission to the seats reserved for the **children / widows of defence personnel killed or disabled to the extent of 50% or more in action, wards of gallantry awardees, children of serving defence personnel / ex-servicemen** will be done as per instructions contained in letter No. 32/1/86-1TEII/473-D dated 05.02.1996 of Govt. of Punjab, Deptt.

of Tech. Edu. & Indl. Training (Tech. Edu. 2 Br.), Chandigarh. The prescribed format of the certificates to be furnished by the candidates are given in **Annexure – VI (xv to xvii)**.

**10. CHILDREN/WIDOWS OF PARA-MILITARY FORCES PERSONNEL, PUNJAB POLICE, PAP AND PUNJAB HOME GUARDS KILLED OR DISABLED IN ACTION TO THE EXTENT OF 50% OR MORE; AND CHILDREN OF PARAMILITARY FORCES PERSONNEL/EX-PARAMILITARY FORCES PERSONNEL, WARDS OF PUNJAB POLICEMEN DECORATED WITH GALLANTRY MEDALS**

The admission to the seats reserved for this category will be done as per instructions contained in letter **No. 32/1/86-1TEII/473-D dated 05.02.1996** of Govt. of Punjab, Deptt. of Tech. Edu. & Indl. Training (Tech. Edu. 2 Br.), Chandigarh. See **Annexure – VI (xix)** for format of certificate for Gallantry Awardees.

**11. NOVEMBER 1984 RIOTS-AFFECTED DISPLACED PERSONS, CHILDREN OF THE ARMY DESERTERS KILLED/100% PHYSICALLY DISABLED, CHILDREN OF THE FAMILIES OF PERSONS KILLED AS A RESULT OF TERRORIST VIOLENCE OR BY SECURITY FORCES ACTING IN AID OF CIVIL AUTHORITIES AND THE CHILDREN OF INNOCENT CIVILIANS WHO HAVE SUSTAINED 100% DISABILITY IN TERRORIST VIOLENCE OR DURING OPERATION BY SECURITY FORCES ACTING IN AID OF CIVIL AUTHORITIES**

For candidates belonging to Sikh Migrants Category, only those shall be considered who possess RED identification cards issued by the concerned S.D.O. (Civil)/ D.C. An attested copy of the card should be attached with the Application Form in support of the claim under this category.

For candidates belonging to Terrorist / Riot Victims Category, only those will be considered, who migrated from Delhi and other states to Punjab after 31.10.1984 and got themselves registered with Deputy Commissioner(s) by 14.02.1986 and have been issued red identity cards by the concerned Deputy Commissioner(s). An attested copy of the card should be attached with the Application Form in support of the claim under this category.

For this category, Punjab Domicile Certificate is not essential.

For candidates belonging to the category of Internal Migrants who migrated from the nearby cities / districts after 01.01.1986 have been issued WHITE Identity Cards by the concerned SDO (Civil). An attested copy of the card should be attached with the Application Form in support of the claim under this category.

For candidates belonging to the category of External Migrants who migrated from Villages / Cities to Delhi and other state after 01.01.1986 and returned to Punjab, have been issued WHITE Identity Card by the concerned SDO (Civil). An attested copy of the card should be attached with the Application Form in support of the claim under this category. Children of army deserters who deserted army as an aftermath of Operation Blue Star will have to submit Certificate in the prescribed format given under Annexure VI(xviii).

**12. WARDS OF POLICE PERSONNEL / PARA-MILITARY FORCES PERSONNEL / CIVILIAN GOVT. EMPLOYEE KILLED IN TERRORIST ACTION**

The format of the certificate to be furnished by the candidates desirous of seeking admission under the reserved category of Police Personnel / Civil Govt. Employee killed or 100 percent incapacitated is given in Annexure – VI (xx).

**13. CANDIDATES OF PUNJABI ORIGIN SETTLED IN OTHER STATES / ABROAD**

The admission to the seats reserved for the wards of those persons who are of Punjabi origin and have settled in other states will be made on the submission of the Punjab Residence Certificate Annexure – VI (ii) to VI (x).

**14. DISABLED PERSONS**

The admission of Disabled Persons (Blind, Deaf and Dumb and others) will be made in accordance with the decision contained in Pb. Govt. Notification No. 14/8/2000-FM-IIJ311 (DTE) Dated 4<sup>th</sup> March, certificate to be issued by the Chief Medical Officer of the District concerned which should indicate the extent of disability.

However, if suitable candidates are not available in any one of these sub-categories of disabled candidates, or are not found suitable for the Particular course, the seats so available will be filled up by the candidates from the other sub-categories of disabled candidates. The decision in such cases will be taken by the Admission Committee.

**15. RURAL AREA**

Rural Area specimen format of Certificate is given as Annexure – VI (xxii) to be followed by candidate desirous of seeking admission in Guru Nanak Dev Engineering College, Ludhiana and Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib.

**Note: The amendments made in these regulations in the meeting held on 13<sup>th</sup> March, 2003 with the Chief Secretary regarding Sub-categories in the various main categories shall apply.**

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**No. VI (i)**  
**CERTIFICATE FOR SCHEDULED CASTES/SCHEDULED TRIBES**

Dispatch No.: \_\_\_\_\_ Date: \_\_\_\_\_

1. It is certified that Shri/Smt./Kumari \_\_\_\_\_  
Son/Daughter of Shri \_\_\_\_\_ of Village/Town \_\_\_\_\_  
District/Division of State of Punjab belongs to \_\_\_\_\_ Caste which has been  
recognized as Scheduled Caste as per “The Constitution (Scheduled Castes) Order, 1950”.

2. Shri/Smt./Kumar \_\_\_\_\_ and his/her family lives in  
\_\_\_\_\_ village/town \_\_\_\_\_ District / Division of Punjab State.

Place: \_\_\_\_\_ Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_ Seal of Officer: \_\_\_\_\_

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**No. VI (ii)**  
**\*AFFIDAVIT OF THE PARENTS/GUARDIAN TO BE ATTESTED BY AN EXECUTIVE MAGISTRATE/ OATH COMMISSIONER/NOTARY PUBLIC IN CASE OF Part (a) & (b) of Annexure VI**

I \_\_\_\_\_ Father/Mother/Guardian of Miss/Mr. \_\_\_\_\_ resident of (full address to be given) \_\_\_\_\_ do, hereby, solemnly state and affirm as under:

1. That I am a citizen of India.
2. That neither the deponent nor the child/ward of the deponent have obtained the benefit of Residence in any other state

Dated: \_\_\_\_\_

**DEPONENT**

**Verification:**

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Dated: \_\_\_\_\_

**DEPONENT**

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**No. VI (iii)**  
**\*\*CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF THE GOVERNMENT/ RECOGNISED SCHOOL/COLLEGE CONCERNED IN CASE OF CATEGORY (b) (i)**

It is certified that Miss/Mr. \_\_\_\_\_ D/o,S/oSh \_\_\_\_\_ has been a student of this School/College for a period of \_\_\_\_\_ years, from \_\_\_\_\_ to \_\_\_\_\_. He/She left the School/College on \_\_\_\_\_.

Dated \_\_\_\_\_  
of the School/College (with seal)

Signature of Principal/Head Master

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No. VI (iv)

**\*\*CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT IN CASE OF CATEGORY (b) (ii) (a)**

Certified that Mr./Ms. \_\_\_\_\_ S/o/W/o Sh. \_\_\_\_\_ father/mother of \_\_\_\_\_ Miss/Mr. \_\_\_\_\_ (name of the Child/Ward) is an employee of the \_\_\_\_\_ (name of Office) of Punjab Government. He/she is working as \_\_\_\_\_ and is posted at \_\_\_\_\_. He/she has more than three years of service at his/her credit.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Head of Department  
(With Seal)

OR

Certified that Mr./Mrs. \_\_\_\_\_ S/o / W/o Sh. \_\_\_\_\_ is Father/Mother of Miss/Mr. \_\_\_\_\_ is an employee of the \_\_\_\_\_ of Punjab Government.

He/she is working as \_\_\_\_\_ on deputation with the \_\_\_\_\_ and is posted at \_\_\_\_\_. He/She has more than three years of service at his/her credit.

Place: \_\_\_\_\_  
Dated: \_\_\_\_\_

Head of the Department  
(With Seal)

\* This affidavit is to be given by all candidates.

\*\* Any one of these certificates, as applicable to the candidate according to the Punjab Govt. instructions, is to be given.

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No. VI (v)

**\*\*CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE CASE OF CATEGORY (b) (ii) (b)**

Certified that Mr./Mrs. \_\_\_\_\_ S/o/W/o Sh. \_\_\_\_\_ is father/mother of Miss/Mr. \_\_\_\_\_ is an employee of Govt. of India and he/she is working as \_\_\_\_\_. He/she has been Posted at Chandigarh/Punjab in connection with the affairs of Punjab Government for the past 3 years.

Dated: \_\_\_\_\_  
Place: \_\_\_\_\_

Head of the Department  
(With Seal)

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No. VI (vi)

**\*\*CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE CASE OF CATEGORY (b) (ii) (c)**

Certified that Mr./Mrs. \_\_\_\_\_ S/o/W/oSh. \_\_\_\_\_ is father/mother of Miss/Mr. \_\_\_\_\_ is an employee of \_\_\_\_\_ (Institution/Undertaking) of the Government of Punjab and is working as \_\_\_\_\_. He/she has been posted at Chandigarh/Punjab in connection with the affairs of Punjab Government for period of past three years.

Dated: \_\_\_\_\_  
Place: \_\_\_\_\_

Head of the Department  
(With Seal)

\*\*\*\*\*

No. VI (vii)

**\*\*CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE CASE OF CATEGORY (b) (ii) (d)**

Certified that Mr./Mrs. \_\_\_\_\_ S/o/W/o Sh. \_\_\_\_\_  
is father/mother of Miss/Mr. \_\_\_\_\_ is an employee of  
\_\_\_\_\_ in which the Punjab Government has 20% or more share.He/she is  
working as \_\_\_\_\_ and is posted at \_\_\_\_\_  
It is also certified that he/she has three years of service in the above said autonomous  
body/company.

Dated: \_\_\_\_\_  
Place: \_\_\_\_\_

Head of the Department  
(With Seal)



No. VI (viii)

**\*\*RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D),  
SDM, ASSTT. COMMISSIONER GENERAL, D.O.R.G, D.R.O., E.M., TEHSILDAR,  
COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR,  
JALANDHAR AND LUDHIANA IN CASE OF CATEGORIES (iv)**

Certified that Mr./Mrs. (name of person) \_\_\_\_\_  
S/o/W/o Sh. \_\_\_\_\_ father/mother/guardian of Mr./Miss  
\_\_\_\_\_  
(name of the Child/Ward with full address) has settled\* in Punjab or has resided\* in Punjab  
for a period of 5 years from \_\_\_\_\_ to \_\_\_\_\_. He/she is working as  
\_\_\_\_\_.

\*Strike out whichever is not applicable

Dated: \_\_\_\_\_ Signature of DC, ADC (R), ADC (D),SDM, Asstt.  
Commissioner General, DORG, DRO, EM,  
Tehsildar, Commissioners of Municipal  
Corporations of Asr., Jal. and Ldh.



No. VI (ix)

**\*\*RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D),  
SDM, ASSTT. COMMISSIONER GENERAL, DORG, DRO, EM, TEHSILDAR,  
COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR,  
JALANDHAR AND LUDHIANA IN CASE OF CATEGORY (v)**

Certified that Mr./Mrs. (name of person) \_\_\_\_\_ S/o/W/o Sh.  
\_\_\_\_\_ father/mother/guardian of Mr./Miss  
\_\_\_\_\_  
(name of the Child/Ward with full address) hold immovable property at (place & district)  
\_\_\_\_\_ in the State of Punjab for the past \_\_\_\_\_ years.

Dated: \_\_\_\_\_ Signature of DC, ADC (R), ADC (D),SDM,  
Asstt. Commissioner General, DORG, Tehsildar, based on copies of Jamabandhi, Revenue  
Record, Municipal Record, Registered deed or any  
other document to the full satisfaction of the DC.



No. VI (x)

**\*\*RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D) SDM, ASSTT. COMMISSIONER GENERAL, DORG, DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS AMRITSAR, JALANDHAR AND LUDHIANA IN THE CASE OF CATEGORIES (vi)**

Certified that Miss/Mr. \_\_\_\_\_ S/o / D/o Sh. \_\_\_\_\_ resident of \_\_\_\_\_ was born in Punjab as per Birth Certificate.  
Dated: \_\_\_\_\_ Signature of DC, ADC (R), ADC (D), SDM, Assitt. Commissioner General, DORG, DRO, EM, Tehsildar. Commissioners of Municipal Corporation. Asr., Jal. & Ldh.

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No. VI (xi)

**CERTIFICATE OF BACKWARD CLASS**

1. This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ Village/Town \_\_\_\_\_ in district/division \_\_\_\_\_ of the State of Punjab belongs to the \_\_\_\_\_ Caste which is recognized as a Backward Class in terms of Punjab Govt. letter No. \_\_\_\_\_ dated \_\_\_\_\_.
2. This is also certified that he/she does not belong to any category of persons/sections mentioned in column 3 of the schedule to Punjab Government. Department of Welfare letter No. 01/41/93-RCI/459 dated 17/01/1994 and No. 8/144/93-BS2/7017 dated 27.9.95.
3. Shri/Shrimati/Kumari \_\_\_\_\_ and or/his/her family ordinarily reside(s) in Village/town \_\_\_\_\_ of District/Division \_\_\_\_\_ of the State of Punjab.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_  
State: \_\_\_\_\_

Signature: \_\_\_\_\_  
Designation: \_\_\_\_\_  
(Official seal of the officer concerned)

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No. VI (xii)

**BACKWARD AREA CERTIFICATE**

Dispatch No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
Certified that \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ an applicant for admission to Degree level Engg./Architecture Courses is a permanent resident of Village \_\_\_\_\_ which has been recognized as Backward Area in accordance with the Instructions issued by the Punjab Govt. from time to time.

**Dated: \_\_\_\_\_ DC/GA to DC/SDM/SDO (Civil)**  
**(Official Seal)**

\*\*\*\*\*

No. VI (xiii)

**CERTIFICATE TO BE FURNISHED BY CHILDREN/GRAND CHILDREN OF  
POLITICAL SUFFERERS/FREEDOM FIGHTERS**

Dispatch No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Certified that Mr./Ms. \_\_\_\_\_ an applicant to Degree level Engg./Architecture Course is a son/daughter/son's son/son's daughter or daughter's son/daughter's daughter of (delete whichever is not applicable). Shri..... Who is Tamra Patra holder/and drawing pension from.....treasury.

**OR**

Mr./Ms. \_\_\_\_\_ an applicant to Degree level Engg./Architecture Course, is son/daughter of Sh. \_\_\_\_\_ who had undergone three months' imprisonment in connection with Emergency/Punjabi Suba or Dharam Yudh Morcha for the demands of the State of Punjab.

**Dated: \_\_\_\_\_ Signature of Distt. Magistrate of the district concerned  
(Official Seal)**

\*\*\*\*\*

No. VI (xiv)

**CERTIFICATE FOR BORDER AREA**

Dispatch No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Certified that Mr./Ms. \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ District \_\_\_\_\_ an applicant for admission to Degree level Engg./Architecture Course, is residing in Border Area and belongs to Area which has been recognized as border Area in accordance with the instructions contained in Punjab Govt. letter No. 723-RR-70/7371 dated 31-03-1970 as amended from time to time.

**Dated: \_\_\_\_\_ Signature DC/GA to DC/SDM/SDO (Civil)  
(Official Seal)**

\*\*\*\*\*

No. VI (xv)

**CERTIFICATE OF DEATH/INCAPACITATION OF  
MILITARY PARA-MILITARY PERSONNEL**

Dispatch No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Certified that Mr./Ms. \_\_\_\_\_ an applicant for admission to Degree Level Engg./Architecture Course, is the son/daughter/spouse of Mr./Ms. \_\_\_\_\_ who was killed/incapacitated to the extent of 50% or more in action or died otherwise in service on/or incapacitated to the extent of 50% or more while in service during peace time.

**Dated: \_\_\_\_\_ Signature of Authorized Officer Headquarter  
(Official Seal)**

.....

**No. VI (xvi)**  
**CERTIFICATE TO BE FURNISHED BY WARDS OF**  
**MILITARY/PARA-MILITARY PERSONEL (EX-SERVICEMEN)**

Dispatch No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
This is Certified that No. \_\_\_\_\_ Rank \_\_\_\_\_  
Name \_\_\_\_\_ is a resident of Village/Town \_\_\_\_\_

\_\_\_\_\_ and has served in the Indian Armed Forces from \_\_\_\_\_ to \_\_\_\_\_  
and has been released/retired vide order No. \_\_\_\_\_ dated \_\_\_\_\_  
or discharge certificate, issued by \_\_\_\_\_ is an ex – serviceman.

Mr./Miss/Smt. \_\_\_\_\_ wife/son/daughter of \_\_\_\_\_  
is residing with him and is wholly dependent upon him.

This certificate has been issued for admission purpose only to Mr./Miss/Smt.  
\_\_\_\_\_ to apply for (name of the class course) \_\_\_\_\_  
in (name of the educational Institution) \_\_\_\_\_

**(Strike out which is not applicable)**

No.: \_\_\_\_\_ **Deputy Director Sainik Welfare**

Place: \_\_\_\_\_ Dated: \_\_\_\_\_

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**No. VI (xvii)**  
**CERTIFICATE TO BE FURNISHED BY WARDS OF**  
**MILITARY/PARA – MILITARY PERSONNEL (IN-SERVICE)**

Certified that Sh./Smt. \_\_\_\_\_ an applicant to Degree level  
**Engg./Architecture Course is a son's/daughter or daughter's son/daughter/spouse of Sh.**  
\_\_\_\_\_ **Rank** \_\_\_\_\_ **Employed in Unit**  
\_\_\_\_\_.

**Dated:** \_\_\_\_\_ **Signature of Commanding Officer of the Unit**  
**(Official Seal)**

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**No. -VI (xviii)**  
**CERTIFICATE OF ARMY DESERTERS AFTERMATH OPERATION BLUE STAR**

Dispatch No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
Certified that Mr./Ms. \_\_\_\_\_ an applicant for admission to Degree Level  
Engg./Architecture Course, is the son/daughter/spouse of Mr./Ms. \_\_\_\_\_  
Rank \_\_\_\_\_ who deserted Army Aftermath Operation Blue Star.  
Place: \_\_\_\_\_ **Deputy Director Sainik Welfare**  
Dated: \_\_\_\_\_

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**No. VI (xix)**  
**CERTIFICATE OF GALLANTRY AWARD TO POLICE PERSONAL**

Dispatch No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
Certified that Mr./Ms. \_\_\_\_\_ an application for Admission in Degree level Engg. Course is the son/daughter/spouse of Shri \_\_\_\_\_ who was awarded President's Police Medal/ Police Medal for gallantry.

**Dated:** \_\_\_\_\_ **Signature of Inspector General of Police**  
**(Official Seal)**



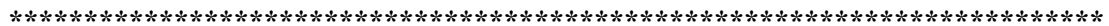
**No. – VI (xx)**  
**FORMAT OF DEATH CERTIFICATE TO BE ISSUED BY THE CONCERNED SUB**  
**DIVISIONAL OFFICER (CIVIL) IN RESPECT OF INNOCENT CIVILIANS**  
**KILLED/100% PHYSICALLY INJURED BY TERRORISTS/SECURITY FORCES**  
**ACTING IN AID OF CIVIL POWER**

Dispatch No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
It is certified that Mr./Ms. \_\_\_\_\_ son/daughter/wife of Shri/Smt. \_\_\_\_\_ resident of \_\_\_\_\_ (Name of Village, Tehsil in case the deceased belongs to Rural area/House number, name of Mohalla and area of town in which he/she belongs) was killed/100% physically disabled by the terrorists/security forces acting in aid of civil power on \_\_\_\_\_ in Village/Mohalla Tehsil/Town \_\_\_\_\_ District. He was neither terrorist nor having any links with such elements.

**APPLICABLE TO GOVT. EMPLOYEES ONLY**

1. He/She was working as \_\_\_\_\_ in the Department of \_\_\_\_\_ at \_\_\_\_\_
2. This certificate is issued on the basis of the report of \_\_\_\_\_ (Name of Police authority).
3. The Certificate is issued on the request of Shri \_\_\_\_\_ (Name and relationship of applicant with deceased).

**Signature of the SDO (C) concerned with Seal**



**No. – VI (xxi)**  
**CERTIFICATE OF DEATH/INCAPACITATION OF**  
**MILITARY/PARA-MILITARY PERSONNEL**

Dispatch No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
Certified that Mr./Miss/Mrs. \_\_\_\_\_ an applicant for admission to Degree Level Engineering/Architecture Course is the son/daughter/spouse of Mr. \_\_\_\_\_ who was killed / hundred percent incapacitated in terrorist action on \_\_\_\_\_.

**Dated:** \_\_\_\_\_ **Signature of Authorized Officer**  
**Headquarter:** \_\_\_\_\_ **(Official Seal)**



**Public Notice - University Grants Commission**  
**F.NO.1-3/2007 (CPP-II) 23<sup>rd</sup> April, 2007**

**PUBLIC NOTICE**

1. It has come to the notice of the University Grants Commission that Institutions and Universities including institutions Deemed to be Universities are admitting students to various programmes of studies long before the actual starting of the academic session; collecting full fee from the admitted students; and retaining their schools /institutions leaving certificate in original. The Institutions and universities are also reportedly confiscating the fee paid if a student fails to join by such dates.
2. The Commission is of the view that the Institutions / Universities, by way of retaining the certificate in original, force retention of admitted students which limit the opportunities for the candidates from exercising other options of joining other institutions of their choice. However, it would not be permissible for Institutions and Universities to retain the School / Institution Leaving Certificate, mark sheet, caste certificate and other documents in original.
3. The Ministry of Human Resource Development and University Grant Commission have considered the issue and decided that the Institutions and Universities, in the public interest, shall maintain a waiting list of students / candidates. In the event of a student / candidate withdrawing before the starting of course, the waitlisted candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (one thousand only) shall be refunded and returned by the Institution / University to the student / candidate withdrawing from the programme. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.
4. The Universities / Institutions are requested to abide by the instructions issued by the UGC. The UGC shall on its own or on receipt of specific complaints from those affected, take all such steps as may be necessary to enforce these directions.
5. Institutions / Universities are also required to convey these instructions to the college affiliated to them.

**sd/- (Tilak R. Kem) Secretary**

**Public Notice Ministry of Human Resource Development  
14-4/2007-U.3(A) Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
[U.3 (A) Section]**

Whereas it has come to the notice of the Government of India that Institutions and Universities, including Institutions Deemed to be Universities, are admitting students to technical education programmes long before the actual starting of an academic session; collecting full fees from the admitted students; and, retaining their school / institution's leaving certificate in the original;

And Whereas, Institutions and Universities are also reportedly confiscating the fee paid if a student fails to join by such dates.

And, Whereas, certificates in original are being detained by institutions and universities to force retention of admitted students;

And, Whereas the time-limit for students to join the courses / programmes is also being advanced in some cases unrealistically so as to pre-empt students / candidates from exercising other options of joining other institutions of their choice.

Now, therefore, in exercise of the powers conferred in it by Section 20(1) of the University Grant Commission Act and Section 20(1) of the All India Council of Technical Education Act, the Central Government hereby directs the UGC and the AICTE to instruct Institutions and Universities in the public interest to maintain a waitlist of students / candidates. In the event of a student / candidate withdrawing before the starting of the course, the wait listed candidates should be given admissions against the vacant seat. The entire fees collected from the student, after a deduction of the processing fee of not more than Rs.1,000/- (one thousand only) shall be refunded and returned by the Institution / University to the student / candidate withdrawing from the programme. It would not be permissible for Institutions and Universities to retain the School / Institution Leaving Certificates in original. Should a student leave after joining the course and if the seat consequently falling vacant gets filled by another candidate by the last date of admission, the Institution must return the fees collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.

Any violation of instructions issued, by the UGC, and the AICTE, shall call for punitive action including withdrawal of approval and recognition of erring institutions and Universities. The UGC and the AICTE shall on their own or on receipt of specific complaints from those affected, take all such steps as may be necessary to enforce these directions.

**(Sunil Kumar)  
Joint Secretary (Higher Education)**

1. PS to HRM
2. PS to MOS
3. Secretary, Higher Education
4. Joint Secretary (T)
5. Chairman, UGC
6. Chairman, AICTE
7. PIO, PIB



**Public Notice of AICTE regarding Refund of Fees**  
**PUBLIC NOTICE**  
**Advt. No. AICTE/Legal/04(01)/2007**

**Sub: Instructions to Technical Institutions, Universities including Deemed to be Universities imparting Technical Education regarding matters concerning charging of fees, refund of fees and other student related issues.**

All India Council for Technical Education (AICTE) has been empowered inter alia under section 10 (n) of AICTE Act to “take all necessary steps to prevent commercialization of technical education”. In compliance with the provisions under AICTE Act and in the light of directions of Govt. of India issued under section 20 (1) of AICTE Act vide Letter No. (U.1 (A) Section), it has been decided to issue instructions to the Technical institutions, Universities including Deemed to be Universities imparting Technical Education in the matters concerning students.

Whereas it has come to the notice of the AICTE that Technical Institutions and Universities including Deemed to be Universities, are admitting students to technical education programmes long before the actual starting of an academic session; collecting full fee from the admitted students; and, retaining their school/institution's leaving certificates in the original;

And Whereas, Institutions and Universities are also reportedly confiscating the fee paid if a student fails to join by such dates;

And, Whereas, certificates in original are being detained by institutions and Universities to force retention of admitted students;

And, Whereas the time-limit for students to join the courses/programmes is also being advanced in some cases unrealistically so as to pre-empt students/candidates from exercising other options of joining other institutions of their choice.

In the event of a student/ candidate withdrawing before the starting of the course, the wait listed candidates should be given admissions against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1,000/- (Rupees one thousand only) shall be refunded and returned by the Institution/ University to the student/candidate withdrawing from the programme. It would not be permissible for Institutions and Universities to retain the School/Institution Leaving Certificates in original. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.

Any violation of instructions issued by the AICTE, shall call for punitive action including withdrawal of approval and recognition of erring institutions and Universities. AICTE shall on its own or on receipt of specific complaints from those affected take all such steps as may be necessary to enforce these directions.

**(Dr. K. Narayana Rao)**  
**Member Secretary**

**AICTE: Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education F.No. 37-3/Legal/AICTE/2009**

In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations:

**1. Short title and commencement**

These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009. They shall come into force on the date of the notification.

**2. Objectives**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

The details could be found out at <http://www.aicte-india.org/anti.htm>. In case of any problem, the student can download the form available at [-http://www.aicte-india.org/downloads/anti\\_ragging\\_affidavit.pdf](http://www.aicte-india.org/downloads/anti_ragging_affidavit.pdf).

# **University Grants Commission Notification on Refund of Fees and Non-retention of original certificates- October 2018**

## **1. Introduction:**

The Commission has notified University Grants Commission (Grievance Redressal) Regulations, 2012 on redressal of multifarious grievances of students. But given the sheer volume of the complaints regarding non-refund of fees and retention of original certificates by Higher Educational Institutions (HEIs), the Commission felt the need to notify elaborate instructions so as to curb such malpractices and decided to issue appropriate instructions in the form of this notification to all universities and other higher educational institutions under the purview of UGC.

## **2. Objective:**

To prohibit coercive and profiteering institutional practices in the matters related to refund of fees in case of withdrawal from the programme and retention of original certificates at the time of and/or after admission.

In exercise of powers conferred by Section 12 (d) read with Section 12(j) of the UGC Act, 1956, the UGC issues this notification for adoption of standard operating procedures in the matters related to refund of fees in the event of student's withdrawal from the programme and non retention of certificates at the time of admission.

## **3. Application and Enforcement:**

3.1 The instructions contained in this notification shall be in supersession to its earlier Public Notice dated 23.04.2007 and its notification dated 16<sup>th</sup> December, 2016. It shall be applicable to Undergraduate, Postgraduate and Research Programs run by universities included under Section 2 (f) of UGC Act, together with all colleges under their affiliating domain and institutions declared as deemed to be universities under Section 3 of the UGC Act.

3.2 The provisions contained in this notification shall come into force with immediate effect and shall have regulatory force on extant as well as future grievances over issues and matters covered herein.

## **4. Specific provisions for mandatory compliance by HEIs:**

The Commission herewith lays down specific provisions and consequent mandatory Compliance on the issues related to:

- (1) Refund of fees by the institutions concerned in the event of the withdrawal from the programme by a student; and
  - (2) Verification and non retention of academic and personal certificates of student;
- For any complaint in respect of (1) & (2) above, the grievance redressal mechanism as prescribed under UGC (Grievance Redressal) regulations, 2012 shall be followed.

### **4.1 Refund of Fees**

4.1.1 No HEI shall make it mandatory for applicants to purchase the institutional prospectus at any time during the course of the program of study. Purchasing prospectus shall be the personal choice of the student and he/she shall have rights to decide against it in case he/she wishes to access the information from institutional website. As laid down in the Right to Information Act, 2005, and reiterated in the UGC Guidelines on Students' Entitlement, all HEIs shall disclose on their website and prospectus information regarding the status of the institution, its affiliation, accreditation status, physical assets and amenities, course-wise sanctioned intake of students, various types of fees payable for different programmes, total fees payable for an entire programme, last date of

admission, details of faculty, members of governing bodies and minutes of the meetings of bodies like Academic/Executive council, sources of income, the financial situation and any other information about its functioning necessary for an applicant to make a fully informed choice.

4.1.2 HEIs shall charge fees in advance only for the semester/year in which a student is to engage in academic activities. Collecting advance fees for entire program of study or for more than one semester/year in which a student is enrolled is strictly prohibited.

4.1.3 If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees\* remitted by the student.

<b>Sr. No.</b>	<b>Percentage of Refund of fees*</b>	<b>Point of time when notice of withdrawal of admission is received in the HEI</b>
(1)	100%	15 days or more <b>before</b> the formally notified last date of admission
(2)	90%	Less than 15 days <b>before</b> the formally notified last date of admission
(3)	80%	15 days or less <b>after</b> the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days, <b>after</b> formally-notified last date of admission
(5)	00%	More than 30 days <b>after</b> formally notified last date of admission

*\*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)*

4.1.4 In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount.

4.1.5 Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

#### **4.2 Verification and Non-retention of Students' Academic and Personal certificates**

4.2.1 No HEI shall insist upon a student to submit the original academic and personal certificates, like, mark-sheets, school leaving certificates and other such documents, at the time of submitting admission form, but the submission of self attested copies thereof shall be mandatory.

4.2.2 HEIs shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity, keeping the attested copies for their record.

4.2.3 The self-attested certificates of students shall be held valid and authentic by institution concerned and/or the affiliating university for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of programme of study, such verification shall be undertaken and the original certificates thus used for verification shall be returned immediately to the student concerned.

4.2.4 Taking the certificates into institutional custody under any circumstance or pretexts is strictly prohibited.

4.2.5 In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to university or the Board which issued the certificate to the student and

the admission be subjected to the authentication, but original certificates shall not be retained by the HEI under any circumstance.

#### **4.3 Grievance Redressal Mechanism (GRM)**

4.3.1 All HEIs shall mandatorily have a “Grievance Redressal Mechanism” (GRM) as mandated by UGC (Grievance Redressal Regulations 2012) as amended from time to time to address and effectively resolve complaints, representations and grievances related to any of the issues mentioned in this notification.

4.3.2 The GRM shall be available on HEI website

4.3.3 HEIs shall ensure that all grievances received are addressed as deemed fit within 30 days.

#### **5. Punitive Actions by Commission against defaulting HEIs**

The commission, in respect of any HEI which contravenes or fails to comply with the provisions of this notification, shall proceed to take one or more of the following actions, namely :-

(a) withdrawal of declaration of fitness to receive grants under Section 12(b) of the UGC Act, 1956;

(b) withholding any grant allocated to the HEI;

(c) declaring the HEI ineligible for consideration for any assistance under any of the general or special assistance programmes of the commission;

(d) informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the commission, about the non compliance by the HEI concerned;

(e) recommend to the affiliating university for withdrawal of affiliation, in case of a college / institute;

(f) recommend to the Central Government for withdrawal of declaration as Institution deemed to be university, in case of an institution deemed to be university;

(g) recommend to the appropriate State Government for appropriate necessary action in case of a university established or incorporated under a State Act;

(h) taking such other action within its powers as the commission may deem fit.

Provided that no action shall be taken by the Commission under this Notification unless the HEI has been given an adequate opportunity of being heard.

**(Rajnish Jain)**  
Secretary

**All India Council for Technical Education Notification**  
**New Delhi, the 31st December 2018**  
**F. No. AB/AICTE/REG/2018**

**All India Council for Technical Education (Grant of Approvals for Technical Institutions)**  
**Regulations, 2018)**

In exercise of its powers conferred under sub-section (1) of Section 23 read with Sections 10 and 11 of the All India Council for Technical Education Act, 1987 (52 of 1987) and in supersession of the All India Council for Technical Education (Grant of Approvals for the Technical Institutions) Regulations, 2016 notified in the Gazette of India vide F. No: 37-3/Legal/AICTE/2016 dated 30th November, 2016 and the First Amendment dated 5th December 2017 in Gazette notification, the All India Council for Technical Education makes the following Regulations:—

Preamble:

To regulate/ facilitate in an organized manner, the Technical Institutions in maintaining quality, to follow the norms in consistent with the ideals of AICTE and further to create an enabling environment for the Technical Institutions to become high quality Institutions, AICTE, in exercise of powers conferred under sub section (1) of Section 23 read with Sections 10 and 11 of the All India Council for Technical Education Act, 1987, hereby makes the following Regulations namely:-

1 **Short Title, Application and Commencement**

1.1 These Regulations shall be called the All India Council for Technical Education (Grant of Approvals for the Technical Institutions) Regulations, 2018.

1.2 These Regulations are applicable for the applications submitted under: a. Setting up a new Technical Institution offering

- a. Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level;
- b. Change of Site/ Location;
- c. Conversion of Women's Institution into Co-ed Institution and vice-versa;
- d. Conversion of Diploma Level into Degree Level and vice-versa;
- e. To start new Programme(s)/ Level(s) in the existing Institutions;
- f. Extension of Approval to the existing Institutions;
- g. Continuation of approval after a break in the preceding Academic Year(s)/ Restoration of Intake;
- h. Extended EoA;
- i. Increase in Intake/ Additional Course(s);
- j. Introduction of Integrated/ Dual Degree Course;
- k. To start Diploma in Degree Pharmacy Institutions and vice-versa;
- l. Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus;
- m. Closure of the Institution;
- n. Conversion of Management Institutions running PGDM Course into MBA Course;
- o. Conversion of Second Shift Course(s) into First Shift Course(s);
- p. Closing of MBA Programme and Introduction of MCA Programme and vice-versa;
- q. Introduction/ Continuation of Fellowship Programme in Management;

- r. Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries;
  - s. Introduction/ Continuation of seats for Non Resident Indian(s);
  - t. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses;
  - u. Change in the Name of the Institution or Affiliating University/Board;
  - v. Change in the Name of the Bank;
  - w. Change in the Name of the Trust/ Society/ Company;
  - x. Collaboration and Twinning Programme between Indian and Foreign Universities/ Institutions in the field of Technical Education, Research and Training; and
  - y. Introduction of Vocational Education Courses.
- 1.3 These Regulations shall come into force with effect from the date of their publication in the Official Gazette.

## 2 **Definitions**

In these Regulations, unless the context otherwise requires

- 2.1 “Academic Year” means Academic Year of the concerned Affiliating University/ Board/ Technical Institution.
- 2.2 “Act” means the All India Council for Technical Education Act, 1987 (52 of 1987).
- 2.3 “Adjunct Faculty” means resource person as per the guidelines specified in Approval Process Handbook.
- 2.4 “Affidavit” is a written sworn statement of fact voluntarily made by a deponent under an oath or affirmation administered by a person authorized to do so by Law. Such statement is witnessed as to the authenticity of the deponent's signature by a taker of oaths, such as a Notary Public or Commissioner of Oaths.
- 2.5 “AICTE Web-Portal” means the Web site hosted by the Council at URL [www.aicteindia.org](http://www.aicteindia.org).
- 2.6 “Approval Process Handbook (APH)” is a handbook published by AICTE, prescribing norms and procedures for processing of applications submitted for grant of various approvals.
- 2.7 “Applicant” is the one who makes an application to the Council for seeking any kind of approval under these Regulations.
- 2.8 “Approved Institution” means the Technical Institution approved by the Council.
- 2.9 “Approved Intake” means the number of students to be admitted in a Course as approved by the Council.
- 2.10 “Autonomous Institution” means an Institution to which autonomy is granted by UGC and is designated to be so by the Statutes of Affiliating University/ Board.
- 2.11 “Break in EoA” means break in the Extension of Approval of the Institution in the previous year(s).
- 2.12 “Build-Operate-Transfer (BOT)” means a project financing, wherein a private entity receives a concession from the public sector to finance, design, construct and operate a facility stated in the concession contract.
- 2.13 “Chairman” means the Chairman of AICTE as described under sub-section 4(a) of Section 3 of AICTE Act, 1987.
- 2.14 “Co-ed Institution” means the Institution admitting male, female and transgender students.

2.15 “Commission” means the University Grants Commission established under Section 4 of the University Grants Commission Act, 1956.

2.16 “Company” means a Company established/ registered under Section 8 of the Companies Act, 2013.

2.17 “Competent Authority for Admission” means an Organization that has, the legally delegated authority, capacity, or power to do admission to Technical Institutions in the State Government/ UT concerned.

2.18 “Compliance Report” means the Report submitted by the Technical Institution complying with the requirements as specified in the Approval Process Handbook for the deficiencies observed by Expert Visit Committee/ issues mentioned in the Show Notice.

2.19 “Constituent College” means an Institution/ Department/ College/ School as a part of the University.

2.20 “Council” means All India Council for Technical Education established under Section 3 of the Act.

2.21 “Course” means one of the branches of learning in a Programme such as Civil Engineering, Mechanical Engineering, etc.

2.22 “Division” means

a. A batch of a maximum of Sixty (60) seats in Diploma/ Under Graduate Courses in Engineering and Technology/ Hotel Management and Catering Technology/ Post Graduate Courses in MCA/ PGCM/ PGDM/ MBA Programme, excluding supernumerary seats, if any;

b. A batch of Sixty (60) seats in Diploma/ Under Graduate Courses and to a maximum of Hundred (100) seats in Under Graduate Courses in Pharmacy Programme, excluding supernumerary seats, if any;

c. A batch of a maximum of Forty (40) seats in Diploma/ Under Graduate Courses in Architecture/ Planning Programme, excluding supernumerary seats, if any;

d. A batch of a maximum of Thirty (30) seats in Diploma/ Under Graduate Courses in Applied Arts and Crafts Programme, excluding supernumerary seats, if any;

e. A batch of a maximum of Thirty (30) seats in Diploma/ Under Graduate Courses in Design Programme, excluding supernumerary seats, if any;

f. A batch of a maximum of Thirty (30) seats in Post Graduate Courses in Engineering and Technology/ Planning/ Applied Arts and Crafts/ Hotel Management and Catering Technology Programme, excluding supernumerary seats, if any;

g. A batch of a maximum of Twenty (20) seats in Post Graduate Courses in Architecture Programme, excluding supernumerary seats, if any;

h. A batch of a maximum of Fifteen (15) seats in Post Graduate Courses in Design Programme, excluding supernumerary seats, if any;

i. A batch of a maximum of Fifteen (15) seats in Post Graduate Courses in Pharmacy, Thirty (30) seats in Pharm.D., Ten (10) seats in Pharm.D. (Post Baccalaureate) in Pharmacy Programme, excluding supernumerary seats, if any;

j. A batch of a maximum of Sixty (60) seats in Integrated Degree Courses in Engineering and Technology/ Hotel Management and Catering Technology/ MCA Programme and Integrated/ Dual Degree Course in MBA Programme, excluding supernumerary seats, if any;



k. A batch of a maximum of Forty (40) seats in Integrated Degree Course in Planning Programme, excluding supernumerary seats, if any; and

l. A maximum of Twenty (20) seats per year in Fellowship in Management Programme.

2.23 “EoA” means Extension of Approval granted by AICTE for conduct of Technical Programme(s)/ Course(s) to an Institution for that Academic Year. “Extended EoA” means Extension of Approval granted by AICTE for conduct of Technical Programme(s)/ Course(s) to an Institution for more than one Academic Year.

2.24 “Executive Committee” means the Committee constituted by the Council under Section 12 of AICTE Act, 1987.

2.25 “Expert Visit Committee (EVC)” means the Committee constituted by the Regional Officer as per the composition specified in Approval Process Handbook to verify physically the availability of Infrastructural facilities of an Institution.

2.26 “First Shift” means educational activities conducted in the First spell of time (from 8 am to 3 pm) wherever two-shift working exists.

2.27 “Foreign National” means the Citizen of the Countries other than India who are not of Indian origin as defined under OCI/ PIO.

2.28 “Government aided Institution” means Technical Institution that meets 50% or more of its recurring expenditure out of the grant received from the Government or Government Organizations.

2.29 “Government Institution” means Technical Institution established and/ or fully maintained by the Government.

2.30 “Head of the Institution” means the Vice-Chancellor in case of a University or an Institution Deemed to be University, the Principal/ Director/ such other designation as the administrative Head of the Institution of the Technical Institution referred.

2.31 “Institution Deemed to be University” means an Institution for higher Education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the University Grants Commission Act, 1956.

2.32 “Lateral Entry” means admission of students into the second year of Diploma/ Under Graduate Degree/ MCA Programmes as specified in Approval Process Handbook.

2.33 “Level” means Diploma, Post Diploma Certificate, Under Graduate Degree, Post Graduate Diploma and Post Graduate Degree Programmes.

2.34 “Minority Institution” means an Educational Institution established and administered by a minority or minorities and recognized by Competent Authority as Minority Institution.

2.35 “NBA” means the National Board of Accreditation, an autonomous body set up by AICTE, registered under Societies Registration Act, 1860.

2.36 “Part Time” means educational activities conducted in evening time, i.e. 5.30 pm to 9.30 pm (six days a week) wherever Regular/ First Shift working exists and are meant only for working professionals or professionals with at least two years of work experience. Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the Regular Course.

2.37 “Private University” means a University duly established through a State/ Central Act by a sponsoring body viz., a Society registered under the Societies Registration Act 1860, or any other corresponding Law for the time being in force in a State or a Public Trust or a Company registered under Section 8 of the Companies Act, 2013.

2.38 “Programme” means the field of Technical Education, i.e. Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA, Management (PGCM/ PGDM/ MBA) and such other Programmes/ areas as notified by AICTE Act, 1987.

2.39 “Public Private Partnership (PPP)” means a Partnership based on a contract or concession agreement, between a Government or Statutory entity on the one side and a Private Sector enterprise on the other side.

2.40 “Regional Committee (RC)” means a Committee established for each region under Section 14 of AICTE Act, 1987.

2.41 “Restoration of Intake” means restoring back to the “Approved Intake” of the Institution that was existing prior to any penal action.

2.42 “Second Shift” means educational activities conducted in the Second spell of time (from 12 Noon to 7 pm) wherever two-shift working exists.

2.43 “Self-Financing Institution” means an Institution started by a Trust/ Society/ Company and does not receive grant/ fund from Central/ State Government/ UT for meeting its recurring expenditure.

2.44 “Single Shift/ Regular Shift” means where, educational activities of the Technical Institution are conducted between 9 am and 5 pm.

2.45 “Society” means a Society registered under Societies Registration Act, 1860.

2.46 “Standalone Institutions” means those Institutions which are not affiliated to any of the University/ Board, but are imparting education by means of conducting regular courses leading to Diploma, Post Diploma Certificate, Post Graduate Certificate and Post Graduate Diploma Levels in Management and allied areas, Travel and Tourism, Innovation and Entrepreneurship, Computer Applications and Design.

2.47 “Standing Appellate Committee (SAC)” means a Committee constituted by the Chairman as per the composition specified in Approval Process Handbook for considering the appeals of the Technical Institutions.

2.48 “Standing Complaint Scrutiny Committee (SCSC)” means a Committee constituted by the Chairman as per the composition specified in Approval Process Handbook for the Scrutiny of Complaints received against the Technical Institutions.

2.49 “Standing Hearing Committee (SHC)” means a Committee constituted by the Chairman as per the composition specified in Approval Process Handbook to review the Reports of the Expert Visit Committee/ replies received for Show Cause Notices.

2.50 “State Level Fee Committee” means a Committee notified by the concerned State Government/ UT for Regulation of fee to be charged by the Technical Institutions.

2.51 “Supernumerary seats” includes TFW, OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries, Lateral Entry, PwD and J&K PMSSS seats notified from time to time, over and above the “Approved Intake”.

2.52 “Technical Institution” means an Institution set up by the Government, Government aided and Self-Financing/ Trust/ Society/ Company for conducting Course(s)/ Programme(s) in the field of Technical Education, Training and Research in Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA, Management, and such other Programmes and areas as notified by AICTE Act, 1987.

2.53 “Trust” means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts. 2.54 “University” means a University defined under Clause (f) of Section 2 of the University Grants Commission Act, 1956.

2.55 “University Department” means a Department established and maintained by the University.

2.56 Any other word and expression used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the same meaning respectively assigned to them in the said Act.

3 **Relevance of Grant of Approval**

3.1 After commencement of these Regulations

a. New Technical Institutions either by Government/ Government aided or Self-financing Institutions shall be started ONLY after obtaining approval of the Council.

b. Existing Government/ Government aided/ Self-financing Institutions shall either conduct/ increase/ reduce the intake in the existing Course(s)/ Programmes or introduce new Programme(s)/ Course(s) at any Level ONLY after obtaining approval of the Council.

c. In no eventuality, a Technical Institution without prior approval of AICTE and Affiliating University/ Board concerned, shall be allowed to participate in the counselling and admission process and to admit students.

d. Affiliating University/ Board shall not enroll students admitted in such Technical Institutions, which do not have requisite prior approval of the Council.

e. Central/ State Government/ UT concerned shall not admit students to any Programme of a Technical Institution, which do not have requisite prior approval of the Council.

3.2 In view of the large number of vacant seats in various Programmes during the last few years and the likely future demand, the Council shall grant approval to the new/ existing Institutions taking into account the recommendations of the Committee set up by AICTE to provide the National Perspective Plan for the Technical Programmes.

4 **Generic Conditions for Approval**

4.1 a. The Applicants shall not name the Technical Institution in such a way that the abbreviated form of the name of the Technical Institution becomes IIM/ IIT/ IISc/ NIT/ AICTE/ UGC/ MHRD/ GoI. The Applicant shall also not use the word(s) Government/ India/ Indian/ National/ All India/ All India Council/ Commission, anywhere in the name of the Technical Institution and other names as prohibited under the Emblems and Names (Prevention of Improper Use), Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the Technical Institution is established by Government of India or its name is approved by the Government of India.

b. Applicants/ Institutions shall not use the names of the Existing Institutions within the State.

4.2 MHRD directives such as Scheme of "Sub-Mission on Polytechnics", to establish a Technical Institution in "Educationally Backward Districts/ Left Wing Extremism (LWE) affected" Districts, digital payment for all financial transactions, National Academic Depository (NAD), Study in India and any other scheme(s) shall be complied with, as specified in Approval Process Handbook.

4.3 AICTE does not recognize the Programme(s)/ Course(s) in Technical Education offered through distance mode except Management, MCA and Diploma/ Degree in Travel and Tourism Programmes, with the explicit approval of AICTE.

4.4 The Council shall not permit the Introduction of Part Time/ Second Shift Courses.

4.5 To maintain the quality of Education, 60% of the eligible Courses in any Technical Institution shall be accredited in the next 4 years time, else EoA shall not be issued by the Council.

4.6 For Institutions having Courses with meager admissions consistently, appropriate action as specified in the Approval Process Handbook shall be initiated with the approval of the Council.

4.7 A Company having any foreign equity directly or indirectly as shareholding shall not be permitted to apply for setting up a Technical Institution.

4.8 Supernumerary seats

a. Fifteen percent (15%) supernumerary seats over and above the “Approved Intake” per Course shall be approved in AICTE approved Institutions and University Departments, for admitting students from Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in the Gulf Countries. One third (1/3rd) of these 15% seats shall be reserved for the Children of Indian Workers in the Gulf Countries.

Any vacant seat in a given Course, out of 1/3rd seats reserved for Children of Indian Workers in the Gulf Countries shall be reverted to the seats of 2/3rd meant for OCI/ PIO/ Foreign Nationals and vice-versa. Further, any vacant seat in the “Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries” after the last round of the admission of the concerned State Government/ UT may be filled with NRI seats, subject to the approval from AICTE for the NRI seats and fulfillment of requisite norms as specified in the Approval Process Handbook.

Beside this, any vacant seat in the “Approved Intake” after the last round of the admission of the concerned State Government/ UT, may be filled with NRI/ Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in the Gulf Countries, subject to the approval from AICTE for the above seats and fulfillment of requisite norms as specified in the Approval Process Handbook.

b. The Council shall permit the Introduction/ Continuation of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats ONLY in the Regular Shift Courses.

c. Mandatory provision of supernumerary seats under Tuition Fee Waiver Scheme in all the Courses and Programmes shall be applicable to all Technical Institutions as specified in the Approval Process Handbook.

4.9 Admission under Lateral Entry in Diploma/ Under Graduate Degree/ Post Graduate Course(s).

a. Lateral Entry to Second Year Diploma Course(s) shall be permissible up to a maximum of 10% of the “Approved Intake” which shall be over and above, supernumerary to the “Approved Intake”, plus the unfilled vacancies of the First year as specified in the Approval Process Handbook.

b. Lateral Entry to Second Year Degree Course(s) in Engineering and Technology/ Pharmacy/ MCA Course shall be permissible up to a maximum of 10% of the “Approved Intake” which shall be over and above, supernumerary to the “Approved Intake”, plus the unfilled vacancies of the First year as specified in the Approval Process Handbook.

c. Any Foreign National who has obtained Diploma in a Foreign Institution (having an equivalency Certificate issued by the Association of Indian Universities) or Diploma in an Indian Institution shall also be eligible for Lateral Entry into the Second Year Degree Course(s). The Institutions having approval for the supernumerary seats in such Course(s) are ONLY eligible to admit the Foreign Nationals as per the norms, else the Institution shall apply for the same on AICTE Web-Portal. However, the total Foreign Nationals admitted under supernumerary

seats and the Lateral Entry shall not exceed the 15% of the “Approved Intake” in an Academic year.

**d. The Council shall not permit the Introduction or Continuation of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses.**

4.10 Guidelines for the new/ existing Institutions

a. ALL the Technical Institutions shall fulfill the relevant requisite norms as specified in the Approval Process Handbook.

b. Documents showing ownership of Land/ Building as per the provisions of Section 8 of the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) (for a period of minimum 30 years with at least 25 years of live Lease at the time of submission of application). Further to that, it shall be open for the Promoter Trust/ Society/ Company of the proposed Institution to mortgage the Land after the receipt of Letter of Approval, only for raising the resources for the purpose of development of the Technical Education Institution situated on that Land. It shall be open for the Promoter Trust/ Society/ Company of the existing Institution to run other Educational Courses/ Institutions (Technical/ Non-Technical) in the surplus Land arising out of the prevailing/ reduced norms of Land requirement. However, such surplus Land shall be used as per the Land Use Certificate given to the Trust/ Society/ Company by the concerned authority, subject to such Courses/ Institutions having their own facilities to conduct such Programmes without sharing the essential infrastructure facilities such as Class Room, Laboratory etc. with the already approved Technical Institution. However, common amenities such as Canteen, Auditorium, Playground, Parking, etc. may be shared, provided it caters to all the students of all the Programmes.

c. The Promoter Trust/ Society/ Company of a new Technical Institution shall have to construct the required Built-up area for setting up of Institution, as mentioned in the Approval Process Handbook and amended from time to time.

d. No NOC from Affiliating University/ Board/ State Government/ UT shall be required for the reduction in intake to Non-Zero intake/ closure of the Second Shift Courses.

e. For Closure of PGCM/ PGDM Courses, NOC from Affiliating University/ Board/ State Government/ UT is not applicable.

f. Institutions having an “Approved Intake” less than a Division size in any of the Regular/ First Shift Courses as prescribed by the Council may apply for intake of full Division size themselves and shall maintain Faculty: Student ratio accordingly, without NBA accreditation/ NOC from Affiliating University/ Board/ State Government/ UT, subject to “Zero Deficiency” in the Web-Portal. However, this is not applicable in case of Institutions under penal action.

g. Institutions may apply for reduction in intake in any of the Regular/ First Shift Courses within a Division by themselves in the Web-Portal and shall maintain Faculty: Student ratio accordingly, without NOC from Affiliating University/ Board/ State Government/ UT, the restoration shall be permitted within a Division without NBA.

h. Existing Institutions having total “Approved Intake” less than the “Maximum Intake Allowed”/ Institutions not eligible to apply for NBA accreditation, shall be permitted to increase (without NBA accreditation) upto the “Maximum Intake

Allowed” in each Programme (considering all the specializations in MBA) as that of a new Technical Institution, as specified in the Approval Process Handbook, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal. An Expert Visit Committee may be conducted, any time before the first batch of students has passed out, to verify the fulfillment of the norms as specified in the Approval Process Handbook.

i. Well performing Institutions providing quality technical education through accreditation of Courses by NBA/ UGC approved autonomy, shall be duly recognized by AICTE and considered for grant of approvals for Extended EoA as specified in Approval Process Handbook. Institutions approved for extended EoA are waived from paying TER Charges for Extension of Approval (EoA) ONLY for the extended years. However, such Institutions are required to submit the application for EoA and duly fill all the data and maintain ALL the norms and standards as specified in Approval Process Handbook.

j. The Institution shall be given an opportunity to comply the deficiencies, if any, before the Scrutiny/ Re-Scrutiny Committee, to fulfill the criteria of “Zero Deficiency” based on Self-Disclosure, for processing the application, as applicable.

#### 4.11 Guidelines for the Universities

a. Central, State and Private Universities may apply for approval by providing Infrastructure and other requirements as specified in the Approval Process Handbook. Institutions Deemed to be Universities shall seek prior approval of the Council under Clause 1.2 of these Regulations. The requirements, eligibility and procedure shall be as specified in Approval Process Handbook. Further to that, the Institution Deemed to be Universities shall also have to fulfill the norms as per UGC Regulations.

b. Institutions Deemed to be Universities offering Technical Course(s)/ Programme(s) shall not admit students without prior approval of the Council.

c. Universities seeking approval for the first time from AICTE shall submit an application as a new Technical Institution for all their existing Technical Programme(s) and Course(s). Institution Deemed to be University having multiple Campuses/ Off Campuses/ Constituent Colleges shall apply separately for approval.

### 5 **Submission of the applications**

5.1 Application for grant of approval under these Regulations 1.2, a, b, c, d, e, l, m, n, p, u, v, w and x shall be made by any of the following

a. The Chairman/ Secretary in case of the Trust/ Society/ Company;

b. An Officer authorized by the concerned Central/ State Government/ UT in case of Central or State Government/ UT Administration or a Society/ Trust registered with them; and

c. An Officer authorized by the Trust/ Society/ Company/ Central/ State Government/ UT under Public Private Partnership or Build Operate Transfer (BOT) mode made by them, as the case may be.

5.2 Application for grant of approval under these Regulations 1.2. f, g, h, i, j, k, o, q, r, s, t and y shall be made by any of the following Principal/ Director of the Technical Institution or Head of the Institution or an Officer of the Institution duly authorized by the Promoter of such Institution or Chairman/ Secretary in case of the Trust/ Society/ Company or Vice Chancellor/ Registrar of Institution Deemed to be University.

5.3 The Council shall publish, from time to time, Approval Process Handbook detailing the documents to be attached to the application, the Technical Education Regulatory (TER) Charges to be remitted, the norms and standards, requirements and the procedure by which the applications are processed for grant of approval of the new/ existing Institutions.

5.4 a. The Applicant for setting up a new Institution shall obtain a unique USER ID following the procedure specified in the Approval Process Handbook. The Applicants/ existing Institutions shall be required to submit online application for the cases listed in Clauses 1.2 of these Regulations using their unique USER ID allotted to them by remitting the prescribed TER Charges as specified in Approval Process Handbook through AICTE's payment gateway on the Web-Portal, failing which the application shall not be considered.

b. Only those applications submitted within the cut-off date, including payment shall be considered for processing.

c. The Web-Portal permits the generation of Deficiency Report for the applications. d. The Applicants shall edit the data till the final submission of the application on the Web-Portal. After pressing the "submit" tab, the data shall not be allowed for any further editing till the processing of the application is completed. 32

e. If an Applicant/ Institution has wrongly submitted an application, the same shall be processed as per the procedure mentioned in the Approval Process Handbook.

f. Applicants have to upload documents in the Web-Portal/ submit to the Scrutiny/ Re Scrutiny Committee, as applicable, as specified in the Approval Process Handbook.

g. An Affidavit, in the Format as specified in the Approval Process Handbook, on a Non Judicial Stamp Paper of ₹ 100/- duly sworn before a First Class Magistrate or Notary or an Oath Commissioner, inter alia, stating that the information given in the application is true and that if it is found at any time that any part of the information has been suppressed and/or misrepresented and/or the information given in the application is false, the Council shall be free to take action including Withdrawal of Approval/ not considering for grant of approval and/ or any other legal action as it may deem fit shall be submitted/ uploaded by the Applicants.

h. In case of rejection of an application, the applicable TER Charges shall be refunded as specified in the Approval Process Handbook. 6 Procedure for the processing of the applications 6.1 The applications received shall be processed as per the norms and procedures prescribed in the Approval Process Handbook as notified by the Council from time to time in addition to the existing Central, State and Local Laws.

6.2 For setting up a new Institution

a. The State Government/ UT and the Affiliating University/ Board shall forward their views on the applications received under Clause 1.2. a of these Regulations to the concerned Regional Office, not later than one week from the last date of submission of application as notified. In the absence of the receipt of views from the State Government/ UT/ Affiliating University/ Board on the application, the Council shall proceed for further processing.

b. The applications received under Clause 1.2. a of these Regulations, shall be processed by a Scrutiny Committee/ Re-Scrutiny Committee duly formed by the Regional Officer as per the composition as mentioned in Approval Process Handbook for issue of Letter of Intent (LoI) and the Applicant shall present ALL the original documents along with self-attested copies to the Committee. Applicants are advised to adhere to Scrutiny schedule and not to remain absent. The Applicant, if interested to start the Institution in the current Academic Year itself, shall submit a Resolution to that effect to Scrutiny/Re-Scrutiny Committee.

c. The recommendations of the Scrutiny/ Re-Scrutiny Committee shall be placed before the Regional Committee for its recommendation and further placed before the Executive Committee for approval or otherwise.

d. In case of new Technical Institutions, the Council if deems fit shall grant approval to issue the Letter of Intent (LoI) for the given Academic Year, the same shall be

valid for three Academic Years. Within the validity period, after the establishment of Infrastructure facilities as per the requirements, the Applicant shall apply on AICTE Web-Portal for the Letter of Approval anytime in the year. In case of the Applicant expressing interest in getting Letter of Approval (LoA) in the current Academic Year itself, the same shall be processed further by an Expert Visit Committee. Expert Visit Committee formed by the Regional Officer as per the composition as mentioned in the Approval Process Hand Book shall verify physically the availability of infrastructural facilities of the Institution. On expiry of the validity, the Letter of Intent (LoI) issued stands cancelled and the Applicant shall make a fresh application for the issuance of Letter of Intent (LoI).

e. The recommendations of the Expert Visit Committee shall be placed before the Regional Committee for its recommendation and further placed before the Executive Committee for approval or otherwise.

f. Regional Officer concerned while forwarding the recommendations of the Regional Committee to Approval Bureau of AICTE, for placing before the Executive Committee, shall verify that the processes and parameters prescribed under these Regulations and Approval Process Handbook are followed by the Scrutiny Committee, Re-Scrutiny Committee (if applicable), Expert Visit Committee and the Regional Committee. The Approval Bureau of AICTE shall also verify that the processes and parameters prescribed under these Regulations and Approval Process Handbook are followed by the Scrutiny Committee, Re-Scrutiny Committee, Expert Visit Committee and the Regional Committee.

g. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of a Letter of Intent (LoI)/ Letter of Approval (LoA) or Letter of Rejection (LoR) with the specific reasons for rejection of the application.

h. Applicants for starting new Technical Institutions (except Government/ Government aided Institutions) whose applications are recommended for Letter of Approval (LoA) by the Executive Committee shall be informed for depositing the Security Deposit. The existing Institutions approved by the other Regulatory Bodies, applying for the first time to the Council for approval and are in existence for more than 10 years are exempted from the payment of Security Deposit. The Applicant shall submit the payment proof of the Security Deposit along with an Affidavit within 7 days from the date of intimation to the concerned Regional Office, else a penalty of 10% of the value of the Security Deposit shall be imposed upto 15th May of the Calendar Year, beyond which the approval shall be withdrawn.

i. The online Security Deposit amount deposited by the Technical Institution with AICTE shall be permitted to be withdrawn after a term of ten years or in case of closure of Course/ Institution, subject to the submission of relevant documents. The interest accrued on the Security Deposit shall be credited to the Council and shall be utilized by AICTE for Quality Improvement Programme for Faculty and giving scholarships to students. However, the term of the Security Deposit could be extended for a further period as may be decided on case to case basis and/or forfeited in case of any violation of norms, conditions and requirements and/or Non-performance by the Institution and/or complaints against the Institution.

j. Validity of the Letter of Approval for the new Technical Institutions, if issued, shall be for two Academic Years from the date of issue of Letter of Approval, only for obtaining affiliation from the respective University/ Board and fulfilling State Government/ UT requirements for admission in the current Academic Year. ALL the Applicants issued LoA for starting the new Technical Institutions shall apply on AICTE Web-Portal for Extension of Approval as specified in the Approval Process



Handbook from the next Academic Year onwards, irrespective of the admission of the students. However, the Institutions that fail to admit the students in the current Academic Year due to Non-Affiliation by the University/ Board or Non-fulfillment of State Government/ UT requirements are exempted from the payment of TER Charges. On expiry of the validity, the LoA issued stands cancelled and the Applicant shall make a fresh application for the issuance of Letter of Intent.

k. New Institutions granted Letter of Approval and existing Institutions granted approval for introduction of new Course(s), Division(s), Programme(s), variation in intake capacity shall comply with appointment of Faculty and Principal/ Director as the case may be, as per the policy of the Council. Institutions other than Minority Institutions shall appoint Faculty/ Principal/ Director and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned Affiliating University/ Board particularly in case of selection procedures and selection Committees. The information about these appointments of staff in the prescribed format shall be uploaded on the Web-Portal of AICTE.

l. An Expert Visit Committee may be conducted any time before the first batch of students have passed out, to verify the fulfillment of the norms as specified in the Approval Process Handbook.

### 6.3 For the existing Institutions

a. For applications submitted under Clause 1.2. f and s of these Regulations, the processing is based on self-disclosure. The Council shall grant the desired approval, only after confirming that the Applicant had fulfilled all the norms and standards prescribed in Approval Process Handbook. The Council reserves the right to inspect and if any of the information submitted is found to be false, shall initiate penal action as specified in the Approval Process Handbook.

b. The applications submitted under Clause 1.2. h, i, j, m, n, p, q, t, u, v, w and y of these Regulations shall be processed by a Scrutiny/ Re-Scrutiny Committee based on the documents submitted by the Applicant. The applications submitted under Clause 1.2. g, k, o and r of these Regulations shall be processed by an Expert Visit Committee to verify the availability of the facilities in the Applicant Institutions. The applications submitted under Clause 1.2. b, c, d, e, l and x of these Regulations shall be processed by a Scrutiny/ Re-Scrutiny Committee based on the documents submitted by the Applicant. If the documents are found in order, the same shall be processed further by an Expert Visit Committee to verify the availability of the facilities in the Applicant Institutions.

c. For Closure of Programme(s)/ Course(s), the Applicant shall submit the relevant NOCs at least before 31st December of the Calendar Year. Applications of the existing Institutions who have applied for the Closure of Institution, and if such applications are not approved by the Council due to certain deficiencies, the Institution shall be given Extension of Approval (EoA) with ZERO Intake for that year. Such Institutions shall submit all relevant documents after all the students have passed out or redistributed to nearby AICTE approved Institutions and seek official closure of the Institution. The application for the Closure of Institution shall be valid for the duration of the respective programme offered by the Institution within which the Institution should submit the required mandatory documents. Else, AICTE may close the Institution with the intimation to the Affiliating University/ Board and the State Government/ Union Territory and shall issue a Public Notice regarding the same.

d. Change in name of the Trust/ Society/ Company including merger of two or more Trust/ Society/ Company having the same common objects of education etc. shall be

permitted as per the respective Laws laid down in the Acts. A Trust/ Society may create a new Company to hold their assets, and once the transfer of assets are complete, the Trust/ Society may be dissolved and the ownership may be transferred to the Company. Such viability shall vary depending on the jurisdiction and context.

e. In case of the existing Institutions, if an EVC was conducted or Show Cause notice was issued, the same shall be placed before the Standing Hearing Committee (SHC) as applicable and processed as per the procedure specified in Approval Process Handbook. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal once to the Council, as per the procedure specified in Approval Process Handbook.

6.4 The uploading of the Scrutiny/ Re-Scrutiny Committee/ Expert Visit Committee Report shall be done by the concerned Regional Office.

6.5 If any member of the Scrutiny/ Re-Scrutiny/ Expert Visit Committee is unable to attend or refuses or incapacitated to take part in the Committee, then Regional Officer with prior or post-facto approval of the Member Secretary, AICTE shall opt to choose another expert from the approved panel of the experts manually.

6.6 Institution Deemed to be University

a. The Council shall approve the Technical Programme(s)/ Course(s) offered by the Universities including Institutions Deemed to be Universities falling under Category I and II as notified by UGC. Such Institutions Deemed to be Universities shall have to adhere to the norms and standards as specified by AICTE from time to time and an Affidavit to this effect shall be submitted to AICTE and University Grants Commission. The application submitted by an Institution Deemed to be University falling under Category III as notified by UGC shall be processed as per the procedure mentioned in Clause 6.2/ 6.3 (as applicable) of these Regulations.

b. State University/ Central University/ Institution Deemed to be University (Government)/ are not required to pay the Security Deposit. Institution Deemed to be University (Private)/ Private Universities which were in existence for more than 10 years with UGC are exempted from the payment of Security Deposit. Universities which were granted approval from AICTE earlier as a Technical Institution and created Security Deposit and got released after the maturity period are not required to pay the Security Deposit, else the University shall pay the Security Deposit for the remaining period of 10 years, as applicable.

6.7 Vocational Education Courses The applications for the introduction of Vocational Education Courses shall be processed as per the procedure prescribed in the Approval Process Handbook and all other norms and standards as notified in NSQF Regulations and SAMVAY from time to time.

6.8 The applications under 6.3 of these Regulations shall be processed as per the procedure specified in Approval Process Handbook. The consolidated list of all the Institutions with the "Approved Intake" shall be placed by the Approval Bureau before the Executive Committee/ Council for the grant of Extension of Approval as applicable for the Technical Institutions to continue to conduct Technical Programme(s) and Course(s). The decisions taken by the Executive Committee are ratified by the Council. The same shall be notified on the Web-Portal. Further the Institution shall download the Extension of approval letter along with "Approved Intake" through the Institution login. All Orders shall be uploaded by 30th April of the Calendar Year and the detailed speaking orders (in case of reduction in intake, No Admission, etc.) shall be uploaded in the Web-Portal not later than 15th May of the Calendar Year.

6.9 The Council shall not grant any conditional approval to any Institution.

6.10 Directorate of Technical Education/ State Government/ UT/ Affiliating University/ Board shall download the intakes for various Courses for the Institutions under their jurisdiction, from Web-Portal through their login.

6.11 Student's eligibility for admission to all the Programmes shall be as specified in the Approval Process Handbook and as per the reservation policy of the Central Government/ respective State Government/ UT as the case may be. Provided that the Second round of counselling/ admission for allotment of seats shall be completed on or before 10th July of the Calendar Year. Last date upto which students can be admitted against vacancies arising due to any reason (no student should be admitted to any Institution after the last date under any quota) shall be 15th August of the Calendar Year.

6.12 Any Institution offering Technical Programme(s)/ Course(s) without approval of the Council shall be termed as unapproved Institution.

#### 7 **Appeal before Standing Appellate Committee**

7.1 An Institution/ Applicant, if aggrieved by the decision of Executive Committee shall have the right to appeal once to the Council, within 7 days from the date of uploading of LoR. All the appeals submitted by the Applicants/ Institutions shall be placed before the Standing Appellate Committee. The final decision of the Council shall be uploaded on or before 30th April of the Calendar Year.

7.2 An Officer of the Council shall place the records before the Standing Appellate Committee. Two representatives of the Institution shall be invited to present their case along with the compliance and supporting documents before the Standing Appellate Committee.

7.3 The recommendations of Standing Appellate Committee shall be placed before the Council, whose decision shall be final.

7.4 The decision of the Council about the grant of approval or otherwise shall be communicated to the Applicant through Web-Portal on or before 30th April of Calendar Year, with the reasons for rejection of the application.

#### 8 **Other Requirements to be fulfilled**

8.1 All Technical Institutions shall upload the information in respect of their Director/ Principal, Faculty members and students admitted in each Course in the format available on the Web-Portal of the Council and update the information from time to time. Scanned copies of PAN Card, Adhaar Card (if available) and Form 16 of all the faculty members shall also be uploaded on the Web-Portal.

8.2 A Faculty/ Employee working on Full Time basis in an Institution/ Organization and pursuing/ pursued any Full Time Course for the same duration as that of Regular Shift shall be considered as invalid for the purpose of employment/ higher studies. However, the Faculty/ Employee shall pursue a Course as Part Time for longer duration, in the same City.

8.3 The Institutions shall adopt the minimum standards and qualifications as specified in Approval Process Handbook. However, Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall surpass the minimum standard and qualifications specified.

8.4 The Applicants are expected to provide the Council true and complete information and documents required for various purposes. If the information given and/or the documents provided to the Council are found to be false, incomplete and/or the Applicants have failed to disclose factual information and/or suppressed/ misrepresented the information, the Council shall initiate action including Withdrawal of Approval/ any other action as deemed necessary against the Applicants. If any document submitted is found to be fraudulent, criminal case shall be filed against the

Principal of the Institution and the Chairman/ Secretary of the Trust/ Society/ Company.

8.5 AICTE shall also conduct inspections from time to time with or without notifying the dates, in such cases where specific complaints of falsification of documents, misrepresentation, violation of norms of standards, malpractices, etc. are received. Institutions at random would be subjected to surprise inspection for the fulfillment of the norms of Approval Process Handbook and appropriate action including Withdrawal of Approval and any other action deemed necessary, shall be initiated against the Applicants, as the case may be.

8.6 In the event of denial of Extension of Approval for the existing Courses or grant of Extension of Approval as per the Clauses 8.4 and 8.5 of these Regulations, such Institutions shall not be considered for Extension of Approval till such proceedings are settled and the Promoters/ Institutions are cleared of the charges of violations.

8.7 For the Institutions, whose Programmes/ Courses have been discontinued by the Council or approval is withdrawn/ suspended, the concerned State Government/ UT shall redistribute the students to other nearby AICTE approved Technical Institutions affiliated to the University/ Board and the Council shall allow supernumerary seats in such Institutions to accommodate the redistributed students appropriately till they complete the Programmes/ Courses.

## **9 Action in case of violation of Regulations**

9.1 An Institution running any technical Programme in violation of these Regulations shall be liable for initiation of legal action including Withdrawal of Approval, if any, and/or legal criminal action by the Council against the Institution and/or its Promoter Trust/ Society/ Company and individuals associated, as the case may be.

9.2 If any Technical Institution contravenes any of the provisions of relevant Regulations, the Council after making appropriate inquiry through Standing Hearing Committee (SHC) and after providing an opportunity of being heard through the Standing Appellate Committee (SAC) shall withdraw the approval granted. In case of Withdrawal of Approval to the Institution, the Technical Institution/ Trust/ Society/ Company shall apply afresh for approval after completion of two Academic Years for setting up a new Institution as per the procedure defined in the Approval Process Handbook.

9.3 In case of any litigation pertaining to the penal action initiated by the Council for an Institution, for the contravention of any of the relevant Regulations, such Institution shall have to apply as specified in the Approval Process Handbook, as applicable in the next Academic Year in AICTE Web-Portal, in the absence of any specific court order to the contrary.

9.4 Non-Submission/ Submission of incomplete application for Extension of Approval Non-submission/ submission of incomplete/ submission of false information, while applying for Extension of Approval shall invite appropriate penal action against the Institution. The Institution shall be liable to any one or more of the following punitive actions by the Council:

- Suspension of approval for NRI and supernumerary seats for one Academic Year
- Reduction in “Approved Intak
- Suspension of approval for NRI and supernumerary seats 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) • Withdrawal of approval of the Institution

9.5 Non-Fulfillment of the requirement of qualified Principal/ Director An Institution not having qualified Principal/ Director for a period, more than 12 months, shall be liable to any one or more of the following punitive actions by the Council till the regular Principal/ Director is appointed:

- Reduction in “Approved Intake”
- No admission for one Academic Year

9.6 Non-Fulfillment of Faculty: Student ratio, not adhering to the pay scales and/or qualifications prescribed for Faculty Institutions not adhering to the pay scales, or qualifications prescribed for Faculty members for more than 12 months and not maintaining prescribed Faculty: Student ratio shall be liable to any one or more of the following punitive actions by the Council:

- Suspension of approval for NRI and supernumerary seats for one Academic Year
- Reduction in “Approved Intake”
- No admission in respective Course(s) for one Academic Year
- Withdrawal of approval in the respective Course(s)
- Withdrawal of approval of the Institution

The Council may initiate penal action for not regularizing and ensuring the timely and full payment of the salary of the Staffs through Electronic Clearing Service (ECS) by nationalized banks.

9.7 Non-Fulfillment in Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals and Library facilities requirements, etc. Institutions not maintaining prescribed requirements of Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals and Library facilities, etc. shall be liable to any one or more of the following punitive actions by the Council:

- Suspension of approval for NRI and supernumerary seats 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)
- Withdrawal of approval of the Institution

9.8 Non-Fulfillment of Essential requirements for Technical Institution Institutions not maintaining essential requirements as per the Approval Process Handbook shall be liable to any one or more of the following punitive actions by the Council:

- Suspension of approval for NRI and supernumerary seats for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year

9.9 Non-Fulfillment of Location/ Built-up Area/ Land at the time of year of establishment or current Academic Year Institutions working in temporary location or at location not approved by the Council and Institutions not fulfilling prescribed Built-up area requirements shall be liable to any one or more of the following punitive actions by the Council:

- Suspension of approval for NRI and supernumerary seats 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)
- Withdrawal of approval of the Institution

9.10 Non-Adhering to the timing/ Faculty requirement for the Second Shift The Second Shift shall have to be run as per the declared timings from 12 Noon to 7 pm with 50% additional Faculty, which would be subject to surprise inspection leading to Closure of Course in case timings are not being followed/ with insufficient Faculty.

9.11 Excess admission Excess admission over the “Approved Intake” shall not be allowed under any circumstances. In case any excess admission is reported to/ noted by the Council, appropriate penal action shall be initiated against the Institution. The Institution shall be liable to any one more of the following punitive actions by the Council:

- Five times the total fees collected per student shall be levied against each excess admission
- Suspension of approval for NRI and 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)
- Withdrawal of approval of the Institution

9.12 Charging excess fee than the fee prescribed by the concerned State/ Fee Regulatory Committee The Institutions shall have to announce all fees such as tuition fee, examination fee etc. on their Web Site transparently and adhere to the same strictly. No Technical Institution shall collect any other fee (Payment/ Amount) from the students, in addition to the fee fixed by the State/ Fee Regulatory Committee. If any Institution does not follow the said guidelines, the Institution shall be liable to any one or more of the following punitive actions by the Council:

- Twice the total fee collected per student and the excess fee collected shall be refunded to the student
- Suspension of approval for NRI and 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)
- Withdrawal of approval of the Institution

9.13 Institutions not allowing Expert Visit Committee for physical verification of Infrastructural facilities/ Institutions not having Occupancy Certificate/ Completion Certificate/ Building License/ Form D/ Barrier free environment/ PGDM Institutions not having NAD or not uploading student enrollment data to the Council/ Institutions demanding for the Original Degree Certificates from the Faculty members at the time of joining the Institution Institutions not allowing Expert Visit Committee for physical verification of Infrastructural facilities/ Institutions not having Occupancy Certificate/ Completion Certificate/ Building License/ Form D/ Barrier free environment/ PGDM Institutions not having NAD or not uploading student enrollment data in the AICTE Web-Portal/ Institutions demanding for the Original Degree Certificates from the Faculty members at the time of joining the Institution shall be liable for any one or more of the following punitive actions by the Council:

- No admission for one Academic Year
- Withdrawal of approval of the Institution

9.14 Violation of norms in case of Collaboration and Twinning Programmes

a. If a Foreign University/ Institution fails to comply with any of the conditions as contained in the Approval Process Handbook, the Council after giving reasonable opportunity of being heard through Standing Appellate Committee shall withdraw the approval of the Twinning Programme granted to such University/ Institution to offer their Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree in India and forbid such Foreign University/

Institution to either open Centres or enter into any Collaborative arrangement with any University/ Institution in India.

b. The Council shall also inform the concerned agencies including Ministry of External Affairs, Ministry of Home Affairs, RBI of such decisions and advise these agencies to take any or all of the following measures:

- Refusal/ withdrawal for grant of visa to employees/ teachers of the said Foreign University/ Institution.
- Stop repatriation of funds from India to home Country.
- Informing the Public about the withdrawal of approval of the Twinning Programme with Foreign University/ Institution and the consequence thereof.

c. In case, it comes to the notice of the Council, that a Foreign University is running Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level Programme in Technical Education in India directly or in Collaboration with an Indian Partner without obtaining approval, the Council shall initiate immediate action under the Indian Penal Code for Criminal breach of Trust, misconduct, fraud, cheating, etc.

d. Once the approval of the Twinning Programme is withdrawn, the Council shall make an attempt in co-ordination with concerned State Government/ UT to re-allocate the students enrolled in such Programme to other approved Institutions of the Council. The Institution shall have to return the entire fee collected from such students to the Institutions in which the students are accommodated.

e. Such Foreign University/ Institution shall not be allowed to collaborate with any other Centre/ Institution or enter into a Collaborative arrangement in India for at least next 3 years.

#### 9.15 Refund cases

a. In the event of a student withdrawing before the start of the Course, the entire fee collected from the student, after a deduction of the processing fee of not more than ` 1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.

b. In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the fee collected after a deduction of the processing fee of not more than `1000/- (Rupees One Thousand only) and proportionate deductions of monthly fees and hostel rent, where applicable.

c. The last date for withdrawal of PGDM admission for the purpose of refund of fees shall be 30th June of every year.

d. In case the vacated seat is not filled, the Institution should refund the Security Deposit and return the original documents.

e. The Institution should not demand fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

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

- Fine for Non-compliance of refund rules of the fee levied against each case shall be five times the total fee collected per student
- Suspension of approval for NRI and 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)

9.16 In case of Institutions where FDRs are encashed before the date of maturity or not depositing the required Security Deposit at the time of LoA, a penalty of 10% of the value of the FDR shall be imposed. However, Institutions that had not created FDR/created FDR for lesser duration/ lesser amount than prescribed at the time of LoA have to create the same accordingly as specified in Approval Process Handbook.

9.17 Penalty amount shall be paid online to the Council as per the instructions.

9.18 If any of the information mentioned in the Affidavit is proved as false, legal action including penal action shall be initiated on the deponent.

9.19 Procedure for restoration against punitive action except in case of Withdrawal of Approval Institutions shall have to make an application for restoration of intake and the same shall be processed as specified in the Approval Process Handbook.

10 **Release of Security Deposit**

The Trust/ Society/ Company shall apply online and upload/ submit the relevant documents in AICTE Web-Portal for the release of the Security Deposit and the same shall be processed as per the procedure specified in Approval Process Handbook.

11 **Complaint Cases**

In case of receipt of any complaint(s) about an Institution, the same shall be processed by Public Grievance Redressal Cell (PGRC), AICTE. The complaint shall be placed before a Standing Complaint Scrutiny Committee (SCSC) and the Complainant may be called (at his/ her own cost), if necessary. Based on the recommendation of SCSC, a warning or Show Cause Notice may be issued to the Institution or EVC may be conducted and processed further as per 6.3.e of these Regulations. If necessary, the complainant may be called to appear before Standing Hearing Committee at his/ her own cost. As per CVC guidelines Anonymous/ Pseudonymous complaints shall not be processed.

12 **Implementation of punitive action**

Under extraordinary circumstances, if Punitive action (except fine) is approved by the Council beyond 30th April of the Calendar year, the same shall be implemented for the next Academic Year only.

13 **Power delegated to Chairman of AICTE**

Council has delegated the power to the Chairman of AICTE for taking decision on urgent matters that needs to be communicated to the Institutions in between period of two Executive Committee/ Council meetings. However, such cases shall be placed before the next Executive Committee/ Council for ratification.

14 **Charges for conducting an additional Scrutiny/ Expert Visit Committee**

In extraordinary circumstances, if an additional Scrutiny/ Expert Visit Committee is to be conducted inclusive of the Court directions to any type of Institutions, the Applicant has to pay the fee as specified in the Approval Process Handbook.

15 **Time Limit for the grant of LoA/ EoA**

**LoA/ EoA shall not be granted after 30th April of every Calendar Year in view of the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA no.9048/2012 titled as Parsvanath Charitable Trust and others Vs AICTE and Ors.**

In case, the deficiencies are complied with subsequently during the Academic Year, the approval shall be granted under extraordinary circumstances, for the next Academic Year.

16 **Social responsibility**



As a part of discharging social responsibilities, all Technical Institutions approved by the Council are expected to conduct National Skill Qualification Framework (NSQF) complied skill development Courses to give training to a minimum of 100 students per year. These Programmes shall be based on the needs of the local community where the Institution is located.

17 **Conduct of any other Skill Development Courses**

The Institutions may conduct Skill Development Courses of any other Regulatory Body by using existing facilities, or by creating additional facilities as per the provisions laid down in the norms and standards of the respective Regulatory Bodies without affecting the quality of education prescribed by both the Regulatory Bodies after taking NOC from the Council. In such cases, a Scrutiny Committee shall be conducted for the issue of NOC.

18 **Interpretation**

Any question arising out of the interpretation of these Regulations shall be decided by the Council and the decision of the Council shall be binding and final.

19 **Power to relax**

The Council shall in exceptional cases, for removal of any hardship or in the national interest or such other reasons to be recorded in writing, relax any of the provisions of these Regulations in respect of any class or category of Institutions.

**PROF. ALOK PRAKASH MITTAL, Member Secy.**

**[ADVT.-III/4/Exty./478/18]**

GOVERNMENT OF PUNJAB  
 DEPARTMENT OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING  
 (TECHNICAL EDUCATION BRANCH-II)

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 ਮਿਤੀ... 13-7-09  
 1595/1570

NOTIFICATION

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 ਮਿਤੀ... 13-7-09  
 1360/08-1TE2 2604

In partial modification of Punjab Govt. Notification issued vide letter No. 13/60/08-1TE2/3795 dated 27.8.2008, the Governor of Punjab is pleased to amend para 5 as given below:-

That these 10% additional Seats shall be given to the following categories in the ratio mentioned against each

- A) Women Candidates 33%
- B) Economically Weaker 50%  
 (Annual income of parents/ guardian less than Rs. 2.5 lakh from all sources)

For Proof of Income following documents will be considered:-

- i.) Income certificate from the Head of the Department / Employer in case of serving parents/ Income Tax return incase of businessmen/ D C 's Certificate based on income from landed property.
- ii.) Affidavit stating total family income attested by Executive Magistrate.
- C) Physically Handicapped 17%

(For every group of 60 sanctioned intake of 6 additional seats will be given, which will be allocated in the ratio of 2:3:1 for the above category . In the event of non availability of students in a specific category as above, the benefit will be given to any other candidate of other categories according to merit)

Dated Chandigarh, the  
 13-7-2009

Tejinder Kaur, IAS  
 Principal Secretary to Govt. of Punjab  
 Deptt. of Technical Education & Indl. Training.

Endst. No. 13/60/08-1TE2

Dated:

A copy is forwarded to Contoller, Printing and Stationery, Punjab, Chandigarh with a request to publish the Notification in Punjab Government Gazette (Extra Ordinary) and supply 50 copies for office use

Special Secretary to Govt. of Punjab  
 Deptt. of Technical Education & Indl. Training.

Endst. No. 13/60/08-1TE2 2605

Dated: 13-7-09

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

- 1. The Director, Technical Education & Industrial Training, Pb.Chandigarh.
- 2. The Secretary, Punjab State Board of Technical Education & Industrial Training, Chandigarh.

Superintendent

Handwritten notes and signatures in the left margin, including a signature and date 17/7/09.

Notification

ਸ਼ਾਖਾ : ਕੰਡਕਟ ਅਤੇ  
ਡਾਇਰੀ ਨੰ.: 701  
ਮਿਤੀ : 3-6-11

No. 13/60/08-1TE2/ 1797

Dated Chandigarh, the 3 May 2011.

In supersession of earlier notification No. 13/60/08-1TE2/2050 of 24.6.2010, the Governor of Punjab is pleased to re-notify the Fee Waiver Scheme as below in keeping with the guidelines of All India Council for Technical Education (AICTE) as contained in its Approval Process Hand Book (2011 - 2012):-

- i) The Scheme shall be applicable to all approved Technical Institutions offering Bachelors Programmes, Diploma and Post Diploma Programme of Three/Four years duration.
- ii) These seats shall be 5% over and above the sanctioned intake.
- iii) The Competent Authority for admissions shall be the same as for regular admission and the eligibility criteria with regard to qualifications shall be the same as notified for other categories.
- iv) The scheme shall be mandatory for all institutions approved by the AICTE.
- v) Sons and daughters of parents whose annual income is less than Rs.2.50 lakhs from all sources shall only be eligible for seats under this scheme.
- vi) The Waiver shall be limited to the tuition fee as prescribed by the State Government. All other fee except tuition fees will have to be paid by the beneficiary.
- vii) The admission shall be made by Punjab Technical University for degree level programmes in colleges affiliated to it and by Punjab State Board of Technical Education & Industrial Training for diploma level courses in institutions affiliated to it.
- viii) In the event of non availability of students in this category, the same shall not be given to any other category of applicants.
- ix) The Punjab Technical University and the Punjab State Board of Technical Education & Industrial Training shall invite applications under this category, make a separate merit list and effect admissions on the basis of the merit list so generated, through a separate counselling which shall be held prior to regular counselling for admissions to various other categories.
- x) The Institutions shall publish in their brochure and website the details of this scheme.
- xi) The Punjab Technical University and the Punjab State Board of Technical Education & Industrial Training shall submit a separate list of the students admitted under this category to the institute to which they are admitted for compliance.
- xii) The Punjab Technical University and the Punjab State Board of Technical Education & Industrial Training shall issue a letter to each of the beneficiary student admitted under this scheme and such a beneficiary shall not be allowed to change Institution or Course under any circumstances. In case, a selected beneficiary intends to forego the benefit of fee waiver to take admission in any

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other category, he shall be allowed to do so provided that the vacant by him shall go to the next eligible candidate under this scheme.

- xiii) All Institutions shall display information regarding candidates admitted under this scheme on their websites for information of general public and send a copy thereof to the Punjab Technical University and the Punjab State Board of Technical Education & Industrial Training, as the case may be.
- xiv) The amount of fee thus waived off will not be claimed by any institution from the Government or any other authority in any context.
- xv) The fee waiver to a student shall be for the complete duration of the course.
- xvi) The student availing fee waiver post will not be entitled to avail financial assistance under any other Government Scheme what so ever. However, he/ she shall be eligible for any scholarship available on competition/ merit basis.
- xvii) The implementation of this scheme shall be subject to any amendments/ charges or orders of the State Government as may be issued from time to time.

2.0 This notification shall come into force with immediate effect.

Dated Chandigarh  
the 23<sup>rd</sup> May 2011

**Suresh Kumar, IAS**  
Principal Secretary to Government of Punjab  
Department of Technical Education &  
Industrial Training

Endst. No. 13/GO/08-1TF/2/

Dated Chandigarh, the 23 May 2011

A copy is forwarded to Controller, Printing and Stationery, Punjab, Chandigarh with a request to publish the Notification in Punjab Government Gazette (Extra Ordinary) and supply 50 copies for office use.

*aj*  
Additional Secretary to Govt of Punjab  
Deptt of Technical Education & Industrial Training

Endst. No. 13/GO/08-1TF/2/ 1799

Dated Chandigarh, the 23 May 2011

A copy is forwarded to the following for information and necessary action:

1. The Director, Technical Education & Industrial Training, Punjab, Chandigarh.
2. The Vice-Chancellor, Punjab Technical University, Jalandhar
3. The Chairman, Punjab State Board of Technical Education & Industrial Training, Chandigarh

*H. Chand*  
Superintendent

Government of Punjab  
Department of Technical Education & Industrial Training  
(Technical Education-2 Branch)

NOTIFICATION

No.13/60/08/1TE2/ 2007

Dated: 31/5/12 1068  
1.6.12

In partial modification of Punjab Government Notification No.13/60/2008 /1TE2/1797, dated 23-5-2011, on the basis of Approval Process Hand Book (2011-12), All India Council of Technical Education, New Delhi, the Governor of Punjab is pleased to amend para (v) of the notification as under:-

"Sons and daughters of parents whose annual income is less than Rs.4.50 lakhs from all sources shall only be eligible for seats under this scheme."

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ਕਮਿਸ਼ਨਰ ਨੰ. 1325  
ਦਿਵੀ 01-672

Dated, Chandigarh, the

28-5-12

S.S.Chamly, IAS  
Principal Secretary to Govt. of Punjab  
Department of Technical Education & Indl.Training

No.13/60/08/1TE2/

Dated:

A copy is forwarded to the Controller, Printing & Stationery, Punjab, Chandigarh with a request to publish the Notification in Punjab Government Gazette (Ordinary) and supply 20 copies for office use.

(Dr.A. Karthik, IAS)

Additional Secretary to Govt. of Punjab  
Department of Technical Education & Indl.Training

No.13/60/08/1TE2/ 2008

Dated: 31/5/12

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

- 1) The Director, Technical Education & Industrial Training, Punjab, Chandigarh.
- 2) Secretary, Punjab State Board of Technical Education & Industrial Training.
- 3) The Vice Chancellor, Punjab Technical University, Jalandhar.
- 4) The Vice Chancellor, Punjabi University, Patiala.
- 5) The Vice Chancellor, Guru Nanak Dev University, Amritsar.
- 6) The Incharge, Computer Section, office of the Commissioner, Technical Education & Industrial Training, Punjab, Chandigarh.

Superintendent

GOVERNMENT OF PUNJAB  
DEPARTMENT OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING  
(TECHNICAL EDUCATION BRANCH-II)

NOTIFICATION

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ਸ. ਡ. (ਏ. ਟੀ.)  
ਸ. ਡ. (ਏ. ਟੀ.)  
ਸ. ਡ. (ਏ. ਟੀ.)

1595/1570  
ਸਿਫ਼ਟੀ ਨੰ. 13-7-09

ਸਿਫ਼ਟੀ ਨੰ. 13/60/08-17E2 2604  
ਮਿਤੀ 13.7.09  
ਮਿਤੀ 17/7/09  
ਸਿਫ਼ਟੀ ਨੰ. 1595/1570  
ਮਿਤੀ 13-7-09

ਸਿਫ਼ਟੀ ਨੰ. 13/60/08-17E2 2604  
ਮਿਤੀ 17/7/09  
ਸਿਫ਼ਟੀ ਨੰ. 1595/1570  
ਮਿਤੀ 13-7-09

ਸਿਫ਼ਟੀ ਨੰ. 13/60/08-17E2 2604  
ਮਿਤੀ 17/7/09  
ਸਿਫ਼ਟੀ ਨੰ. 1595/1570  
ਮਿਤੀ 13-7-09

In partial modification of Punjab Govt. Notification issued vide letter No. 13/60/08-17E2/3795 dated 27.8.2008, the Governor of Punjab is pleased to amend para 5 as given below:-

That these 10% additional Seats shall be given to the following categories in the ratio mentioned against each

- A) Women Candidates                                  33%
- B) Economically Weaker                                50%  
(Annual income of parents/ guardian less than Rs. 2.5 lakh from all sources)

**For Proof of Income following documents will be considered:-**

- i.) Income certificate from the Head of the Department / Employer in case of serving parents/ Income Tax return incase of businessmen/ D C 's Certificate based on income from landed property.
- ii.) Affidavit stating total family income attested by Executive Magistrate.
- C) Physically Handicapped                             17%

(For every group of 60 sanctioned intake of 6 additional seats will be given, which will be allocated in the ratio of 2:3:1 for the above category . In the event of non availability of students in a specific category as above, the benefit will be given to any other candidate of other categories according to merit)

Dated Chandigarh, the 13-7-2009

Tejinder Kaur, IAS  
Principal Secretary to Govt. of Punjab  
Deptt. of Technical Education & Indl. Training.

Endst. No. 13/60/08-17E2/2604

Dated:

A copy is forwarded to Contoller, Printing and Stationery, Punjab, Chandigarh with a request to publish the Notification in Punjab Government Gazette (Extra Ordinary) and supply 50 copies for office use

Special Secretary to Govt. of Punjab  
Deptt. of Technical Education & Indl. Training.

Endst. No. 13/60/08-17E2/2605

Dated: 13-7-09

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

- 1. The Director, Technical Education & Industrial Training, Pb.Chandigarh.
- 2. The Secretary, Punjab State Board of Technical Education & Industrial Training, Chandigarh.

*(Signature)*  
Superintendent

ਡਾਇਰੈਕਟਰ,  
ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ,  
(ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਵਿੰਗ),  
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿੱਚ

1 ਰਜਿਸਟਰਾਰ,  
ਆਈ.ਕੇ.ਗੁਜਰਾਲ, ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ,  
ਜਲੰਧਰ।

2 ਰਜਿਸਟਰਾਰ,  
ਪੰਜਾਬ ਸਟੇਟ ਬੋਰਡ ਆਫ਼ ਟੈਕਨੀਕਲ ਐਜੂਕੇਸ਼ਨ,  
ਸੈਕਟਰ-36, ਚੰਡੀਗੜ੍ਹ।  
ਮੀਮੋ ਨੰ: 751-759/ਸ-1/ਈ.ਸੀ.ਸੀ./2015

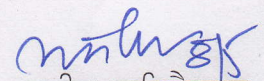
ਮਿਤੀ: 13/5/15.

ਵਿਸ਼ਾ:- ਫੀਸ ਵੀਵਰ ਸਕੀਮ ਸਬੰਧੀ।

ਹਵਾਲਾ:- ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ. 13/ 60/ 2008/ 1TE 2/ 1797 ਮਿਤੀ 23/ 05/ 2011 ਅਤੇ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ. 13/ 60/ 2008/ 1TE 2 / 2007 ਮਿਤੀ 31/05/2012 ਦੇ ਸਬੰਧ ਵਿਚ, ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ।

ਇਹ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸਰਕਾਰ ਵਲੋਂ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ. 13/60/2008/1TE/1797 ਮਿਤੀ 23/05/2011 ਅਤੇ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ. 13/60/2008/1TE/2007 ਮਿਤੀ 31/05/2012 ਰਾਹੀਂ ਫੀਸ ਵੇਵਰ ਸਕੀਮ ਦੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਜਾਰੀ ਕੀਤੀ ਸੀ। ਇਸ ਸਕੀਮ ਤਹਿਤ AICTE ਵਲੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ ਹਰ ਕਾਲਜ ਵਲੋਂ ਸੈਕਸ਼ਨ ਇੰਨਟੇਕ ਦਾ 5% ਸੀਟਾਂ Economical Weaker Section ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ਭਰੀਆਂ ਜਾਣੀਆਂ ਸਨ ਅਤੇ Economical Weaker Section ਸੈਕਸ਼ਨ ਵਿਚ ਉਨ੍ਹਾਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸ਼ਾਮਲ ਕੀਤਾ ਗਿਆ ਹੈ, ਜਿਨ੍ਹਾਂ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਮਾਪਿਆਂ ਦੀ ਸਾਲਾਨਾ ਆਮਦਨ 4.50 ਲੱਖ ਰੁਪਏ ਤੋਂ ਘੱਟ ਸੀ।

AICTE ਵਲੋਂ ਸਾਲ 2015-16 ਲਈ ਜਾਰੀ Approval Process Hand Book ਵਿਚ ਇਸ ਸਕੀਮ ਤਹਿਤ Economical Weaker Section ਵਿਚ ਉਨ੍ਹਾਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸ਼ਾਮਲ ਕੀਤਾ ਹੈ, ਜਿਨ੍ਹਾਂ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਮਾਤਾ-ਪਿਤਾ ਦੀ ਸਾਲਾਨਾ ਆਮਦਨ 6 ਲੱਖ ਰੁਪਏ ਤੋਂ ਘੱਟ ਹੈ। ਇਸ ਲਈ AICTE ਵਲੋਂ ਜਾਰੀ ਇਨ੍ਹਾਂ ਗਾਈਡਲਾਈਨਾਂ ਦੇ ਸਨਮੁੱਖ ਇਸ ਫੀਸ ਵੇਵਰ ਸਕੀਮ ਤਹਿਤ ਇਸ ਸਾਲ ਦਾ ਦਾਖਲਾ ਕਰਨ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕੀਤੀ ਜਾਵੇ।



ਵਧੀਕ ਡਾਇਰੈਕਟਰ,

ਵਾ: ਡਾਇਰੈਕਟਰ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ  
ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ।

ਪਿੱਠ ਅੰਕਣ ਨੰ: /ਸ-1/ਈ.ਸੀ.ਸੀ./2015

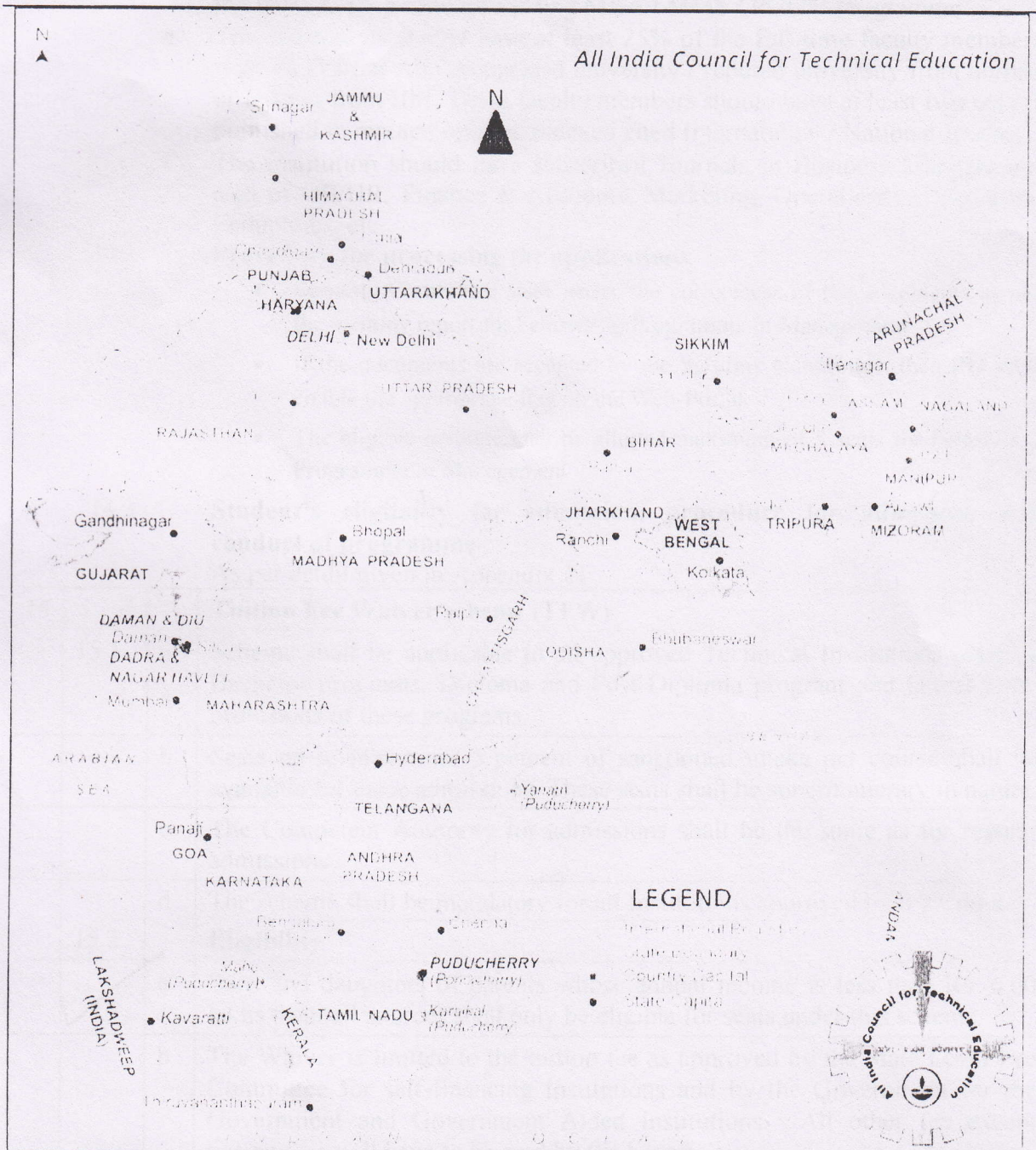
ਮਿਤੀ:

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ ਜੀ ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

"

ਵਧੀਕ ਡਾਇਰੈਕਟਰ,

ਵਾ: ਡਾਇਰੈਕਟਰ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ  
ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ।



# ALL INDIA COUNCIL FOR TECHNICAL EDUCATION APPROVAL PROCESS HANDBOOK (2015 – 2016)



- c Since the inception, the institute should have been free from serious complaints regarding CBI investigation, ragging, nonpayment of dues to Council etc
- d The institution should have required number of full time faculty members as per the AICTE norms for running MBA / MMS / PGDM Programme
- e The institutions should have at least 25% of the full time faculty members with Ph.D from AIU recognized university / reputed university from abroad or fellows from IIM. These faculty members should have at least two papers published in reputed referred indexed cited International / National Journals
- f The institution should have subscribed Journals in Business Management area of OB/HR, Finance & Accounts, Marketing, Operations, IT Systems, Economics, etc.

14.2 **Procedure for processing the applications**

- Scrutiny Committee shall verify the correctness of the documents as per the scrutiny report for Fellowship Programme in Management
- If the documents are accepted by the Scrutiny Committee, then RO shall enable the appropriate flag on the Web-Portal
- The eligible institute may be allotted maximum of 5 seats for Fellowship Programme in Management

14.3 **Student's eligibility for admission, procedure for admission and conduct of programme**

As per detail given in Appendix 21

15			<b>Tuition Fee Waiver scheme (TFW)</b>
	15.1	a	Scheme shall be applicable to all approved Technical Institutions offering Bachelor programs, Diploma and Post Diploma program 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
		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
	15.2		<b>Eligibility</b>
		a	Sons and daughters of parents whose annual income is less than Rs. 6.00 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.
	15.3		<b>Procedure for Grant of Approval</b>
		a	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
		b	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
15.4		<b>Admissions Procedure</b>
	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.
	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
16		<b>Supernumerary quota for Foreign Nationals / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries</b>  For seeking approval for introduction of Supernumerary quota for Foreign Nationals / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries, the concerned Institutions shall apply to the Council.
	16.1	<b>Eligibility</b>
		Institutions having infrastructural facilities based on AICTE norms and fulfilling following criteria shall be eligible to apply for approval for admitting students in this scheme.  The Institutions shall provide suitable hostel / residential accommodation to the Foreign Students / Persons of Indian Origin (PIOs) and Children of Indian workers in Gulf Countries.  The Institute shall have zero Deficiency as per the report generated.

ਵੱਲੋਂ

ਡਾਇਰੈਕਟਰ ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ  
ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ  
(ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਵਿੰਗ), ਚੰਡੀਗੜ੍ਹ।

ਵੱਲੋਂ

ਰਜਿਸਟਰਾਰ,  
ਆਈ.ਕੇ.ਗੁਜਰਾਲ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ, ਜਲੰਧਰ।

ਰਜਿਸਟਰਾਰ,  
ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ।

ਰਜਿਸਟਰਾਰ,  
ਪੰਜਾਬ ਰਾਜ ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।


ਸੀਮੇ ਨੰ: 428-431/ਸ-5/ਈ.ਸੀ.ਸੀ./2019 ਮਿਤੀ: 4/4/19

ਵਿਸ਼ਾ:- ਟਿਊਸ਼ਨ ਫੀਸ ਵੇਵਰ ਸਕੀਮ 2019 ਬਾਰੇ।  
ਇਹ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸਰਕਾਰ ਵੱਲੋਂ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ.13/60/2008ITE/1797 ਮਿਤੀ 23/05/2011 ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ. 2007 ਮਿਤੀ 31/05/2012, ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ.2092 ਮਿਤੀ 18/7/13 ਅਤੇ ਪੱਤਰ ਮਿਤੀ 13/5/15 ਰਾਹੀਂ AICTE ਵੱਲੋਂ ਫੀਸ ਵੇਵਰ ਸਕੀਮ ਦੀਆਂ ਨਿਰਧਾਰਤ ਗਾਈਡਲਾਈਨਾਂ ਦੇ ਸਨਮੁੱਖ ਨੋਟੀਫਿਕੇਸ਼ਨ ਜਾਰੀ ਕੀਤੀ ਸੀ। ਜਿਸ ਤਹਿਤ ਮਾਨਤਾ ਪ੍ਰਾਪਤ ਹਰ ਕਾਲਜ ਵੱਲੋਂ ਸੈਕਸ਼ਨ ਇੰਨਟੇਕ ਦਾ 5% ਸੀਟਾਂ Economical Weaker Section ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ਭਰੀਆਂ ਜਾਣੀਆਂ ਸਨ ਪਰ ਇਹ ਕੇਵਲ ਉਹਨਾਂ ਕੋਰਸਾਂ ਲਈ ਹਨ ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਘੱਟੋ ਘੱਟ 30% ਸੀਟਾਂ ਦਾ ਦਾਖਲਾ ਹੁੰਦਾ ਹੈ। AICTE ਵੱਲੋਂ ਸਮੇਂ-ਸਮੇਂ ਇਸ ਸਕੀਮ ਵਿੱਚ ਬਦਲਾਅ ਕੀਤਾ ਜਾਂਦਾ ਰਿਹਾ ਹੈ। ਜਿਸ ਦੇ ਸਨਮੁੱਖ ਇਸ ਦਫਤਰ ਵੱਲੋਂ ਉਨ੍ਹਾਂ ਗਾਈਡਲਾਈਨਾਂ ਅਨੁਸਾਰ ਹੀ ਦਾਖਲਾ ਕਰਨ ਲਈ ਲਿਖਿਆ ਜਾਂਦਾ ਰਿਹਾ ਹੈ।

ਹੁਣ ਸਰਕਾਰੀ ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਕੌਂਸਲ ਵੱਲੋਂ ਸਾਲ 2019-20 ਦੇ ਦਾਖਲੇ ਲਈ ਜੋ ਅਪਰੂਵਲ ਪ੍ਰੋਸੈਸ ਹੈਂਡ ਬੁਕ ਜਾਰੀ ਕੀਤਾ ਹੈ ਉਸ ਦੇ ਪੈਰਾਂ 6.40 ਵਿੱਚ ਇਸ ਟਿਊਸ਼ਨ ਵੇਵਰ ਸਕੀਮ ਵਿੱਚ ਹੇਠ ਅਨੁਸਾਰ ਬਦਲ ਕੀਤੀ ਹੈ:-

- ਇਹ ਸਕੀਮ ਬੈਚਲਰ ਪ੍ਰੋਗਰਾਮ, ਡਿਪਲੋਮਾ ਅਤੇ ਪੋਸਟ ਡਿਪਲੋਮਾ ਅਤੇ ਲੈਟਰਲ ਐਂਟਰੀ ਪ੍ਰੋਗਰਾਮ ਦੇ ਨਾਲ-ਨਾਲ ਇਸ ਸਾਲ ਤੋਂ MCA, PGDCA ਅਤੇ MBA ਪ੍ਰੋਗਰਾਮ ਲਈ ਵੀ ਲਾਗੂ ਹੈ।
- ਇਹ ਸਕੀਮ ਹੁਣ ਉਹਨਾਂ ਵਿਦਿਆਰਥੀਆਂ ਤੇ ਲਾਗੂ ਹੈ ਜਿਨ੍ਹਾਂ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਮਾਤਾ ਅਤੇ ਪਿਤਾ ਦੀ ਆਮਦਨ 8.00 ਲੱਖ ਰੁਪਏ ਸਲਾਨਾ ਤੋਂ ਘੱਟ ਹੈ।


AICTE ਵੱਲੋਂ ਜਾਰੀ ਗਾਈਡਲਾਈਨਾਂ (ਟ੍ਰੈੱਕ ਨੱਥੀ) ਅਨੁਸਾਰ ਦਾਖਲਾ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਂਦਾ ਹੈ।

  
ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ,  
ਵਾ: ਡਾਇਰੈਕਟਰ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ  
ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ।

ਪਿੱਠ ਅੰਕਣ 431 /ਸ-3/ਈ.ਸੀ.ਸੀ./2019

ਮਿਤੀ: 4/4/19

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

  
ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ,  
ਵਾ: ਡਾਇਰੈਕਟਰ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ  
ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ।

259/174  
16-9-19

**Government of Punjab**  
**Department of Technical Education & Industrial Training, Punjab**  
**(Technical Education -2 Branch)**

- To
- ✓ 1. Director  
Technical Education & Industrial Training,  
Chandigarh
  2. Vice Chancellor  
I.K.G Punjab Technical University,  
Jalandhar
  3. Vice Chancellor  
Maharaja Ranjit Singh Punjab Technical University,  
Bathinda
  4. Secretary  
Punjab State Board of Technical Education &  
Industrial Training, Chandigarh

13/09 11:04 AM  
DPO (ECC)

2. or  
18/09  
DPO (ECC)

2-4

Memo No. 8/41/2019-TE-2/53 Dated, 13-9-2019

**Subject:- Regarding implementation of relevant provisions of The Right of Persons With Disabilities Act, 2016 in the Universities and institutions under the Department of Technical Education & Industrial Training.**

With regard to above subject it is directed that all the Universities and institutions under Department of Technical Education & Industrial Training shall implement the provisions of relevant sections of The Right of Persons With Disabilities Act, 2016 as mentioned below:-

Resmt

for successful compliance  
by concerned  
deptt/sections  
18/9/19

The NSS

To Estb / DSW

To Registrar

Dean R&D

1. Sections 3, 4 and 5 of the Act:- The Universities and the institutions apart from implementing these provisions will also ensure to carry out special sensitization drives on their campuses for the benefit of all the students. They will also put up banners and flex boards at common places to spread awareness among students regarding rights of persons with disabilities.
2. Section 22 of the Act:- As per provisions of this section all institutions and Universities are directed to maintain records of persons with disabilities in detail as mentioned in the sub-sections of this section.
3. Section 23 of the Act:- All universities and institutions are directed to create a Grievance Redressal Cell and to appoint a grievance redressal officer.
4. Section 28 of the Act:- Under this section all universities under the Department of Technical Education & Industrial Training are requested to initiate research activities in the field of enhancing habilitation, rehabilitation and other issues concerning empowerment of persons with disabilities.
5. Section 32 of the Act:- All the Universities and institutions under the Department of Technical Education & Industrial Training shall

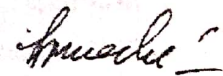
DK (Acad)

reserve 5% seats for persons with benchmark disability for the purpose of admissions at the entry level classes with the immediate effect from the date of issuance of this letter, however this reservation percentage is revised from 3% to 4% for admission in certificate courses in ITIs in the State of Punjab as per the Directorate General of Training, Ministry of Skill Development & Entrepreneurship (MSDE), Government of India letter no. MSDE-19/02/2018-CD (pt) dated 5<sup>th</sup> April, 2019. They will also give relaxation in the upper age limit by 5 years in admission to courses being run in these institutions.

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6. Section 33 of the Act:-All the Government universities are directed to identify posts which can be held by respective category of persons with bench mark disabilities in respect of the vacancies reserved in accordance with the provisions of section 34 of the Act, 2016.
7. Section 34 of the Act:-Every appropriate Government shall appoint in every Government establishment, not less than four percent of the total number of vacancies in the cadre strength in each group of posts. with respect to letter issued to from Punjab Government vide letter no.1/1/2017-3DS/1543557/1 dated 06.08.19.

All concerned are directed to implement the act in letter and spirit, especially above mentioned provisions of the Act.



Under Secretary  
Department of Technical Education &  
Industrial Training, Punjab



Mohan Paul <vcMrsstu@gmail.com>

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**Reservation of seats for various categories of candidates for admission to the degree -level courses in Engg. and Tech. in various colleges.**

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ECC Branch TechEdu <eccdte@yahoo.com>

Mon, Sep 16, 2019 at 11:45 AM

Reply-To: ECC Branch TechEdu <eccdte@yahoo.com>

To: Vice Chancellor <vc@ptu.ac.in>, MRSPTU Vice Chancellor <vc@mrsptu.ac.in>, "vc@pbi.ac.in" <vc@pbi.ac.in>, Board <pa.psbte@gmail.com>


R/Sir

Please find this office Letter No. TE-2-57 Dated 13.09.2019 attached herewith.

Regards,

Engg. College Cell,  
Directorate of Technical Education  
& Industrial Training, Punjab,  
Chandigarh.

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1087K



Coaching Classes Minorities

फोन नं: कार्यालय ऑफ: 011-23604681  
Website: [www.ugc.ac.in](http://www.ugc.ac.in)



विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)  
35 विद्योदय शाह रोड, नयी दिल्ली-110001  
Bahadur Shah Zafar Marg,  
New Delhi - 110 002

F. No. 4-16/2017 (CCM/OBC)

24 MAY 2019

May, 2019

**The Registrar,**

Maharaja Ranjit Singh State Technical University  
Dabwali Road,  
Bathinda-151001  
Punjab

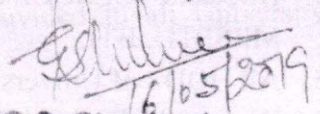
**Subject: Revision of income criteria to exclude Socially Advanced Persons/Sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs).**

Sir/Madam,

Please find enclosed herewith a copy of Office Memorandum No.36033/1/2013-Estt.(Res.) dated 13.09.2017 of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training on the above subject, the undersigned is directed to request you to compliance the provisions of the Office Memorandum.

Encl. as above

Yours faithfully,

  
(G.S. Chauhan)  
Joint Secretary

North Block, New Delhi,  
Dated: September 13, 2017

OFFICE MEMORANDUM

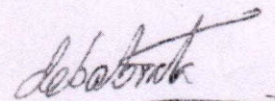
Subject: Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg.

The undersigned is directed to invite attention to this Department's Office Memorandum No. 36012/22/93-Estt. (SCT) dated 8<sup>th</sup> September, 1993 which, inter-alia, provided that sons and daughters of persons having gross annual income of ₹ 1 lakh or above for a period of three consecutive years would fall within the creamy layer and would not be entitled to get the benefit of reservation available to the Other Backward Classes. The aforesaid limit of income for determining the creamy layer status was subsequently raised to ₹ 2.5 lakh, ₹ 4.5 lakh and ₹ 6 lakh vide this Department's OM No. 36033/3/2004-Estt. (Res.) dated 09.03.2004, OM No. 36033/3/2004-Estt. (Res.) dated 14.10.2008 and OM No. 36033/1/2013-Estt. (Res.) dated 27.05.2013 respectively.

2. It has now been decided to raise the income limit from ₹ 6 lakh to ₹ 8 lakh per annum for determining the creamy layer amongst the Other Backward Classes. Accordingly, the expression "₹ 6 lakh" under Category VI in the Schedule to this Department's aforesaid O.M. dated 8<sup>th</sup> September, 1993 would be substituted by "₹ 8 lakh".

3. The provisions of this office memorandum have effect from 1<sup>st</sup> September, 2017.

4. All the Ministries/Departments are requested to bring the contents of this office memorandum to the notice of all concerned.



(Debabrata Das)

Under Secretary to the Government of India  
Ph: 2304 0279

To:

1. All the Ministries/Departments of the Government of India.
2. Department of Financial Services, New Delhi.
3. Department of Public Enterprises, New Delhi.
4. Railway Board, New Delhi.
5. Union Public Service Commission/Supreme Court of India/Election Commission of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Niti Aayog.
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
7. Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi.