By Post

HARYANA STATE BOARD OF TECHNICAL EDUCATION
BAYS NO: 7-12, SECTOR-4, PANCHKULA
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E-Mail ID-dsaffiliation@hsbte.org.in, Website: www.hsbte.com

Letter No: 267
Dated: 23/07/2020

To

The Principal
Dehat Vikas College of Pharmacy,
Tigaon, Faridabad- 121101

Subject: Extension of Provisional Affiliation for the Academic year 2020-21.

Sir/Madam,

Kindly refer to your proposal regarding Extension of Affiliation for the Academic year 2020-21 for conducting diploma courses in your Institute.

In this regard, in terms of the provisions under the Haryana State Board of Technical Education Act No. 19 of 2008 at clause 27 (u), norms, standards, procedures, conditions, other notifications issued from time to time, I am directed to convey the provisional extension of affiliation to Dehat Vikas College of Pharmacy, Tigaon, Faridabad to conduct following diploma courses with PCI approved intake for the academic year 2020-21:

Sr. No.	Duration	Course	Intake
1	2 Years	Diploma in Pharmacy	60
		Total	**60**

The above mentioned affiliation is subject to the condition that the institute shall follow and adhere to Regulations, guidelines, norms, standards & directions issued by HSBTE/ PCI/State Govt. from time to time. The same can be verified by conducting inspection any time by the HSBTE.

Institution shall fulfil the following conditions:

1. The management shall provide adequate funds for development of land and for providing related infrastructural, instructional and other facilities as per norms and standards laid down by the PCI as well as norms and standards prescribed by HSBTE in affiliation Bye-laws and act of HSBTE from time to time and for meeting recurring expenditure.
2. The institution by virtue of approval by PCI shall not be automatically entitled for affiliation. Before granting affiliation to a new polytechnic/institute Board shall conduct Physical inspection regarding whether institution has complied the condition of approval letter issued by PCI as well as other conditions mentioned in Act of HSBTE & Affiliation Bye-laws and in case of pharmacy course it shall also be the duty of the institute/polytechnic concerned to fulfil all the requirements of Education Regulations 1991, laid down by PCI and as amended from time to time. If found that there are no

deficiencies then only the institute shall be entitled for affiliation otherwise only after the compliance of deficiencies observed by committee it shall be considered for affiliation by HSBTE.

3. The admissions shall be made in accordance with the regulation notified by the State Govt. only after adequate infrastructure and all other facilities, including, the availability/recruitment of the required faculty as per PCI norms, with prior Affiliation by HSBTE ***as per Apex Court Judgement in Civil Appeal No. 9048 of 2012 i.e. not after 15th August of the academic session or subsequent notifications issued by AICTE in this regard.***
4. No excess admission shall be made by the institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Board appropriate action as per the rules and regulations of the Board shall be initiated against the Institution.
5. The curriculum of the course, the procedure for evaluation and assessment of students shall be in accordance with the norms prescribed by HSBTE and the facilities to implement curriculum prescribed by Haryana State Board of Technical Education shall be in place.
6. It shall be obligatory for all institutions/Polytechnics affiliated to the HSBTE to install Biometric machine to ensure presence of students in class at least with 80% attendance so as to promote teaching learning process, skill and knowledge of students.
7. The institution shall ensure regular academic monitoring. The Board shall have a power to withdraw the affiliation of the institute in case of poor academic performance of the institute for three consecutive years as per Clause 2 (vi) of Chapter VI of Affiliation Bye-Laws of the Board.
8. The institution shall not run any non-technical education courses or institution in the same premises or campus and or in the name of the Institution without prior permission or approval of PCI, State Govt. and HSBTE. If found so, appropriate action as per the rules and regulations shall be initiated against the Institution.
9. The institution shall not conduct any courses in the field of technical education in the same premises or campus and or in the name of the institution without prior permission and approval of PCI.
10. The tuition and other fees shall be charged as prescribed by the Competent Authority or State Fee Committee from time to time. No capitation fee or fine or any other fee of any kind shall be charged from the students or parents of students or guardians of students in any form. If found so, appropriate action as per the rules and regulations shall be initiated against the institution.
11. Examination Centre: Creation of an Examination Centre in the college will be at the discretion of the Controller of Examinations. The centre of examinations for the students studying in the College can be shifted to any other college. In such a situation, it will be the responsibility of the Institution to make arrangements for transporting the students to the centre of Examinations without any extra charges from the students. Similarly, the Board can also shift the students of one institute/polytechnic to another institute/polytechnic under reference for which necessary infrastructure will have to be provided by the Principal concerned. In order to ensure transparency and monitoring CCTV cameras shall be installed in the Examination Centre.

12. The account of the institution/trust shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Board or any other Body or persons authorized by it.
13. The Principal, teaching and other staff shall be appointed in given time frame and selection shall be done according to procedures, qualifications and experience prescribed by the PCI from time to time and pay scales are as per the norms prescribed by the PCI from time to time.
14. The institution shall publish an information booklet before commencement of the academic year giving details regarding the institution and courses / Programs being conducted and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet may be made available to the stakeholders of the Technical Education. The mandatory disclosure information, as per directions of HSBTE, shall be put on the Institution website and same shall be sent to the Board.
15. It shall be mandatory for the institution to maintain a website providing the prescribed information as per HSBTE norms. The website information must be regularly updated in first week of every month preferably with a link to HSBTE website.
16. If a technical Institution fails to disclose the information or suppress and or misrepresents the information, appropriate action as per the rules and regulations shall be initiated against the Institution.
17. Board may carry out inspections round the year for verifying the status of the Institution to ensure compliance of norms and standards, academic ambience etc.
18. Institution shall provide infrastructure, facilities i.e. faculty, laboratories etc., for smooth implementation of curriculum.
19. Board may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to PCI norms and standards, to verify any misrepresentation, violation of norms and standards, malpractices etc.
20. The Institution by virtue of the affiliation by the Board shall not automatically become claimant to any grant-in-aid from the Central or State Government.
21. Fee and security received from the students should be refunded as per State Govt. and PCI instructions.
22. The Institute shall take appropriate measures for prevention of ragging in any form, in the light to PCI notification "Pharmacy Council of India Regulations on Curbing the Menace of Ragging in Pharmacy Colleges, 2012" notified vide No. 14-1/11-PCI-Pt-I dated May, 2012. In case of failure to prevent the instances of ragging by the Institutions, the Board shall take appropriate action as per the notified regulations of PCI.
23. The Institute shall ensure establishment Grievance Redressal Committee in the Institute.
24. The Institute shall ensure establishment of Internal Complaint Committee (ICC) (As per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013).
25. The Institute shall ensure establishment of Committee for SC/ST (As per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11.09.1989).
26. It shall be obligatory for all institutions/Polytechnics affiliated to the HSBTE to follow examination rules for the smooth conduct of Haryana State Board Examination. The institution which do not co-operate in the conduct of examination & found indulging in malpractices/violation of rules by DTE/PCI/HSBTE, shall be liable for suitable action

which could even lead to disaffiliation of the institution as per rules and regulation of the Board.

27. Building: The entire building of the college will be at the disposal of the Controller of Examinations for the purpose of conduct of examinations. As and when the Centre of Examination (for theory and practical both) is created it will be obligatory for the Principal to provide necessary infrastructure for smooth conduct of examination.
28. All the laboratories, workshops etc., shall be equipped as per the syllabi of the affiliating Board and shall be in operational condition before making admissions.
29. A library shall be established with adequate number of titles, books, journals, (both national & international), E-subscription, etc. as per PCI norms.
30. A computer centre with adequate number of terminals, printers etc. shall be established as per PCI norms.
31. The institution shall provide barrier free environment and toilets for physically challenged persons.
32. During Examination if any kind of complaint is received, the centre will be shifted either to Government or nearby Polytechnic as deemed fit without assigning any reason.
33. Staff: For the purpose of conduct of examinations, the services of entire teaching & non-teaching staff will be at the disposal of the Controller of Examination. The examination duties can be assigned to any member of teaching and non-teaching staff which will have to be complied with the interest of smooth conduct of examinations.
34. Strong Room: There will be a Strong Room in the institute/polytechnic at the prime location-adjacent to the office of the Principal to keep the confidential material of the Board as and when required. The Strong Room will essentially have double lock system.
35. The Board shall contemplate action including withdrawal of affiliation in case of violation of conditions/any condition as enumerated.
36. The institute shall follow Standard Operating Procedure (SOP) and advisories as issued by State Government time to time for combating and preventing the spread of COVID-19 pandemic.

The Management of the institute shall strictly follow conditions as may be specified by the HSBTE/PCI/State Govt. from time to time. The Board may withdraw the affiliation, in case it observes any violation of the above conditions and/ or non adherence to the norms and standards prescribed by the HSBTE / PCI / State Govt., misrepresentation of facts and submitting factually incorrect information to it.

23.7.2020

Deputy Secretary
for Secretary, Haryana State Board of Technical Education, Panchkula

CC:

1. Registrar, Pharmacy Council of India, NBCC Centre, 3rd Floor, Plot No.2, Community Centre, Maa Anandamai Marg, Okhla Phase - I Landmark - (Near Hotel Crowne Plaza) New Delhi – 110020 for kind information & necessary action.
2. Guard file.