Government of National Capital Territory of Delhi

Department of Training and Technical Education

INFORMATION BULLETIN

For

Admission to Full-Time Diploma Programmes

Session: 2020-2021

in various Institutes affiliated to Board of Technical Education, Delhi

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https://delhidiploma.admissions.nic/in, http://tte.delhigovt.nic.in

Department of Training and Technical Education

Muni Maya Ram Marg, Pitam Pura, Delhi - 110 088

VISION

To become the Global Leader in Technical and Vocational Education by pursuing innovative pedagogical system and to equip the students to face the challenges through a dedicated teamwork.

MISSION

To mould and provide the trained and talented technical manpower for the technological up-gradation of industrial production, services, productivity and innovation, thus contributing to the planned and Inclusive growth of the National Economy.

VALUES

Holistic development of each and every student in all directions by imparting social, cultural and ethical values.

OBJECTIVES OF DTTE

- To provide World Class Technical and Vocational Education.
- To promote industry relevant Research & Development.
- To nurture innovative skills and creative abilities of students and faculty.
- To foster enterprising spirit among the students.
- To establish facilities for incubation and to promote entrepreneurship.

GOVERNMENT OF N.C.T. OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, NEAR TV TOWER, PITAMPURA, DELHI - 110 088

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INTRODUCTION

Department of Training and Technical Education (DTTE) has been playing a key role towards planned economic growth from the time of its inception. On the one hand it has been empowering youth by providing them appropriate knowledge and employable skills so that they may get gainful employment and on the other hand it has been providing trained technical-skilled manpower to meet the contemporary needs of the world of work. The present dynamic working scenario needs competent skilled human resources who may adapt themselves in the varying working circumstances. To meet this challenge, the Department is striving hard. It aims to mould and provide the trained and talented professional and technical manpower that may be adaptable not only in India but also all over the world. For this purpose, 31 full time diploma programs in Engineering & Technology, Occupational and Vocational, Secretarial & Management based disciplines are being offered at 18 AICTE approved Institutes of Technology (11 Government, 01 Government-Aided and 06 Privately Managed), affiliated with the Board of Technical Education (BTE), Delhi.

The alumni of these institutes are very well placed in various reputed organizations including government sector as well as public sector organizations and MNCs. It has been observed that diploma students are picked up during campus placement drives for appointment at supervisory levels. However, diploma holders in relevant disciplines may also enroll themselves for higher studies as there is provision for vertical mobility in some of the courses for lateral entry to Second year/Third semester of undergraduate programs like B. Tech., B.Pharma., etc.

Applications are invited for admission to the first semester/first year of various full-time diploma programs (Engineering/Non-Engineering), run in the institutes under Department of Training and Technical Education, Delhi for the academic session 2020-21. Till last year the admissions for diploma programs were based on Common Entrance Test conducted by Controller CET. This year due to pandemic COVID 19 situations, it has been decided that admissions will be based on Merit List prepared on the basis of marks secured in the Qualifying Exam, prescribed for various diploma courses as explained in this information bulletin.

Admission for the Session 2020-21 is also available for lateral entry of 10+2 (PCM/B) qualified candidates from schools located in Delhi or candidates who have qualified 10th class and successfully completed two years course from Industrial Training Institutions (ITIs) located in Delhi. Applications for lateral entry admissions are also invited from students who will be eligible for admission to Second Year/Third Semester of Full-Time Diploma Engineering courses in analogous disciplines against 10% supernumerary seats earmarked for them subject to regulations or guidelines issued by the AICTE or the Government of NCT of Delhi. However, ITI pass-outs of trades for which the entry level qualification for admission to ITI is VIII pass or the duration of ITI trade is less than TWO years shall not be considered for lateral entry.

The Chief Admission Officer along with his team, on behalf of Delhi Knowledge Development Foundation, under DTTE will be taking care of admissions2020-21.

BOARD OF TECHNICAL EDUCATION (BTE), DELHI

Board of Technical Education (BTE), Delhi was established in 1961 as an affiliating authority for Diploma Level Education. BTE grants affiliation to run the diploma courses as per AICTE recommendations to the Govt., Govt. aided & privately managed technical & professional institutes in Delhi. At present there are 11 Govt. Institutes of Technology, 01 Govt. aided institute, 06 privately managed institutes duly approved by AICTE that are affiliated to BTE. In addition, Delhi Institute of Hotel Management & Catering and Institute of Fire & Safety are also affiliated to BTE. On the basis of successful completion of diploma examinations, certificates are issued. About 96000 answer sheets are evaluated by the Board and BTE conducts end semester diploma level examinations for about 16000 students.

Key Initiatives

- **Implementation of National Skills Qualifications Framework (NSQF) for Diploma level Education:**
  Memorandum of Understanding (MoU) has been signed between BTE Delhi and NITTTR Chandigarh on 12/03/2020 for revamping of curriculum of all the Diploma courses under the NSQF (National Skills Qualifications Framework). This collaboration aims to attain following objectives:
  - To develop a holistic personality by imparting human centric learning.
  - To impart skill-based education as per industry requirements.
  - To promote Entrepreneurship among students
  - To provide flexibility with multiple entry and exit levels along with choice-based credit system (CBCS).
  - To facilitate easy entry into the Global job market with desired skills and knowledge and continued learning.
- **Access to National Academic Depository (NAD),**which is a 24X7 online store house of all academic awards viz. certificates, diplomas, degrees, mark-sheets etc. BTE has signed MoU with NDML-NSDL Database Management Limited to provide NAD access to the students for delivery of online mark-sheet/Diploma Certificates. Those who are entering into employment or pursuing higher studies require a credible, authentic and convenient mechanism for access, retrieval and validation of such academic awards.
- **e-SLA (E-Service Level Agreement)-**
  The e-SLA project is designed to ensure timely delivery of basic services to the citizens. E-SLA provides online facility to track their applications. BTE has entered into E-Service Level Agreement for timely delivery of basic services to the citizens of NCT of Delhi.

2. LIST OF DIPLOMA LEVEL INSTITUTES FOR ADMISSION TO DIPLOMA PROGRAMMES

SrNo	Name of Institute	Principal
	GOVERNMENT INSTITUTES	
1	**Ambedkar Institute of Technology(AK)** Shakarpur (Opp. Madhuban),Delhi – 110 092 Tel: 011-22440774, 22023594 e-mail id: ap.delhi@nic.in, Website: www.ambp.in	Mrs. Neeru Mehta
2	**Aryabhatt Institute of Technology (AB)** G.T. Karnal Road,Delhi – 110 033 Tel: 011-27465281, 27426263, 27451050 e-mail: principal@abitdelhi.in , abitdelhi@gmail.com Website: http://www.abitdelhi.in	Sh. A.K. Choudhary
3	**Gobind Ballabh Pant Institute of Technology (GB)** Okhla, New Delhi – 110 020 Tel: 011-26826620, 26826895 e-mail id: gbpptte.delhi@nic.in;Website: www.gbpit.in	Sh. R.K. Mangoch
4	**Guru Nanak Dev Institute of Technology (GN)** Sector – 15, Rohini, Delhi – 110 089 Tel: 011-27860308, 27567819, 27552645 e-mail id:gndpoly.delhi@nic.in; Website: http://gndit.org	Sh. Ravinder Singh
5	**Integrated Institute of Technology (IT)** Sector-9, Dwarka, Delhi Tel: 011-25080585, 25072926, e-mail id: iitdtte.delhi@nic.in;Website: www.iitdwarka.in	Sh. Shashank Gupta
6	**Kasturba Institute of Technology (KI)** Pitampura (Near T.V. Tower), Ring Road, Delhi – 110088 Tel: 011-27319394, 27319495 e-mail: kpwpoly.delhi@nic.in;Website:http://kitd.ac.in	Mrs. Udita Malaviya
7	**Meera Bai Institute of Technology (MB)** Maharani Bagh, New Delhi – 110 065 Tel: 011-26318828 e-mail id: mbpoly.delhi@nic.in	Dr. (Mrs.) Sangita Passey
8	**Pusa Institute of Technology (PI)** Pusa, New Delhi – 110 012 Tel: 011-25847822, 25843070; e-mail id: pusapoly.delhi@nic.in; Website: http://pitpusa.delhi.gov.in	Dr. Om Prakash Singh
9	**Bhai Parmanand Institute of Business Studies (BP)** Shakarpur (Opp. Madhuban), Delhi – 110 092 Tel: 011-22543891 e-mail id: bpibs.delhi@nic.in;website: www.bpibs.in	Prof. Girish Kr Sharma
10	**Rajokari Institute of Technology (RI)** Rajokari, New Delhi-110038 Tel: 011-25060837 e-mail id: rajokariinstitute@gmail.com	Sh. P. Ramanaiah
11	**Delhi Institute of Tool Engineering (DI)**	Prof. S. Maji

Wazirpur Industrial Area, Delhi – 110 052
Tel: 27372745, 27372618
Website:https://www.dite.delhigovt.nic.in;
e- mail id: dpdite@gmail.com

GOVERNMENT AIDED INSTITUTE

1 **Sarada Ukil School of Art (SU)** — Sh.Rajdeep Singh Sinhmar
66/1, Janpath, New Delhi – 110 001
Tel: 23321372
e-mail id: saradaukil@yahoo.in

PRIVATELY MANAGED INSTITUTES AFFILIATED TO BTE DELHI

1 **Aditya Institute of Technology (AI)** — Sh. Sanjay Sitanshu
107/9, KishanGarh, Vasant Kunj,
New Delhi-110 070
Tel: 26125195
e-mail id: ait.newdelhi@gmail.com
Website: www.aitdelhi.in

2 **Baba Hari Dass College of Pharmacy (BH)** — Mrs. Indu Singh
Jharoda Kalan, Najafgarh Road, New Delhi – 110 072
Tel: 25315280, 25315268
e-mail id: bhpc_94yahoo.com

3 **SubramaniaBarathi College of Science &Technology (SB)** — Smt. Sanju Singhal
Holambi Khurd, Delhi – 110 082
Tel : 32561050,32561010, 9210826930.
e-mail id: sbcst1992@gmail.com
Website: sbcstcollege.com

4 **Guru Teg Bahadur Polytechnic Institute (GT)** — Sh. Kulbeer Singh
(An institute of Delhi Sikh Gurdwara Management Committee)
G-8 Area, Rajouri Garden, New Delhi-11064.
Ph. No. 011-25120002, 25120003, 25120004
E-mail: info@gtbpi.in directorgtbpi@gmail.com
Website: www.gtbpi.in

5 **Chhotu Ram Rural Institute of Technology (CR)** — Sh. SomvirDeswal
Kanjhawala (Ghevra), Delhi – 110 081
Tel: 25953892
e-mail id: crrit.principal@gmail.com

6 **International Polytechnic for Women (IN)** — Smt. Rosali Banerjee
171 A, Khirki Road, Malviya Nagar
New Delhi –110 017
Tel: 24624049, 24699855, 24623517
e-mail id: intpoly@yahoo.com

2. COURSE DETAILS

Group-A **Engineering and Non-Engineering Diploma Courses for students who have passed 10th class**

1. Applied Art(Formerly known as Commercial Art)
2. Architectural Assistantship
3. Art for Drawing Teachers
4. Automobile Engineering
5. Cosmetology & Health
6. Chemical Engineering
7. Civil Engineering
8. Civil Engineering (Construction Engineering)
9. Civil Engineering (Public Health and Environment Engineering)
10. Computer Engineering
11. Digital Electronics
12. Electrical Engineering
13. Electronics & Communication Engineering
14. Fashion Design
15. Garment Fabrication Technology
16. Information Technology Enabled Services & Management (ITES&M)
17. Instrumentation & Control Engineering
18. Interior Design
19. Library & Information Science
20. Mechanical Engineering
21. Mechanical Engineering (Maintenance Engineering)
22. Medical Electronics
23. Medical Laboratory Technology
24. Polymer Technology
25. Printing Technology
26. Production Engineering
27. Textile Design
28. Tool & Die Making

Group-B **Diploma Course in Modern Office Practice**

Diploma Course in Modern Office Practice (Hindi) for those students who have passed 12th class with one of the subjects as Hindi/Sanskrit

Diploma Course in Modern Office Practice (English) for those students who have passed 12th class with one of the subjects as English

Group-C **Diploma Course in Pharmacy**

Diploma Course in Pharmacy for students who have passed XII class in Science stream with the subjects Physics, Chemistry and Mathematics/Biology

Group-D **For Lateral Entry (For admission directly in 2nd Year/3rd Semester)**

for students who have passed 2 Years ITI in relevant Trades or 12th Science or 12th Vocational Stream

1. Applied Art (Formerly known as Commercial Art)
2. Architectural Assistantship
3. Art for Drawing Teachers
4. Automobile Engineering
5. Chemical Engineering
6. Civil Engineering
7. Civil Engineering (Construction Engineering)
8. Civil Engineering (Public Health and Environment Engineering)
9. Computer Engineering
10. Digital Electronics
11. Electrical Engineering.
12. Electronics & Communication Engineering
13. Fashion Design
14. Garment Fabrication Technology
15. Information Technology Enabled Services & Management. (ITES&M)
16. Instrumentation & Control Engineering
17. Interior Design
18. Mechanical Engineering
19. Mechanical Engineering (Maintenance Engineering)
20. Medical Electronics
21. Medical Laboratory Technology
22. Polymer Technology
23. Printing Technology
24. Production Engineering
25. Textile Design
26. Tool & Die Making

NOTE: Passed 10+2Examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics/Biology (Botany and Zoology) OR 10+2 Science (with Mathematics as one of the subjects) OR10+2 Science with Technical Vocational OR 10th + ITI (2 years) in analogous trade shall be eligible for Admission to second year/third semester Diploma Course(s).

3. PROGRAMMES OFFERED & INTAKE

3.1 Brief details of various Diploma level Programmes, Institutes and tentative intake are given in the Table-1.However exact course-wise intake, shall be available at the website https://delhidiploma.admissions.nic.in at the time of the counseling describing reservations for various categories including EWS reservations as directed vide MHRD OM No. 12-4/2019-U1 dated 17th January, 2019 and AICTE letter No. AICTE/AB/CR/EWS/2019 dated 8.5.2019. All courses in the under mentioned list for which duration has not been mentioned are of three years duration except Pharmacy (Two years' duration) and Tool & Die Making (Four years' duration).

Table-I

FULL TIME DIPLOMA COURSES-SEATS EXCLUDING SEATS AS SUPERNUMERARY & EWS Quota (Tentative)

Name of the courses	Institutes and number of seats**																					Total Seats
	AK	AB#	GB	GN		*KI	*MB	PI		BP	IT	RI	DI	SU	CR	*IN	BH	GT		SB	AI	
				M	E			M	E									M	E			
Applied Art (formerly known as Commercial Art)							50															50
Architectural Assistantship		60					45								60							165
Art for Drawing Teacher														20								20
Automobile Engg.			60					60										120	60			300
Cosmetology & Health							60															60
Chemical Engg.				60	45																	105
Civil Engg.		60	60					60	45						120							345
Civil Engg. (Construction Engg.)								60														60
Civil Engg. (PHEE)						45																45
Computer Engineering	60			60	45	60						60						60	60		40	445
Digital Electronics	60					60									60							180
Electrical Engg.		60	60	60				60	45						120							405
Electronics & Communication Engg				60	45		60@	60	45						60			60	60		40	490
Fashion Design						40										30						70
Garment Fabrication Tech.		60																				60
ITES&M	60										60	60									40	220
Interior Design							50															50
Instrumentation & Control Engg.	60														60							120
Library & Information Science							60															60
Mechanical Engg.		120	120	60	45			120	45				60		60							630
Mechanical Engineering (Maintenance Engg)		30																				30
Medical Electronics	30					45									60							135
Medical Lab. Tech.							60				60						60				40	220
Polymer Tech.				60	60																	120
Printing Technology								60	45													105
Production Engg.			60																			60
Textile Design																60						60
Tool & Die Making (4 Years)													60									60
Modern Office Practice (English)							30			30												60
Modern Office Practice (Hindi)							40			15												55
Pharmacy (2 Years)							60				60						60			60		240
Total	270	390	360	360	240	250	465	480	225	45	180	120	120	20	600	90	120	240	180	60	160	5025

* Institutes of Technology/Polytechnics for Women Candidates only.

** For names of the Institutes of Technology/ Polytechnics and corresponding abbreviations, please, refer to para 3.1.1 of this information bulletin.

@ In MBIT the course Electronics & Communication Engineering is Electronics& Communication Engineering (Industry Integrated).

PWD seats at Aryabhatt Institute of Technology under Central Assistance Scheme for PWD. 25 seats {5 seats in Mechanical Engineering and 4 seats each in branches of Architectural Assistantship, Civil Engineering, Garment Fabrication Technology, Electrical Engineering, & Mechanical Engineering (Maintenance Engineering)}

Seat as mentioned above are subject to approval of Competent Authority.

Table – II

List of Courses offered under Lateral Entry in Diploma Courses (Second Year/Third Semester) during Academic Year 2020-21 applicable for Candidates passing their ITI/10+2 from Delhi Schools only as per Eligibility Criteria mentioned at 5.1

S. No.	Name of the courses	Institutes and number of seats**																			
		AK	AB	GB	GN		*KI	*MB	PI		IT	RI	DI	SU	BH	CR	*IN	GT		AI	Total Seats
					M	E			M	E								M	E		
1	Applied Art (formerly known as Commercial Art)							5													5
2	Architectural Assistantship		6					5								6					17
3	Art for Drawing Teacher													2							2
4	Automobile Engg.			6					6									12	6		30
5	Chemical Engg.				6	5															11
6	Civil Engg.		6	6					6	5						12					35
7	Civil Engg (Construction Engg.)								6												6
8	Civil Engg. (PHEE)						5														5
9	Computer Engineering	6			6	5	6					6						6	6	4	45
10	Electrical Engg.		6	6	6				6	5						12					41
11	Electronics& Communication Engg				6	5		6	6	5						6		6	6	4	50
12	Digital Electronics	6					6									6					18
13	Fashion Designing						4										3				7
14	Garment Fabrication Tech.		6																		6
15	ITES&M	6									6	6								4	22
16	Instrumentation & Control Engg	6														6					12
17	Interior Design							5													5
18	Mechanical Engg.		12	12	6	5			12	5			6			6					64
19	Mechanical Engineering (Maintenance Engg)		3																		3
20	Medical Electronics	3					5									6					14
21	Medical Lab. Technology							6			6				6					4	22
22	Polymer Tech.				6	6															12
23	Printing Technology								6	5											11
24	Production Engg.			6																	6
25	Textile Design																6				6
26	Tool & Die Making (4 Years)												6								6
	Total	27	39	36	36	26	26	22	48	25	12	12	12	2	6	60	9	24	18	16	461

* Institutes of Technology/Polytechnics / Institutes for Women Candidates only.

** For names of the Institutes of Technology/ Polytechnics and corresponding abbreviations, please, refer to para 3.1.1 of this information bulletin.

Intake for admission against the seat marked for **Lateral Entry (LE)** is restricted to 10% of intake in analogous disciplines and is over and above the sanctioned intake, approved by the AICTE. Candidates passing 10+2 with PCMB/ITI from **NCR and Outside Delhi are not eligible for admission under Lateral Entry scheme**.

Seats as mentioned above are subject to approval of the Competent Authority.

NOTE: The students admitted in 3rd Semester in any Institute of Technology/ Polytechnic through Lateral Entry shall have to pass the Applied Physics, Applied Mathematics, Applied Chemistry & Applied Science theory subjects of 1st year Diploma Course of the respective discipline. For details refer Para 16.7.2.

3.1.1 Abbreviations for Institute's Name: AK-Ambedkar Institute of Technology, AB-Aryabhatt Institute of Technology, GB-Gobind Ballabh Pant Institute of Technology, GN-Guru Nanak Dev (Co - Ed) Institute of Technology, KI- Kasturba Institute of Technology, MB-Meerabai Institute of Technology, PI-Pusa Institute of Technology, BP-Bhai Parmanand Institute of Business Studies, IT-Integrated Institute of Technology, Dwarka, RI-Rajokari Institute of Technology, DI-Delhi Institute of Tool Engineering, SU-Sarada Ukil School of Art, BH-Baba Haridass College of Pharmacy & Technology, SB-SubramaniaBarathi College of Science & Technology, AI-Aditya Institute of Technology, GT-Guru Teg Bahadur Polytechnic Institute, CR-Chhotu Ram Rural Institute of Technology, IN-International Polytechnic For Women.

3.2 TIMINGS OF THE INSTITUTES:

M- Morning Shift	7.30 AM to 3.30 PM.
A - Afternoon Shift	11.30 AM to 7.30 PM
D - Day Shift	8.30 A.M to 5.00 P.M

4 ABOUT THE DIPLOMA PROGRAMMES

4.1 INFORMATION ABOUT VARIOUS COURSES

4.1.1 APPLIED ART (Offered at MB) *Only for Girls (Formerly known as Commercial Art)*

The three years diploma in Applied Art focuses on development of creative ability and understanding of human psychology in different media and professional skills through study of subjects like Basic Design, Lettering and Typography, Press Layout, Poster Design, Illustration, Computer Graphics, Elementary knowledge of Photography, Sketching, Study of Life/nature and objects. Diploma holders from this department can choose to work as graphic designers in Govt. Organizations, Advertising Agencies, Design Studios, Publishing Houses, TV Channels, Art and Craft Teacher in teaching Institute and can also work as freelance artist.

4.1.2 ARCHITECTURAL ASSISTANTSHIP (Offered at AB, MB, CR)

This three years diploma course develops students into architectural professionals. The syllabus has been revised as per current industry requirements. The architectural professionals organize spaces and design houses, office buildings, skyscrapers, landscapes, and even design interior and execute projects. They are trained in many areas like designing & constructional aspects, climate and environment considerations, building services, bylaws, graphics and rendering material usage and importantly working on municipal drawings. Besides they are taught surveying, basic structural design and inputs for running and managing offices. They are also given deep insights into relevant computer software usage, model making etc. They may be involved with designing the total built environment from how a building integrates with its surrounding landscape to architectural construction details that involve the interior of the buildings. This training may lead to a wide variety of job opportunities like Job in Govt. departments, MNCs, and Private Architect's office etc. They may go for higher studies also.

4.1.3 ART FOR DRAWING TEACHERS (Offered at SU)

After obtaining three years Diploma in Art for Drawing Teachers, the candidates may have job opportunities as Art/Drawing Teachers in the Senior Secondary Schools, Government of Delhi, MCD, NDMC and Public Schools as well as Artist in the Govt. Department and Advertising Agencies.

4.1.4 AUTOMOBILE ENGINEERING (Offered at GB, PI, GT)

Automobile Engineering, being an advanced and emerging area of technology, has shown an unprecedented growth due to the increasing demand of automotive vehicles. A conscious attempt has been made to design the three years Diploma course as per the requirement of the industry. Specific core subjects on Automobiles are being taught besides basic sciences and allied subjects. Eight weeks of industrial training for the students has been made an integral part of the curriculum whereby students can correlate their theoretical knowledge with the practical approach of problem solving. The Department of Automobile Engineering has well-equipped laboratories and

workshops. Placement opportunities are more for Automobile diploma holders as Delhi and NCR are hub of automobiles industries. Even Transport Department, Roadways & various Govt. organizations demand Automobile diploma holders.

4.1.5 COSMETOLOGY & HEALTH (Offered at MB) Only *for Girls*

Keeping in view the beauty and body consciousness of modern society and also the need for healthcare, this course imparts the basic knowledge of anatomy, physiology and dietetics in relation to beauty, hair dressing and effects of cosmetics on human body. Students become capable of diagnosing and correcting fault and abnormalities of body, skin and hair. Due emphasis is laid on to personality development. After the successful completion of the course, the students can work as beauticians and hairdressers in various beauty salons and hotels. They may open their own beauty salons or practice as beauty consultants. They may also work as sales promoters for various beauty products and equipment and also specialize in stage, television, film, photographic make-up and modeling.

4.1.6 CHEMICAL ENGINEERING (Offered at GN)

Over the years, chemical industry has achieved spectacular growth because of its wide applications in various fields like fertilizers, agro-chemicals, insecticides, cement, plastics, textiles, pharmaceuticals, papers etc. The products based on Chemical Engineering processes have entered into every aspect of human activity, contributing in a remarkable way to improve the quality of life.This course has been designed to provide in-depth knowledge of the principles of chemical operation and latest techniques applicable to various industries.

4.1.7 CIVIL ENGINEERING (Offered at AB, GB, PI, CR)

Curriculum for Civil Engineering has been designed for catering to the current as well as future needs of the Civil Engineering applications, such as Surveying, Concrete Technology, Soil Mechanics, Transport Engineering, Public Health and Environment Engineering, Computer Aided Design and Valuation with a view to generate the required competency profile of the diploma holders after the completion of the Diploma.

4.1.8 CIVIL ENGINEERING (CONSTRUCTION ENGINEERING) (Offered at PI)

The Department aims to train the students in the specialized field of Construction in Civil Engineering works. The Diploma holders with specialization in Construction Engineering are recruited in construction industry, in private and public sectors. They can also start entrepreneurial ventures of their own.

4.1.9 CIVIL ENGINEERING (PUBLIC HEALTH AND ENVIRONMENT ENGINEERING)(Offered at KI, only for girls)

The Civil Engineering (PHEE) Department is well established with latest Civil Engineering equipment and Environmental Engineering testing devices. The Curriculum is designed keeping in the view the entrepreneurial prospects of students. After completing this diploma course, students have diversified job opportunities in public as well as private sector in relevant field.

4.1.10 COMPUTER ENGINEERING (Offered at AK, GN, KI, IT, AI, RI, GT)

Computer Engineering, an advanced and emerging area of technology has shown an unprecedented growth in every sphere of activity. A conscious attempt has been made to design the curriculum as per the requirement and need of the industry. Elective subjects like Object Oriented Programming (OOP), Data Base Management System (DBMS), Multi Media, etc. are being taught besides basic sciences and allied subjects. Industrial training and project have been made an integral part of the curriculum to enable the students to correlate their theoretical knowledge with the practical approach of problem solving. With equal importance given to hardware and software subject, most of the institutes maintain well-equipped and modernized DBMS Lab, Multi Media and Networking Lab with Internet facility, software lab, CAD lab and Hardware lab. After successful completion of the course, students can secure jobs as Software Engineer, Network Engineer, Programmer, Hardware Engineer, Maintenance Engineer, System Analyst etc.

4.1.11 ELECTRICAL ENGINEERING (Offered at AB, GB, GN, PI, CR)

This course has been designed to provide practical and theoretical knowledge of conventional and emerging areas of electrical engineering with emphasis on electronics and software engineering. Most of the institutes have well-established laboratories that include electrical machine lab, electronics, electrical workshop, instrumentation and measurement lab, computer lab etc. After completion of the course, students are able to work in the areas like production of machines, installation, maintenance and servicing of electrical systems. The students are employed in areas that include Electrical power generation, transmission, Railways, Installation & Commissioning of power equipment, SCADA (Supervisory Control and Data Acquisition) etc. The students are equally placed in Computer hardware and Electronics sectors.

4.1.12 ELECTRONICS & COMMUNICATION ENGINEERING (Offered at GN, IT, MB, PI, AI, GT, CR)

Electronics and Communication is now a part of our everyday life, from our pocket FM radio to televisions, computers, mobile phones and even high-end satellites that are helping us in every path. This course has been designed to provide in-depth knowledge of theory & practical in the emerging & latest areas of electronics that include communication system, advanced communication, microprocessor, telecommunication, mobile communication, internet technologies etc. This course aims at making the students capable of testing & using different electronic devices, fabricating & maintaining professional and medical instruments, making and interpreting technical drawings, maintaining communication systems, understanding industrial processes and communicating effectively. After the completion of the course, students become eligible to get jobs in Electronics, Communication & Computer industries as technicians, supervisors, production engineers, sales & service Engineers etc. The Diploma holders can become successful entrepreneurs in the field of repair and maintenance of electronic items.

4.1.13 DIGITAL ELECTRONICS (Offered at AK, KI & CR)
MEDICAL ELECTRONICS (Offered at AK, KI & CR)

Diploma in Electronics with specialization have been defined and designed to meet the challenges of continuous technological changes and sound knowledge of latest areas. Various elective subjects like Advanced Microprocessor, Digital System Design, Microprocessor based System Design, Communication Engineering, Principles of Instrumentation and Transducers, Product Design and Development, Imaging Techniques and Medical Electronics are offered. Departments maintain well-equipped and well-established labs for different electronics and allied subjects e.g., Digital and Microprocessor Lab, Medical Electronics Lab, Communication Lab, Project Lab etc. Facility to undertake project related activities with industry has been made an integral part of curriculum, which enables students to develop skills and know the work culture of an industry. After successful completion of the course, students are absorbed as technicians in the fields like production, customer support, servicing, development, sales and marketing, in various reputed companies like Tata Consultancy Services, C-Dot, Siemens, Tektronics, Philips etc.

4.1.14 FASHION DESIGN(Offered at KI, IN) *Only for Girls*

The Diploma in Fashion Design helps students to develop the technical expertise and theoretical knowledge about fashion and apparel design industries. The Diploma in Fashion Design offers intensive training in fashion design processes including basics of textile, concept of design, fashion illustration, design development pattern development, draping, grading, marker planning, computer aided designing, garment construction, production management, quality control, project preparation and presentation, fashion retailing, apparel merchandising etc. The students shall undergo the industrial training in various activities of fashion designing and processes of apparel manufacturing. After completion of the diploma, students are able to work in the different position in the fashion industry such as fashion coordinator, fashion illustrator, fashion merchandiser, fashion forecaster, costume designer etc.

4.1.15 GARMENT FABRICATION TECHNOLOGY (Offered at AB)

In this technology-based Diploma course, the students are imparted theory and practical knowledge in the fields of garments and basic textiles, textile testing, basic fashion designing, sampling, computer aided designing, pattern development, layouts, production, quality control, project preparation, management and merchandising etc. and are given necessary industrial exposure. The Department is equipped with requisite infrastructural support and facilities. The pass out students are able to get placement as production managers/supervisors, Entrepreneurs, in textile-testing jobs or as senior executives, fashion coordinators, quality controllers, designers, Merchandisers, executives meeting technological needs of garment industry. This course has equal prospects for both boys and girls.

4.1.16 INFORMATION TECHNOLOGY ENABLED SERVICES & MANAGEMENT (Offered at AK, IT, AI, RI)

Diploma in ITES & M has been designed to meet the growing need of KPOs, BPOs and other organizations providing IT Enabled Services. Course Content has been designed to fill the vacuum between academics, Computers and IT Enabled Service Sector. Department develops professional competency in students by combining theory with exhaustive practical training. Communication Skills have been given due importance. Elective subjects like IT Laws and Patents, Cyber Crimes, Computer Graphics and Multimedia are being taught besides basic science and core subjects. Department maintains well equipped and modern labs like DBMS, Computer Networking, Multimedia, Software Lab, Web Site Designing Lab, Hardware Lab, English Language Lab. After successful completion of the programme, students can secure jobs at various levels like Programmer, Web Designer, Network Administrator, System Administrator and Database Administrator in KPOs, BPOs and other industries providing IT Enabled Services.

4.1.17 INSTRUMENTATION & CONTROL ENGINEERING (Offered at AK, CR)

This Diploma course has been started with a view to train students in the emerging industries of India, using new areas like Petro Chemical Engineering, Manufacturing Engineering, and Aviation etc. All engineering industries connected with above areas have to rely on instruments for measurement & instrumentation, quality control, calibration & testing etcand these are very much essential to set up any industry. To cope - up with the modernization of Indian industry and quality control, the syllabus and objectives of teaching have been formulated to encompass the areas of computers, manufacturing engineering, robotics and industrial automation, which are now important areas of the curriculum.

4.1.18 INTERIOR DESIGN (Offered at MB, IN) Only for Girls

Interior Design is an advanced and emerging area with a high employment potential because of an unprecedented consciousness and an urge for good living in the modern society with the availability and awareness of new materials and technologies in the field of interior design.
A conscious effort has been made to design this three-yeardiploma course as per needs of the industry. The course content includes CAD training on computers using the latest software, workshop practice in carpentry, fitting, welding, painting and polishing. Six weeks industrial training is an integral part of the course. To enhance the entrepreneurial skills and generate self-employment specific subjects like Entrepreneurship and Elements of Business Management are being taught apart from basic subjects related to the field of Interior Design. Thus, the students are also prepared for self-employment.

4.1.19 LIBRARY & INFORMATION SCIENCE (Offered at MB) Only for Girls

Library & information science imparts thorough knowledge to manage and run the libraries scientifically. It trains the students for efficient handling of library correspondence, organize and arrange the resources of the library on scientific lines and assist the readers in the maximum exploitation of library resources. After completion of training, the students may take up jobs as Librarians / Assistant Librarians in schools, industrial training institutes, polytechnics, colleges and public libraries. They may also work in various academic, public and government libraries.

4.1.20 MECHANICAL ENGINEERING (Offered at AB, GB, GN, PI, DI, CR)

The Mechanical Engineering department has well equipped labs conforming to the norms and standards laid down by the AICTE. These include thermal engineering lab, strength of materials lab, Fluid mechanics and machines lab, Materials and Metallurgy lab. CADlab. etc.The departments comprise of various categories of Mechanical workshops that includes Welding, foundry, fitting, carpentry, painting, sheet metal and machine shops which are equipped with some of the latest & most sophisticated machines & tools like CNC machine, all geared central lathe, HMT lathe machine, Sigma milling machine, tool grinder etc. Industrial Training has been made an integral part of the curriculum.

4.1.21 MECHANICAL ENGINEERING (MAINTENANCE ENGINEERING) (Offered at AB)

Diploma Engineers in this stream learn various aspects of mechanical engineering with special emphasis on maintenance of machines to achieve high productivity. However, productivity is achieved only when a machine is coupled with human skill to its full capacity. In specialization of maintenance engineering, in addition to the basic operations of machines, knowledge and skill are also imparted to maintain the machine, so that productivity does not fall. The students learn to ensure the smooth running of an industry with minimum downtime of a machine. The important subjects being dealt with are General Mechanical Maintenance, Control & Pneumatics, Electrical & Electronic Maintenance, Metrology etc.

4.1.22 MEDICAL LABORATORY TECHNOLOGY (Offered at IT, MB, AI, BH)

Diploma programme in Medical Laboratory Technology primarily aims at imparting training to enable the students to conduct various examinations on body fluids/ tissues and prepare reports. They are also taught to use, manage different laboratories and maintain equipments used in the clinical labs of the hospitals, to communicate effectively with doctors, patients and representatives of business organizations. A diploma holder can be appointed as a laboratory technician in laboratories of various departments in medical colleges, hospitals and private laboratories. They can also join pharmaceutical concerns.

4.1.23 MODERN OFFICE PRACTICE (English) (Offered at BP, MB)
MODERN OFFICE PRACTICE (Hindi) (Offered at BP, MB)

Diploma programme in Modern Office Practice (English & Hindi) aims to enable the students to attain proficiency in subjects like Computer Applications, Personality Development and Human relations, E-Commerce, Principles of Management, Business Environment and Law, Business Correspondence, Communication Skills etc. They are equipped with core organizational and administrative skills viz. administrative office procedures, word processing, developing spreadsheets, drafting correspondence, managing websites, developing presentation material, handling of all modern office equipment etc. The various job positions available to the students include personal and confidential secretaries, executives, front office supervisors, computer operators, stenographers, typists and personal assistants in Govt. Departments, private organizations and public sectors.

4.1.24 PHARMACY (Offered at IT, MB, AI, BH, SB, CR)

Diploma course in Pharmacy imparts knowledge of manufacturing, synthesis, mode of action, uses and toxic effects of medicine. It deals with the study of medicinally important drugs from natural sources. A practical training of 500 hours in different hospitals and dispensaries is given to students after completion of two years course. Then they are registered as Pharmacist. The trained diploma holders are absorbed in pharmaceutical companies as marketing personnel or as pharmacists in hospitals, dispensaries, health centers and different pharmaceutical organizations.

4.1.25 POLYMER TECHNOLOGY (Offered at GN) (Formerly known as Plastic Technology)

Polymers (A group of Plastics, Rubbers and Fibers class of material) have become an essential and ubiquitous part of our lives. It has wide range of properties like low energy processing, low density, and potential for low cost production. The wide spread use of polymers is a gratifying confirmation of success of the Polymer Technology and Engineering community. The curriculum has been designed to provide the in-depth theoretical and practical knowledge of Polymeric

materials, Processing, Testing and Quality control. The curriculum of polymer technology is regularly upgraded as per needs of industries and same is evident from the inclusion of subjects like Plastic Waste Management, Nano-Technology etc. The department of Polymer Technology has well developed Laboratories of Polymer synthesis, Processing, Testing and Quality control. Industrial Training and Minor/Major projects are the integral part of the curriculum. The students are getting job opportunities employment in leading Industries/R&D Institute in India and abroad.

4.1.26 PRINTING TECHNOLOGY (Offered at PI)

Facility of training in Printing Technology is available only in a very few institutes of the country. The Department provides theoretical knowledge & practical skills on various processes that govern the printing industry. Eight weeks of Practical Training in Industries during the course is compulsory to enable students to correlate theoretical knowledge and practical skills with actual practice in jobs and technology prescribed in Industry.

4.1.27 PRODUCTION ENGINEERING (Offered at GB)

Department of Production Engineering came into existence to fulfill the special requirement of industries in the field of shop floor production and management. A student possessing diploma in industrially oriented course in production engineering is not only fit for production but also suitable for all other jobs available to mechanical engineering diploma holders.

4.1.28 TEXTILE DESIGN (Offered at IN) Only *for Girls*

This course enables the students to explore drawing, color imagery, and surface pattern through a wide range of print processes. Creative solutions are designed for a diverse range of fashion and interior applications. The course has a business-oriented focus with emphasis on retail management in the final year of study. Modules in buying, marketing and visual merchandising developed research, written and oral presentation skills. CAD is an integral part of the course. Workshops are equipped with traditional looms to explore design a concept using weave and knits. The students can pursue careers as house designer's stylists, free-lance designers, visual merchandisers and retail managers in the textile mills, in design studios with fashion designers. They can work independently as entrepreneurs.

4.1.29 TOOL & DIE MAKING (Offered at DI)

Delhi Institute of Tool Engineering is offering 4 years Diploma in Tool & Die making which is conceived with the objective of developing professional expertise and skilled manpower in Tool Engineering (TE). Such type of a centralized institution in Delhi is an enabler for the country to exploit efficiently the emerging opportunities and technologies to meet economic challenges being thrown up by rapid global revolution in tool engineering, which also influences virtually various areas of development and advancement in manufacturing industries. Engineering Industries cannot function without proper press tools, moulds, fixtures, casting dies, gauges etc. The students of this Diploma course are provided training in the production of such tools of industrial use.

5. ELIGIBILITY CONDITIONS FOR ADMISSION TO DIPLOMAPROGRAMMES 2020-21

Group	PROGRAMME	MINIMUM ELIGIBILITY FOR ADMISSION *
Group-A	For candidates applying for Diploma Courses in Applied Art, Architectural Assistantship, Art for Drawing Teachers, Automobile Engineering, Cosmetology & Health, Chemical Engineering, Civil Engineering, Civil Engineering (Construction Engineering), Civil Engg. (Public Health & Environment Engineering), Computer Engineering Electrical Engineering, Electronics & Communication Engineering, Digital Electronics, Medical Electronics, Fashion Design, Garment Fabrication Technology, Information Technology Enabled Services & Management (ITES&M), Interior Design, Instrumentation & Control Engineering, Library & Information Science, Mechanical Engineering, Mechanical Engg. (Maintenance Engg.) Medical Laboratory Technology, Polymer Technology, Printing Technology, Production Engineering, Textile Design, Tool & Die Making.	**Passed 10th class or any other examination** recognized as equivalent to 10th class examination, conducted by CBSE / other board **with minimum 35%** or 3.7 CGPA aggregate**.** The subjects **Science, Mathematics and English are compulsory and the candidate should have passed in each of these three subjects.** **Note:** Candidates passing/qualifying class 10th under the grading system should have obtained minimum pass grade in the compulsory subjects i.e., Science, Mathematics and English.
Group-B	For candidates applying for Diploma in Modern Office Practice (English), Modern Office Practice (Hindi)	**Passed Senior Secondary School Certificate Examination (Class XII)** of the Central Board of Secondary Education (CBSE), Delhi **in any stream** of **10+2** or any other examination recognized as equivalent to the Senior Secondary School Certificate with minimum 35% marks in aggregate of the best three subjects including English for MOP (Eng.) and Hindi or Sanskrit for MOP (Hindi). The candidate should have obtained pass marks in the relevant subject i.e. English for MOP (English) and Hindi/Sanskrit for MOP (Hindi).
Group-C	For candidates applying for Diploma in Pharmacy	**Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics ORBiology** (Botany and Zoology), i.e., PCM/PCB as compulsory subjects.
Group-D	For candidates applying for Lateral Entry to the Diploma Course (For Delhi region candidates only).	**Passed 10+2examination with Physics and Chemistry as compulsory subjects along with Mathematics/Biology** i.e., PCM/PCB as compulsory subjects. **OR** **Passed 10+2 Science (with Mathematics as one of the Subjects)** **OR** **10+2 Science with Technical Vocational Subject.** **OR** **Passed 10th+ITI(2 years)** with appropriate Trade**in that order shall be eligible for admission to Second Year Diploma Course(s) of appropriate/analogous Programme (As per point no. 5.2). The ITIs/ITCs must be from Institutes located **only** in Delhi and affiliated to DGE&T/BTE, Delhi.

* For admission in various diploma courses, the candidate should have qualifications as per minimum eligibility criteria (with or without grace marks).

**ITI pass-outs of trades for which the entry level qualification for admission to ITI is VIII pass or the duration of ITI trade is less than TWO years shall not be considered for lateral entry.

NOTE: If a candidate has passed his / her qualifying exam from board other than CBSE or State board (India), it will be sole responsibility of the candidate to produce equivalence certificate (CBSE) of qualifying exam (10^{th}/12^{th} as applicable) at the time of Admission, failing which, the candidature will not be considered.

5.1 RULES FOR PREPARATION OF MERIT LIST

Group	Rules for Preparation of Merit List	Order of Priority in case of a Tie
Group-A	Aggregate marks* of Best of the 5 Subjects in the qualifying examination which must include Science, Mathematics and English. *Inclusive of Both Theory & Practical, wherever applicable.	• Candidates having more marks in Mathematics in Qualifying Exam shall rank higher. • In case of a further tie, the order of rank would be based on marks obtained in Science in the Qualifying Exam, • followed by marks obtained in English and • Then the Date of birth for drawing the merit list i.e. the candidate older in age shall rank higher.
Group-B	Aggregate marks of Best of 4 Subjects in the qualifying examination which must Include 1. English for MOP (English) 2. Hindi or Sanskrit form MOP (Hindi) 3. English for MOP (English) and Hindi/Sanskrit for MOP (Hindi)	• **For MOP (English):** o Candidates securing more marks in English in Qualifying Exam shall rank higher. o After that date of birth shall be considered i.e. the candidate older in age shall rank higher. • **For MOP (Hindi):** o Candidates securing more marks in Hindi/Sanskrit o After that date of birth shall be considered for drawing the merit list i.e. the candidate older in age shall rank higher.
Group-C	Aggregate of Best of 3 Subjects which must include Physics, Chemistry, Mathematics/ Biology	• Candidates having more marks in Chemistry • Followed by marks obtained in Physics • Followed by marks obtained in Biology/Mathematics • Then the Date of birth for drawing the merit list i.e. the candidate older in age shall rank higher.
Group-D	1. For 10+2 withPhysics, Chemistry, Mathematics /Biology: Percentage of Aggregate which Must Include Physics, Chemistry, Mathematics /Biology OR 2. For 10 + 2 Science with Mathematics: Percentage of Aggregate Marks which Must Include Mathematics OR 3. For 10 + 2 Science with Technical Vocational: Percentage of Aggregate Marks OR 4. For 10 + (2 Years ITI) with appropriate trade: Percentage of Aggregate Marks	• The Date of Birth shall be considered i.e. the candidate older in age shall rank higher. • In case of further tie, aggregate marks obtained in 10^{th} class shall be considered.

5.2 ANALOGOUS COURSES FOR ADMISSION IN SECOND YEAR / THIRD SEMESTER

2 YEARS ITI TRADES FOR WHICH MINIMUM QUALIFICATION IS 10TH PASS (with Mathematics and Science) under NCVT/SCVT	
TRADE	**ANALOGOUS DIPLOMA COURSES**
Mechanic Motor Vehicle, Automobile Sector (CoE). Instrument Mechanic, Ref. & Air-conditioning Mechanic, Draughtsman (Mechanical), Tool and Die Maker (Press Tools, Jigs and Fixtures), Tool & Die Maker (Die &Moulds), Turner, Fitter, Machinist, Machinist Grinder, Production and Mfg. Sector (CoE)* Tool & Die Maker, Press Tools, Jigs & Fixtures (DST), Fitter (DST), Machinist (DST)	Automobile Engineering. Mechanical Engineering, Mechanical Engineering (Maintenance Engineering), Production Engineering. Tool & Die Making
Electrician, Instrument Mechanic, Refrigeration & Air-conditioning Mechanic, Electrical Sector (CoE)*, Technician Power Electronics System	Electrical Engineering
Surveyor, Draughtsman (Civil)	Civil Engineering, Civil Engineering (Construction Technology), Architectural Assistantship, Civil Engineering (PHEE)
Radio and TV Mechanic, Instrument Mechanic, Mechanic Medical Electronics, Information Technology & Electronic Maintenance System, Electronics Mechanic, Technician Power Electronics System	Electronics & Communication Engineering, Digital Electronics, Medical Electronics
Information Technology (CoE)*, Information Technology, Information & Communication Technology System Maintenance	Information Technology Enabled Services & Management (ITES&M), Computer Engg.

* Those who have passed all the three examinations i.e., (1) Broad Based Basic Training (BBBT), (2) Advance Module, (3) Specialized Module, as certified by the industries in Information Technology sector, Production and Manufacturing Sector, Electrical Sector, and Automobile sector are eligible for admission under Lateral Entry Scheme

Abbreviations: CoE: Center of Excellence; DST- Dual System of Training

Note:

1 All the candidates will have to produce the proof of having acquired minimum prescribed qualification at the time of admission otherwise their candidature will be cancelled.

2 **Candidates,** who were **earlier expelled** or **rusticated** from any of the Institutes of Technology/Polytechnics/Institutes, **are not eligible** for fresh admission.

3 The subject "Science" is specific for the subjects of Physics, Chemistry and/or Biology /Natural Science but **does not include Home Science**, etc.

4 The criteria for deciding the State Code of Eligibility of the candidate for admission to diploma programmes, who have passed/appeared in the qualifying examination through National Institute of Open Schooling, will be the location of the **study centre (**school). The candidate must have got himself/herself registered with any school in Delhi for this purpose. The candidates who have passed/appeared in the qualifying examination through the schools located outside Delhi will be treated as outside Delhi candidates for admission for the year 2020-21.

5 The candidates who have passed their qualifying exam through Patrachar/Correspondence shall have to produce proof of study center with address for claim of the region for verifying the State of Eligibility (Delhi for Study Centre in Delhi and Outside Delhi for Study Centre Located Outside Delhi)

6 It will be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfill all conditions prescribed for admission.

7 The candidate must bring all documents in original and ONE set of self-attested copies on the date of reporting in the allotted Institute for verification purpose and final Admission Formalities.

8 In case Candidate fails to produce the Original Documents and copies of the same that were uploaded at the time of Online Registration/Online Application form for Admission to Diploma Programmes 2020-21, his/her Candidature will Stand Cancelled.

5.3 AGE LIMIT

Group and Category wise maximum age limit as on August 1, 2020.

Group	Gen. (Boys)	Gen. (Girls)	OBC(Boys)	OBC(Girls)	SC/ST/PWD(Boys)	SC/ST/PW(Girls)
A	21	23	24	26	26	28
B	24	30	27	30	29	35
C	24	30	27	30	29	35
D	24	30	27	30	29	35

Age limit for transgender is maximum upper age limit in each category

5.4 PHYSICAL FITNESS

All the students shall be required to submit a Medical Fitness Certificate from a Registered Medical Practitioner (Annexure- III) at the time of admission.

Note: Admission of the student shall stand cancelled, if any information supplied or document submitted is proved to be false/ fake at any stage even after admission.

5.5 SEAT ALLOCATION

Seat allocation shall be made according to the provision under Delhi Diploma Level Technical Education Institutions (Prohibition of Capitation Fee, regulation of admission, fixation of non-exploitative fee and other measures to ensure equity and excellence) Act 2007; Notification no. 161/12/ADMN/POI / DEP/2007/DDTE/ 520 dated 17 July 2007.

5.6 QUALIFYING EXAMINATION SCHOOL LOCATION (REGION)

Select the title Delhi, if you have passed your qualifying examination from a school located in Delhi. Select the title Outside Delhi, if you have passed your qualifying examination from a school located in NCR and Outside Delhi.

5.6.1 FOR GOVERNMENT INSTITUTES OF TECHNOLOGY/ POLYTECHNICS, GOVT. AIDED & GOVERNMENT SPONSORED INSTITUTES

85% of the total sanctioned intake of Government, Government aided and Government sponsored Institutions shall be **filled-up by candidates** who have passed the **qualifying examinations** from **schools located in Delhi.**

15% seats shall be filled-up by **candidates passing** the **qualifying examinations from the schools** located **in NCR and Outside Delhi.**

Regarding the criteria for deciding the Eligibility of the candidate for admission to diploma programme-2020**,** who have passed in the qualifying examination through Patrachar/Correspondence/Open School, may please refer Para 8(xiii)(a)**.**

5.6.2 PRIVATELY MANAGED SELF-FINANCING INSTITUTES

Qualifying examination school location (region) be the same as mentioned in Para 5.6.

6 RESERVATION

Reservations applicable in respect of Government, Government aided, Government sponsored and private self-financing Institutions for the academic year 2020-21 shall be as per the policy of the Delhi Government, which is described in following paragraphs. However, any changes notified by the Government authorities will be implemented as per procedures.

6.1 GOVERNMENT INSTITUTES OF TECHNOLOGY/POLYTECHNICS &GOVT. AIDED / GOVT. SPONSORED INSTITUTES

The proposed reservations in various categories during 2020-21 shall be as follows: -

6.1.1 SC Category: 15% seats of total sanctioned intake in each of Delhi and Outside Delhi quota in each course of each polytechnic / Institute for fresh admission are reserved for candidates belonging to Scheduled Caste.

6.1.2 ST Category: 7.5% seats of total sanctioned intake in each of Delhi and Outside Delhi quota in each course of each Institute of Technology/ Polytechnic / Institute for fresh admission are reserved for candidates belonging to Scheduled Tribe.

6.1.3 OBC Category: 27% seats of total sanctioned intake in each of Delhi and outside Delhi quota in each course of each Institute of Technology /Polytechnic / Institute for fresh admission are reserved for **OBC** candidates belonging to **NON-CREAMY LAYER.**

Horizontal and Vertical reservation shall be followed as per the policy of Government prevailing at the time of counseling.

NOTE 1:

a) For admission to a seat reserved for Scheduled Castes/Scheduled Tribes/OBCs, the candidate should produce a certificate in original at the time of admission/counselling from the approved district authority, indicating the Scheduled Caste/Tribe/OBC, to which the candidate belongs.

b) All reservations relating to SC/ST/OBC/DP/PWD/TFW etc. shall be applicable for Delhi and Outside Delhi students separately in respect of each discipline in each Institute.

c) **Reservation category certificate of candidate claiming reservation under Delhi category seats will be from the competent authority of Delhi jurisdiction.** Certificate of candidates claiming reservation against seats allocated for outside Delhi candidates, will have to furnish the certificate from the competent authority to establish their eligibility for reservation under the concerned reservation category.

d) A list of approved authorities is given below:

(i) District Magistrate / Additional District Magistrate / Deputy Commissioner / Collector / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate /Taluka Magistrate / Executive Magistrate / Assistant Commissioner.
(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
(iii) Revenue Officer not below the rank of Tehsildar.
(iv) Administrator / Secretary to Administrator / Development Officer (Lakshadweep &Minicoy Island).

NOTE 2:

a) Caste certificate in the name of the applicant from competent authority will have to be produced at the time of admission /counseling failing which the candidate will be considered under general category. In case of SC/ST certificate in father's name, admissions will be provisional. The candidate will have to produce caste certificate in the name of candidate within 03 months from the date of provisional admission.

b) **For availing reservation under OBC category in Delhi State, Delhi OBC list shall be considered.** Candidates passing qualifying examination from institutes located in Delhi and having OBC certificate from Outside Delhi shall be considered as Delhi General Candidate.

c) **The creamy layer amongst OBCs has been excluded from benefit of reservation from OBC category.**

d) **For availing reservation under OBC category candidate is required to bring OBC certificate from competent authority clearly indicating that he/she belongs to non – creamy layer. Statement of Family income for the previous year from all sources should**

also be mentioned in the certificate. The OBC (Non-Creamy Layer) certificate is to be issued on or after 1stAugust, 2019). If it is issued prior to 01-08-2019, it should be accompanied with Valid family Income certificate issued on or after 01-08-2019 from the competent authority mentioned in the list of approved authorities as mentioned above vide Note 1 (d).

6.1.4 **Person with Disabilities/Divyang (PWD)**: 5% seats of the sanctioned intake of each course in each polytechnic/ Institute in each of Delhi and Outside Delhi quota for fresh admission are reserved for Person with Disabilities/Divyang (PWD). A certificate of suitability as to whether the applicant is fit for undergoing the course applied for, has to be furnished from the **Vocational Rehabilitation Centre for Handicapped, 9-11 Vikas Marg, Karkardooma, Delhi–110092. (Annexure IV A- from Vocational Rehabilitation Centre for Handicapped)- before he/she fills in online choice submission for admission. Candidates, at their own interest, should ascertain from the VRC, identify the courses for which they will be eligible to apply. For dyslexia (Annexure IV B) Candidate** a certificate of suitability as to whether the applicant is fit for undergoing the course applied for has to be furnished from the competent authority/IHBAS(Institute of Human Behavior and Allied Sciences, Dilshad Garden, Delhi).

Further it is clarified that the allocation of reservation schemes for person with disability/Divyang (PWD Category) will be as follows:

(a) Blindness and low vision.
(b) Deaf and hard of hearing.
(c) Locomotor disability including cerebral palsy, leprosy cured dwarfism, acid attack victims and muscular dystrophy.
(d) Autism, intellectual disability, specific learning disability and mental illness;
(e) **Multiple disabilities from amongst person under clauses (a) to (d) including deaf-blindness.**

In addition to above reservation, under the Central Assistance Scheme for persons with disabilities, 25 seats {5 seats in Mechanical Engineering and 4 seats each in branches of Architectural Assistantship, Civil Engineering, Garment Fabrication Technology, Electrical Engineering, & Mechanical Engineering (Maintenance Engineering)} are available at **Aryabhatt Institute of Technology only**. **Candidates taking admission under this scheme will get their tuition fees waived off as directed by the MHRD.** Such candidate will, however pay **onetime refundable Security Deposit like** all other category candidates. Selection of the candidates shall be through the merit list prepared on the basis of aggregate marks (best five subjects) secured in qualifying examination.

6.1.5 **Defense Personnel**: 5% seats of sanctioned intake of each course in each Institute of Technology/Polytechnic for both Delhi and Outside Delhi quota, are reserved for widows / wards of Military / Para Military personnel (**CRPF, ITBP, BSF, CISF, NSG & Assam Rifles)** in the following order of preference:

Priority I - Widows/wards of Defense personnel killed in action.
Priority II – Wards of disabled in action and boarded out from service
Priority III - Widows/wards of Defense personnel who died while in service with death attributable to Military service.
Priority IV – Wards of disabled in service and boarded out with disability attributable to military service
Priority V – Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards:

i) Param Vir Chakra
ii) Ashok Chakra
iii) MahaVir Chakra
iv) Kirti Chakra
v) Vir Chakra
vi) Shaurya Chakra
vii) Sena, Nau Sena, Vayu Sena Medal

viii) **Mention-in-Dispatches**

Priority VI - Wards of ex-servicemen

Priority VII - Wives of:

i) Defense personnel disabled in action and boarded out from service

ii) Defense personnel disabled in service and boarded out with disability attributable to military service

iii) Ex-servicemen and serving personnel who are in receipt of Gallantry Awards

Priority VIII – Wards of Serving Personnel

Priority IX – Wives of Serving Personnel

Candidates seeking admission under Defense Personnel quota will have to get their candidature certified by any of the following authorities in the prescribed performa given at Annexure VI : -

I. Secretary, KendriyaSainik Board, Delhi.
II. Secretary, Rajya/ZilaSainik Board.
III. Officer-in-Charge, Record Office of concerned service for serving personnel.

1. **NCC Cadets**: 0.5% seats in this category are reserved on the basis of the merit among the National Cadet Corps (NCC) certificate holders of a given certificate level. Candidates with 'C' Certificate will be given higher priority over those candidates having 'B' certificate, who in-turn, will be given a higher priority over those with 'A' Certificate.

2. **Wards of persons with liability of transfer outside Delhi:** 0.5% seats of total sanctioned intake in a programme of study are reserved for the wards of employees working in the Government/Legislature/Judicial Services of Delhi and having liability for transfer outside Delhi.

6.2 RESERVATION IN PRIVATE SELF-FINANCING INSTITUTIONS

Proposed reservations in various categories during 2020-21 are stated under:

6.2.1 10% seats of total sanctioned intake in an unaided institution shall be allocated as management seats except the minority institution, namely GTB Polytechnic Institute, where reservation is available for Sikh Minority Students.

6.2.2 85% seats of total sanctioned intake, except the management seats, shall be allocated for Delhi students and the remaining 15% seats for the outside Delhi students.

6.2.3 **For Delhi candidates:** 17% seats for the candidates belonging to the **Scheduled Castes** category, 1% seats for the candidates belonging to the **Scheduled Tribes** category, 27% seats for candidates belonging to **Other Backward Classes** as notified by the Government.

6.2.4 **For outside Delhi candidates:** 15% seats for candidates belonging to the **Scheduled Castes** category, 7.5% seats for the candidates belonging to the **Scheduled Tribes** category, 27% seats for the **other backward classes**.

6.2.5 5% seats for PWD candidates (Persons with Disabilities/Divyang.)

6.2.6 5% of the seats under each programme of studies are reserved for Defense personnel. (Refer para 6.2.1.5).

6.2.7 0.5% for the candidates for the National Cadet Corps category.

Note: All Reservation shall be as per the Delhi Government policy at the time of counseling.

6.3 SUPERNUMERARY SEATS

6.3.1 Kashmiri Migrants and Kashmiri Pandit/Kashmiri Hindu Families (Non-Migrant) living in Kashmir Valley (As per MHRD letter no. F.No.3-4/2017-NER dated 15.10.2019)**:**

6.3.1.1 One seat, which will be supernumerary seat, is earmarked for Kashmiri migrants in each institute (Morning Shift only).

6.3.1.2 Admission will be based on merit list prepared as per merit preparation rules (at para 5.1 above) based on marks secured in qualifying examination.

6.3.1.3 First preference will be given to Kashmiri migrants registered in Delhi up to 11.6.2001.

6.3.1.4 Second preference will be given to Kashmiri migrants registered in Delhi After 11.6.2001.

6.3.1.5 Third Preference - Kashmiri Pandit/Kashmiri Hindu Families (Non-Migrant) living in Kashmir Valley.

6.3.1.6 Fourth Preference - Kashmiri migrants settled outside Delhi will be considered.

6.3.1.7 A certificate from the competent authority for getting admission against Kashmiri migrant quota is to be uploaded (May be required to be produced) by the candidates at the time of filling of Online Registration/Online Application form. Such a certificate should be issued by the concerned Deputy Commissioner of Delhi or the Competent Authority outside Delhi as per Annexure-VIII.

6.3.1.8 Photo Identity Card/Ration Card of the migrant must be uploaded (May be required to be produced) by the candidates at the time of filling of Online Registration/Online Application form.

6.3.1.9 Kashmiri Pandits/Kashmiri Hindu Families (Non-Migrants) living in the Kashmir Valley need to have the Domicile Certificate which need to be uploaded (May be required to be produced) by the candidates at the time of filling of Online Registration/Online Application form.

6.3.2 **Tuition Fee Waiver (TFW)**: 5% of sanctioned intake under TFW Scheme of AICTE, for candidates with family Income up to Rs. 8 Lakh per annum. The candidate should produce valid income certificate issued by competent authority on or after 01-08-2019(Annexure IX). Tuition fees for such candidates will be waived off for all subsequent semesters i.e. 3rd, 4th& 5th semesters and 6th semesters.

6.3.3 **Economically Weaker Section (EWS):** 10% of sanctioned intake under EWS Scheme of MHRD/AICTE, for candidates with family Income up to Rs. 8 Lakh per annum and assets as per the Family Income and Asset Certificate. The candidate should produce Valid Family Income & Asset certificate issued by competent authority on or after 01-08-2019(Annexure X).

6.4 ADDITIONAL INFORMATION REGARDING RESERVATION:

1. Reservation of seats will be as per the policy of the State Govt. and will be subject to any change/amendment made by the Government.
2. Any unfilled seat reserved for Scheduled Castes will be treated as reserved for Scheduled Tribes and vice-versa. The seats will be de-reserved for General Category only after exhausting the complete list of SC/ST candidates.
3. Any seat (reserved or general) remaining unfilled in Outside Delhi category will be transferred to Delhi seat of the same category. The order of conversion shall be Outside Delhi (Reserved Category)→Delhi (Reserved Category)→Outside Delhi (General)→ Delhi (General).
4. Any seat under reserved category remaining unfilled in Delhi category will be transferred to Delhi General Category during 3rdround of counseling.
5. Benefit of reservation shall be available only if the category to which a candidate belongs to as mentioned in the original application form. If nothing is mentioned by the candidate in the application form, he/she may not be considered to reserved category.
6. Any seats remaining unfilled under reserved category will be transferred to general category during the 3rd round of counseling.

6.5 SEAT DISTRIBUTION

Detailed seat distribution for Government, Government aided, Govt. sponsored and Private Polytechnics / Institutes for the academic year 2020-21 shall be as per the reservation for different categories.

7. ONLINE APPLICATION FORM PARTICULARS

The Candidates can register for Online Admission by filling in application form online through accessing the website https://delhidiploma.admissions.nic.in from any internet access point.

7.1 Availability of Information Bulletin for Admission to Diploma Programmes on the Website.

A copy of the Information Bulletincan be seen on and downloaded from the website **http://tte.delhi.gov.in, &https://delhidiploma.admissions.nic.in**

8. GUIDELINES FOR FILLING-IN THE ONLINE APPLICATION FORM

i. The candidates can register for online admission from any of the internet access points through the Website **https://delhidiploma.admissions.nic.in.**

ii. The Registration form should be filled-up carefully in ENGLISH language only as per the instructions. Mobile number and Email id accessible to the candidate (CANDIDATE/PARENT),should be filled in registration form for all future communication.

iii. Separate application form is to be filled for admission to each Group of course(s).

iv. Select Group of Course(s) you intend to apply, from Group A, Group B, Group C & Group D.

v. For Registration, the candidate will have to click the "NEW REGISTRATION" button available on the home page of the admission portal. An Application number will be generated after successful submission of registration form.

vi. The Registration form should be filled-up carefully as per the instructions provided in the Information Bulletin.

vii. Name of candidate, Father's Name, Mother's Name and Date of Birth must be written as given in School's/Board's Certificate. (Scanned Image of the Qualifying Marks sheet is Required to be Uploaded).

viii. The candidate has to remember the application number allotted and password created/entered during the registration.

ix. Candidate is required to Complete the process of Filling in on-line application form in the following sections:

   a. Registration Details
   b. Application Form
   c. Qualification Details
   d. Contact Details
   e. Upload Document Images
   f. Preview and Final Submit.
   g. Registration Fee Payment

x. After Final Submit, candidate will be required to pay the registration fees from the "FEE PAYMENT" link and select "Pay Registration fee" option and then select "Make Payment" option and then select the mode of payment from the window of On Line Portal and pay the Registration Fees of Rs. 200/- (+ Bank/Gateway charges as applicable) by Credit Card, Debit Card, Debit+ ATM Card or Internet Banking.

xi. Candidate is required to verify the Mobile Number and E-Mail Id from "Verify Email Id & Mobile No." link.

xii. The Candidate is Advised to take a printout of the duly filled Application form for future reference.

xiii. While filling the Application form following details may be noted:

   a. Select the Region Carefully.
      i. "Region" in the Registration form must be filled-up. If you have passed your qualifying exam from a School located in Delhi, then and only then Select

region as Delhi.

ii. Select "Outside Delhi" if you have passed your qualifying examination from a school located outside Delhi.

iii. If Candidate has passed qualifying exam from National Institute of Open Schooling (NIOS), the state of location of the study centre (school) will be considered as the region/state of the candidate.

iv. The candidates who have passed qualifying examination through distance education/open education system of any recognized board/university will have to upload a proof issued by the respective board/ university regarding his /her study center being located in Delhi for claiming seats under Delhi region seats.

v. In case of NIOS/Distance Education Candidate must UPLOAD HIS/HER IDENTITY CARD OF STUDY CENTRE, STATING NAME & ADDRESS ALONG WITH THE MARK SHEET.

vi. The candidates who have passed in the qualifying examination through the schools located outside Delhi will be treated as **Outside Delhi** candidates for admission.

vii. If candidate fails to upload the proof regarding his/her study center (for NIOS & Distance Education) then the candidate would be considered for seats under outside Delhi quota.

b. **Category:** While filling category other than General, you need to have necessary certificate, certifying your category, issued by the Competent Authority as mentioned at point 6 above.

c. **In case of OBC Category**:

i. The OBC (Non-Creamy Layer) certificate should have been issued on or after 1st August, 2019.

ii. If it is issued prior to 01-08-2019, it should be accompanied with Valid family Income certificate issued on or after 01-08-2019 from the competent authority mentioned in the list of approved authorities.

d. **In case of PWD Category:**

i. Divyang candidates must fill choices in the Branch/Course in which they are certified as fit for undergoing the Branch/Course by NCS(Formerly VRC 9-11 Vikas Marg, Karkardooma, Delhi) or IHBAS. (As per Point 6.1.4)

ii. If due to wrong filling of choices a seat is allotted to the divyang candidate in which he/she is not fit for trade, then the same would get cancelled and candidate would be responsible for the same**. (Scanned Image of the Certificate issued is required to be Uploaded)**

e. **In case of Defense category:** Candidate is required to upload the relevant document in respect of his/her claim as per the priority.

f. **In case of EWS (General-EWS) Category:** Candidate is required to Submit the Income and Asset Certificate as per Annexure X from the competent Authority, at the time of filling of application form.

g. **In case of TFW Category:** Candidate is required to Submit the Income Certificate as per Annexure IX from the competent Authority, at the time of filling of application form.

xiv. Candidates are advised to go through the Information Bulletin carefully and acquaint themselves with all requirements before filling the application form for admission to Diploma Programmes-2020-21.

xv. It will be the sole responsibility of the candidate to make ensure that he/she is eligible to apply and fulfils all the conditions prescribed for the admission.

xvi. If ineligibility of the candidate is detected at any stage, his/her candidature/admission will be cancelled without any notice.

xvii. **In case a Candidate found to be using unfair means/forged documents during the admission process his/her candidature/admission will be cancelled without any notice, Disciplinary action will also be taken against him/her and entire fee may also be forfeited.**

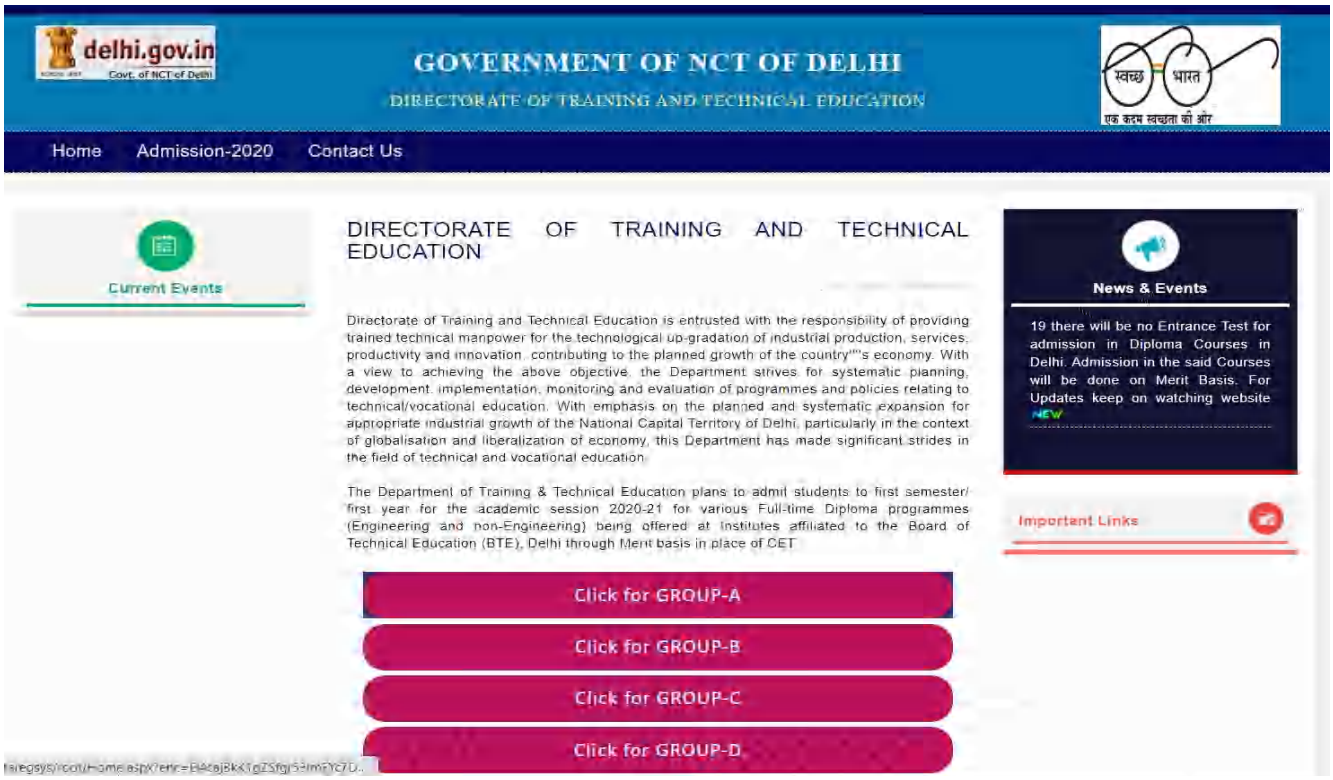
xviii. **It is the sole responsibility of the candidate to Fill the Marks and other details in the application form accurately and also upload the relevant documents.**

9. ONLINE SUBMISSION OF APPLICATION FORM

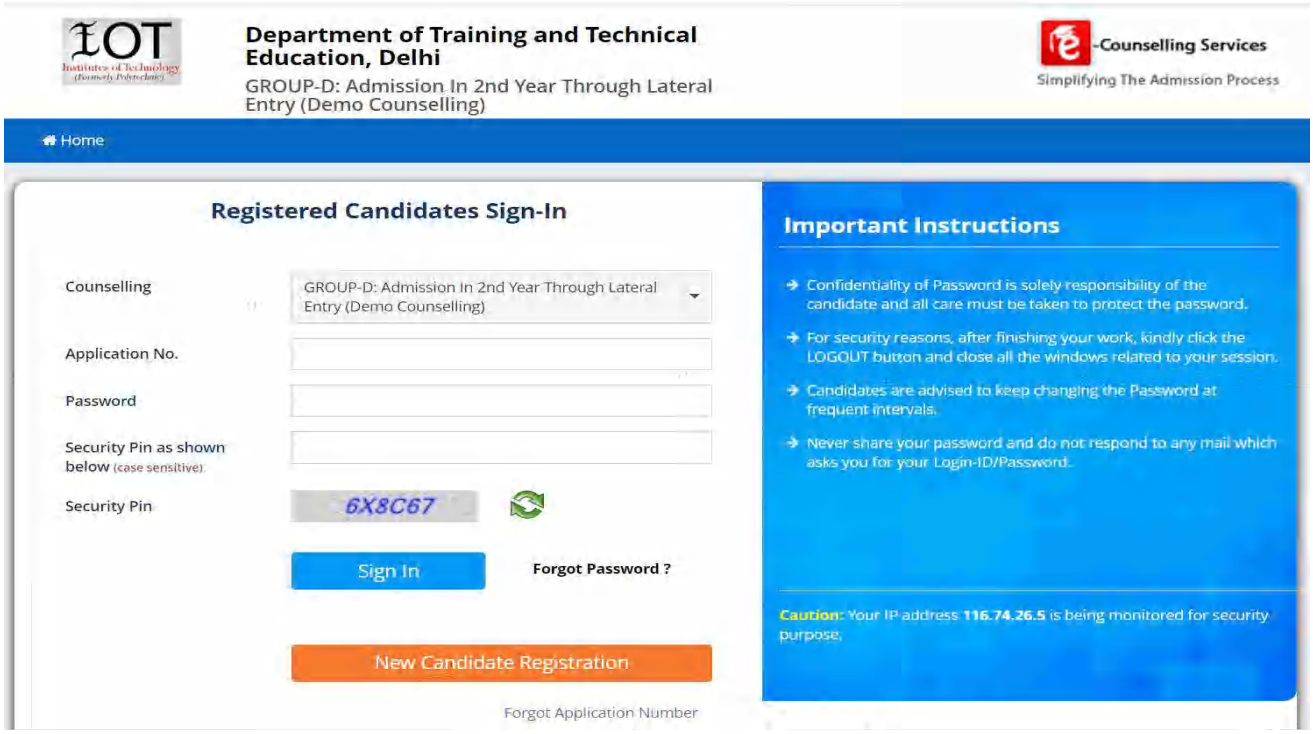
Application form for admission to diploma programmes are required to be filled online. From can be accessed through websitehttps://delhidiploma.admissions.nic.in using internet. Screenshots of the form are as follows. Changes, if any, will be intimated through website. Candidates must fill in all the mandatory fields to apply online. The website pages are as follows:

9.1. Click on <<Apply *for Diploma Admission-2020*>> for applying.

9.2 Click GROUP **A or B or C or D** of your Choice. Check your Eligibility before applying for any GROUP of Courses.

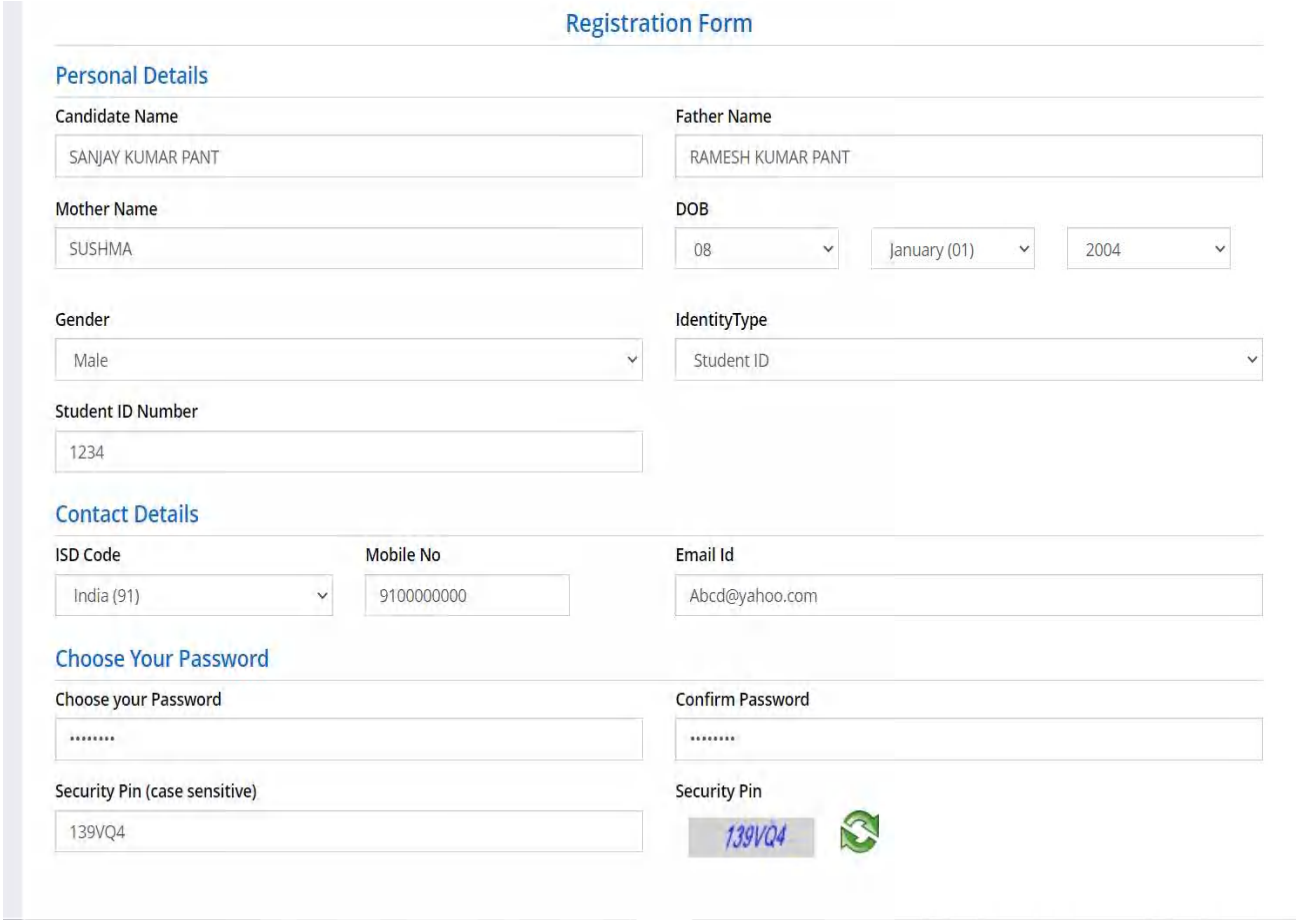


9.3 click on <<NEW CANDIDATE REGISTRATION>> button for new registration and If you are already registered, then Write your Application Number as Login ID and your Password and Security Pin as shown and Click on <<SIGN IN>> button to complete remain steps of application form.



9.4 STEP 1: Online Registration Form

(Complete Registration Form and generate application number and Password for future use.)



Instructions to fill in the online Registration Form:

(i) **Candidate's Name (As per 10th marksheet/certificate)**
Example: If your name is **SANJAY KUMAR PANT**. **as per 10th marksheet/certificate, please fill up in the Candidate Name**

(ii) **Father's Name (As per 10th marksheet/certificate**)
Example: If name of your Father/Guardian is "RAMESH KUMAR PANT" **as per 10th Marksheet/certificate, please fill up in the blank space Father Name**

(iii) **Mother's Name(As per 10th marksheet/certificate)**
Example: If your Mother name is SUSHMA. **as per 10th marksheet/certificate, please fill up in the blank space Mother name**

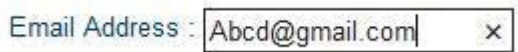
(iv) **Date of Birth: The date, month and year of birth should be written as given in the class 10th/Secondary School/High School Certificate of the Board.**

(v) **Gender:** Select the appropriate option as **Male** or **Female** or **Transgender**.

(vi) **Identity Type** : Select any identity Type e.g Adhar Card, School ID card or any Govt. approved ID card and enter the Identity card Number in the column.

(vii) **MOBILE NUMBER:** Provide your mobile number on which you can be contacted or messages to be sent. (It should be of 10 digits)
Example: If your mobile number is 9100000000, please fill up the space provided

(viii) **Email Address:**Provide your valid email address so that you can be communicate or messages to be sent.



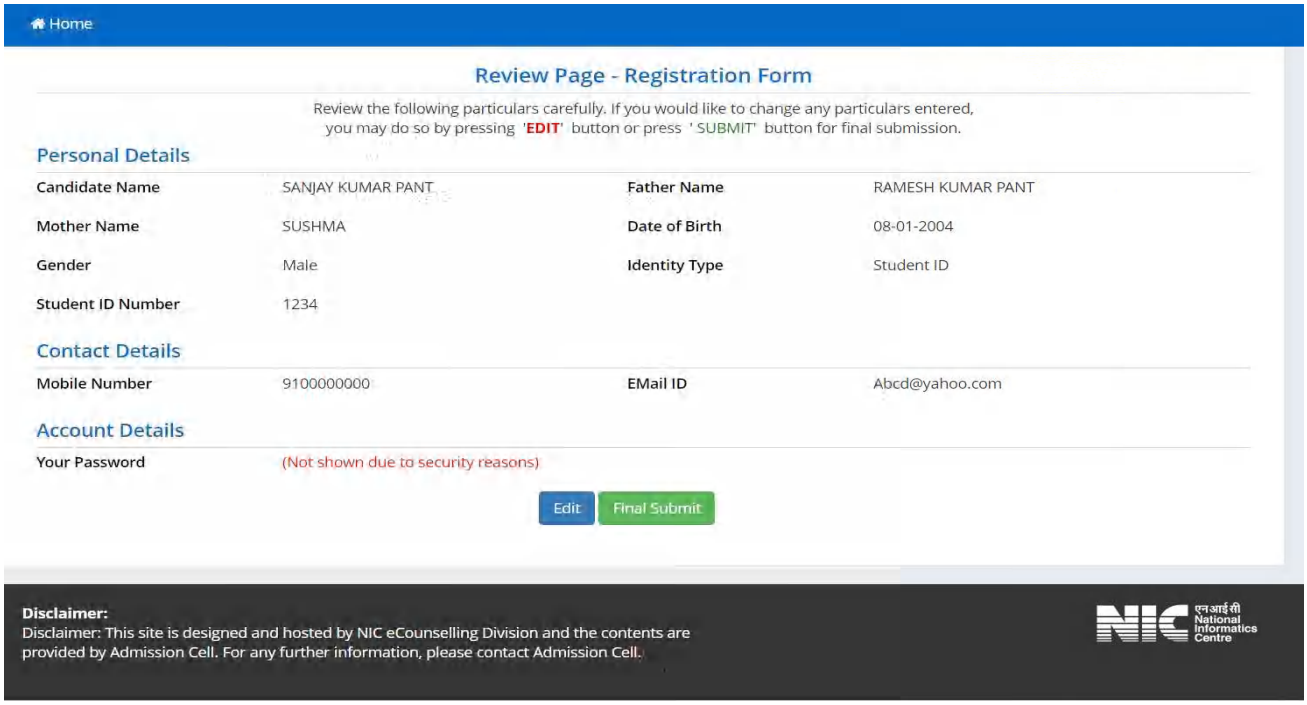
Example: If your email address is Abcd@gmail.com, Please fill up in the space provided for.
Note: All fields are Mandatory except mentioned optional.

(ix) Instruction for Choosing **PASSWORD**

Choose Password: The candidate will be required to generate the 'PASSWORD '. He/She is advised to keep password generated by him/her secured during Online Registration as it can be misused. Maintaining the secrecy of the password will be the sole responsibility of the candidate. CAO-2020 will not be responsible for any misuse of the password.

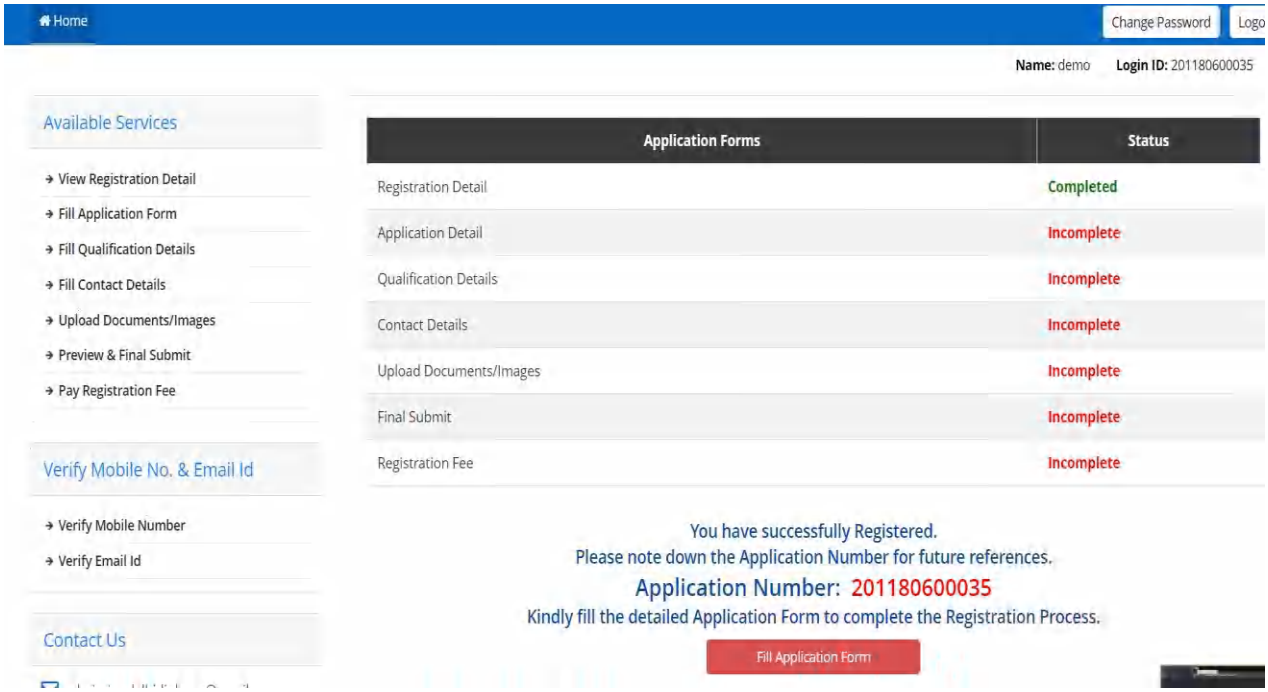
(x) **SECURITY PIN:** Please enter the value in as you see in the image and proceed to SUBMIT button.

After clicking <<SUBMIT>> button following preview screen will appear. Read the filled data carefully. After filling/editing Registration form, Select<<FINAL SUBMIT>> to proceed next.



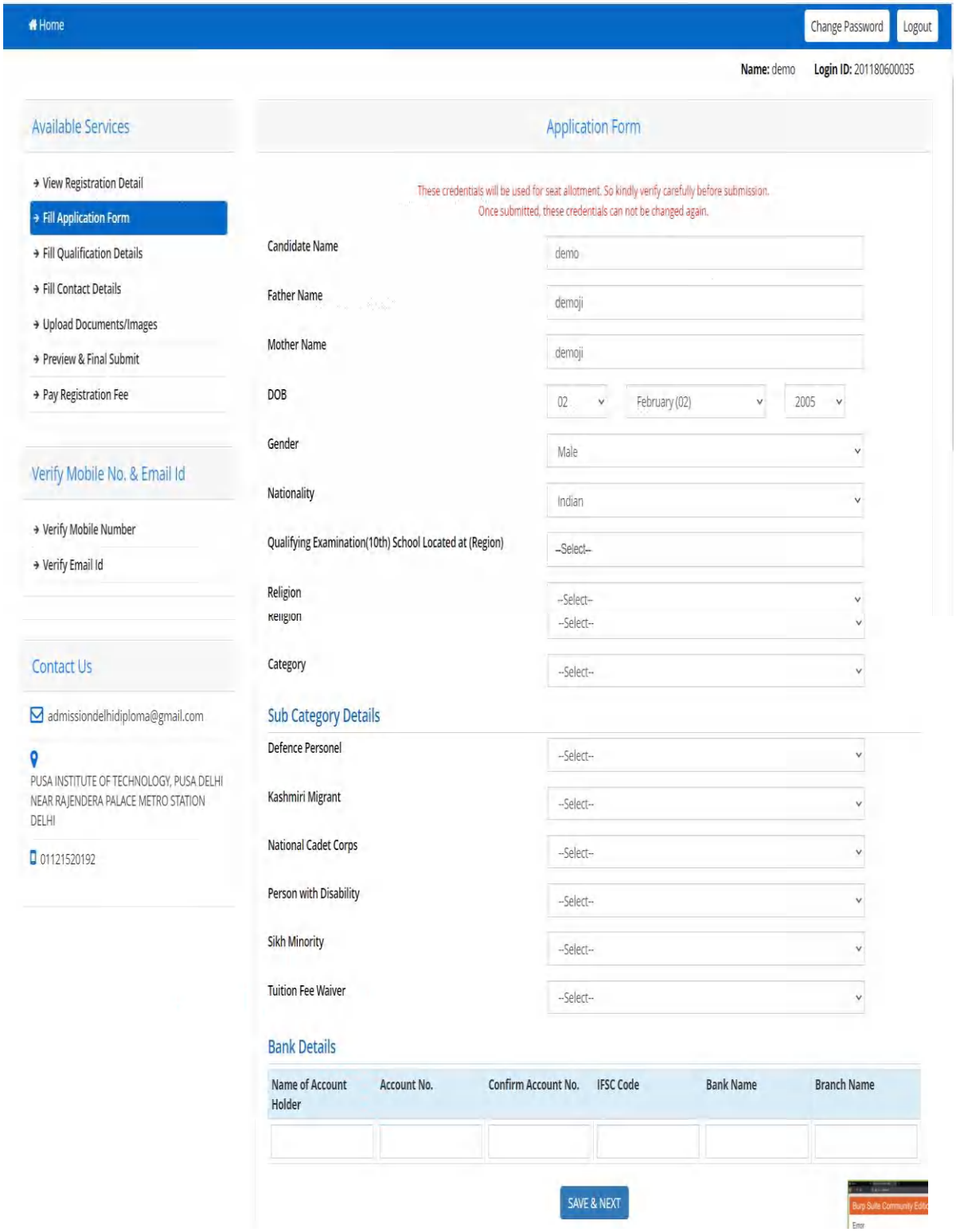
9.5 STEP 2: FILL APPLICATION FORM

Choose "**FILL APPLICATION FORM**" Button from the FOLLOWING WINDOW to fill application form.



Note : At this stage note down the Application Number for the future use and complete the remain steps of application.

It shows some already entered information and required to enter other information as shown in the window below:



(i) Nationality: If your nationality is Indian, select "**INDIAN"**. If your nationality is not Indian, select "OTHERS"

(ii) Qualifying Exam School Located: Select the title "**Delhi**", if you have passed your qualifying examination from a school located in Delhi. Select the title "**Outside Delhi**", if you have passed your qualifying examination from a school located in NCR and Outside Delhi.

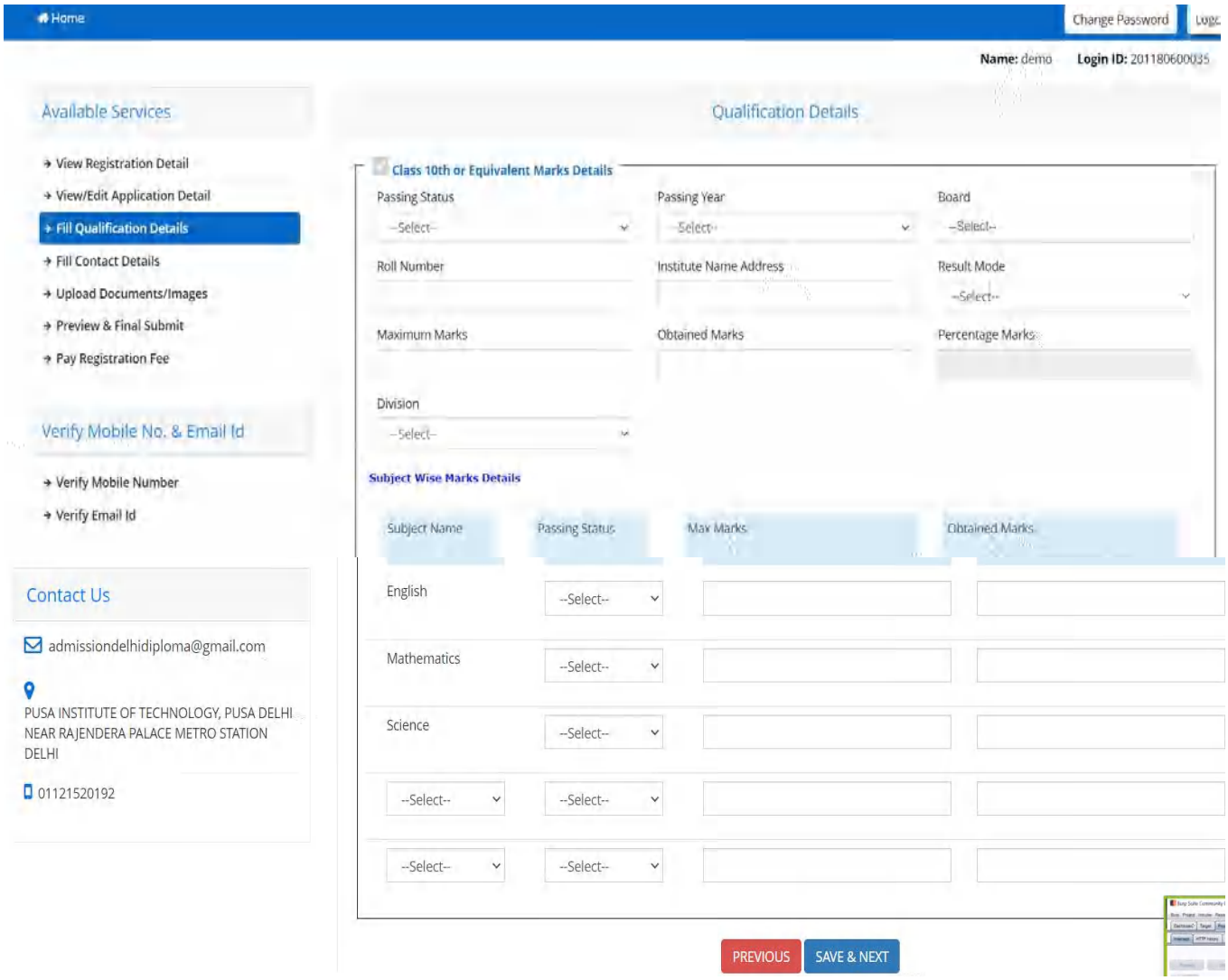
(iii) Religion: Select the appropriate religion. For example, if your religion is Hindu, select the appropriate title "HINDUISM".

(iv) Category: Select the appropriate categories like **GN, SC, ST, OBC & EWS**.
Example: If the category is "General"

(v) Subcategory: Choose the appropriate Subcategories like **NCC, DP, PWD, JK, and TFW**. Click **YES** if you belong to any of these subcategories, otherwise select **NO** option.

(vi) Bank Detail: Enter the Bank Detail of the Candidate for refund of fees as applicable during cancellation of admission. The One Time Registration Fees and One Time Counselling Fees is NOT REFUNDABLE.
After entering all information check all the information are correct and the Press **<<SAVE&NEXT>>** Button to proceed

9.6 STEP 3: QUALIFICATION DETAILS:



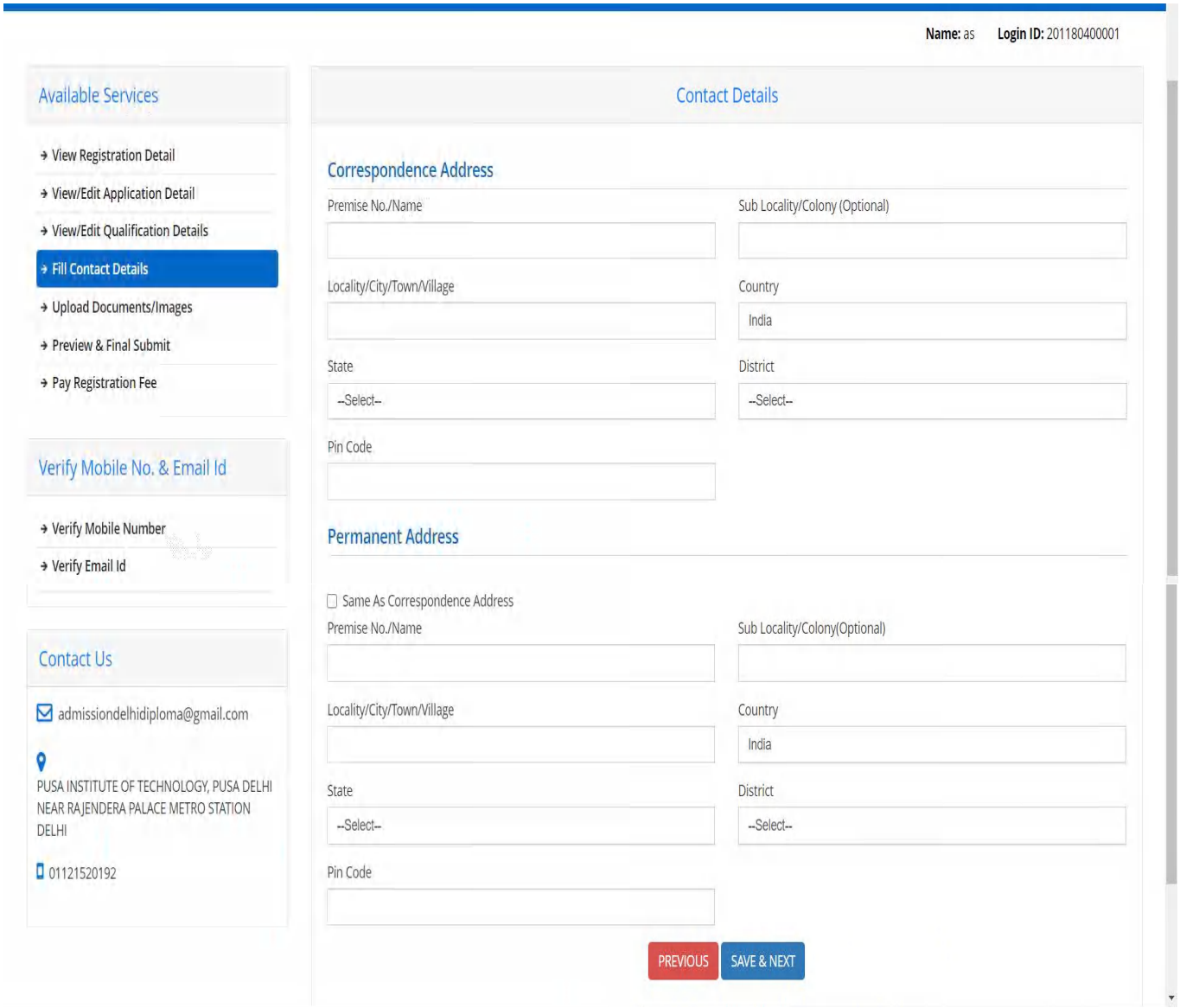
Choose the appropriate qualification based on the **GROUP** selected. Select the Title "PASSED" Enter all the required detail in the Column mentioned above.
BOARD OF QUALIFYING EXAM: Select the appropriate Board of qualifying exam. (List of Valid Boards is available in the Drop Box)
Example: If you have passed the qualifying examination from CBSE, select the title "CBSE"

Enter Subject Marks: In the above enter the Maximum Marks and Marks obtained in the mentioned Subjects. Candidate should fill in the year of passing and aggregate percentage of marks/grade of all the qualification(s) applicable to him/her. If a candidate has passed 10th class, he/she should fill in the year of passing as well as aggregate of percentage of marks/grade obtained in 10th class.
Candidates are required to fill marks of the subject as per requirement of the group.

9.7 STEP4: CONTACT DETAIL:

Filling Address, **locality,** name of city/town/village, district, state, pin code.

Example: If your address is No 61 Pocket D Moti Bagh New Delhi.



9.8 STEP 5: UPLOAD IMAGES

Upload Scanned clear, Readable and colored Images of Photograph, Signature, Crossed Cheque and Documents:

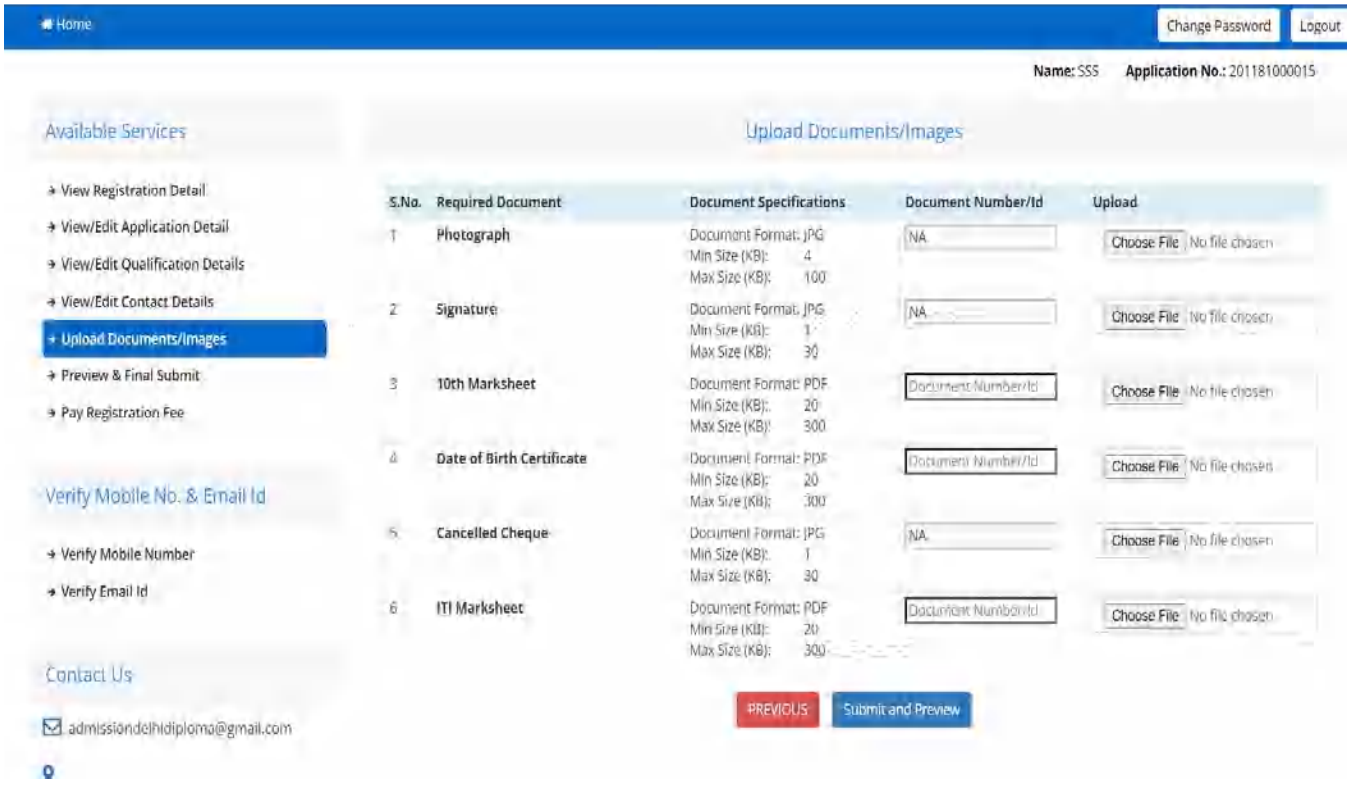
9.8.1 The scanned images of photograph, and Signature and in jpg/jpeg format only.

- Size of the photo image must be greater than 4 kb and less than 100 kb. Color Photograph Clearly showing FACE in Center and Both Ears should be clearly Seen. NO Cap or Hat of Any short should be used photograph.
- Size of the signature image must be greater than 1 kb and less than 30 kb.
- Size of the Crossed/ cancelled Cheque image must be greater than 1 kb and less than 30 kb.
- Dimension of the photograph image should be 5.5 cm(width) x 7.5 cm(Height) only.
- Dimension of the signature image should be 3.5 cm(length) x 1.5 cm(Height) only.

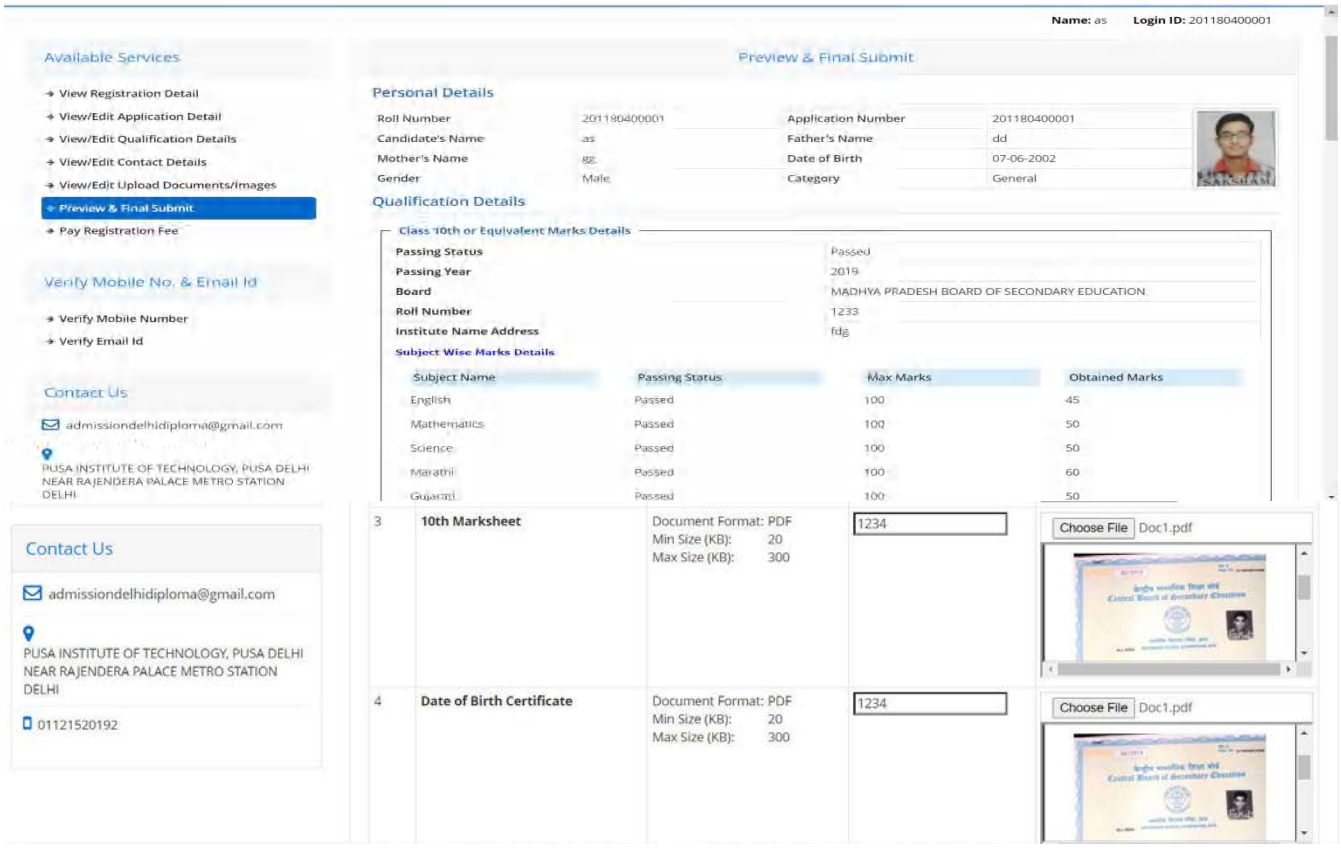
- Dimension of Crossed /cancelled Cheque image should be 3.5 cm (length) x 1.5 cm (Height) only.

9.8.2 The scanned Documents should be in PDF format only.

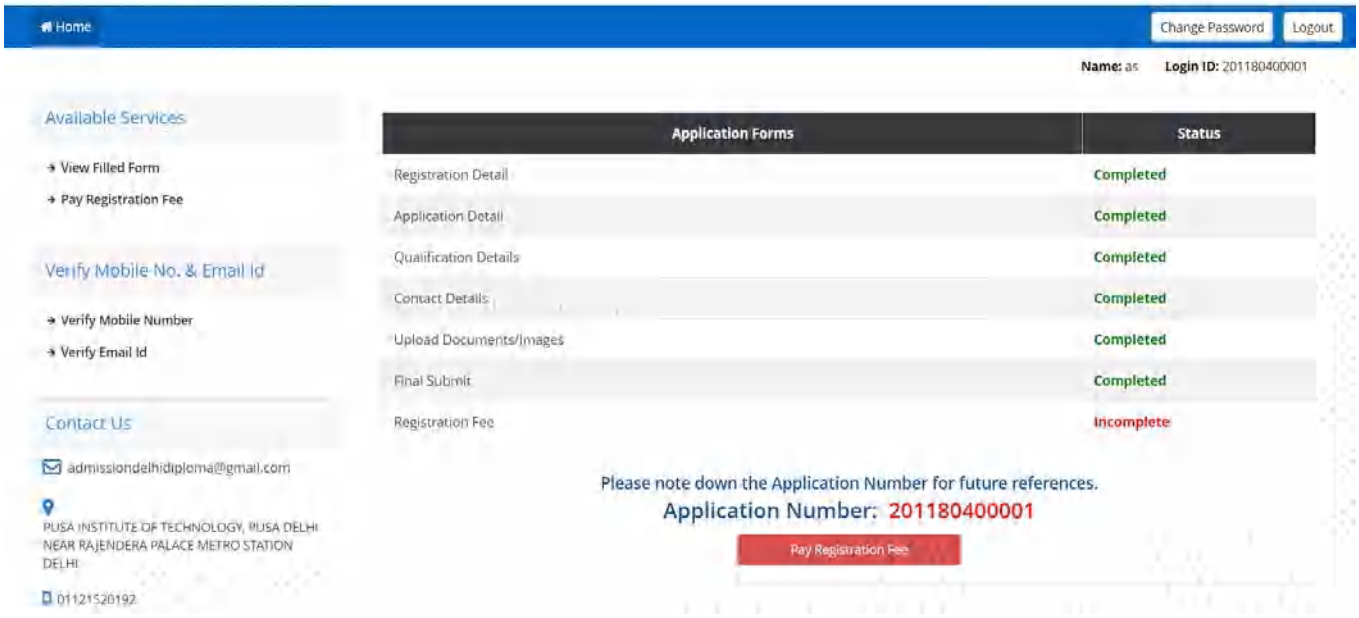
- Size of the PDF documents must be greater than 20 kb and less than 300 kb.
- All documents (as mentioned/applicable) has to be uploaded as color scan of original document only and has to be readable.
- Scan of copy/photo copy of the document will not be accepted.

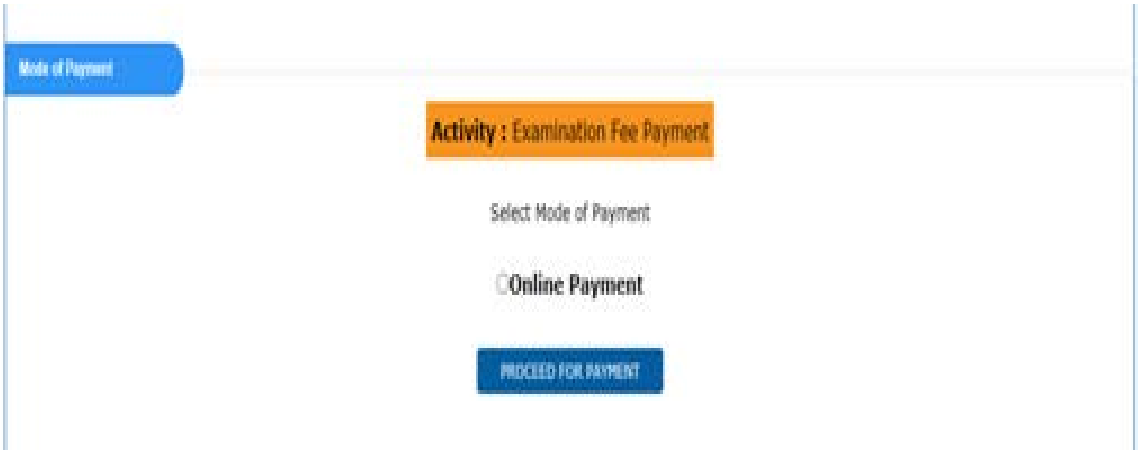


9.9 STEP 6: Preview and Final Submission



9.10 STEP 7: Pay Registration Fee: After selecting, <<**PAY REGISTRTION FEE**>> you will get payment window as follows:





Click the Check box for "Online Payment" and then click on "PROCEED FOR PAYMENT" for online payment of fee following steps. After successful payment of fee, your online application form submission is completed and you can get printout of payment receipt.
After making payment you will get the Registration page, take printout of the Registration page for future correspondence.

Note: **Editing of Submitted Application**:

Editing of application is allowed until the final document verification. In the Edit facility, the candidate will be able to edit all the information provided earlier at the time of submission of online application form except the "**Name of the Candidate, Name of Father's/Mother's Name and Group Number**".

9.11 Verification step:

(i) All data filled and documents uploaded by you will be checked by verifying officers.
(ii) If discrepancy is found, it will be communicated to candidate through e-mail filled during registration process and messages will be sent on registered mobile number in order to rectify it on or before closing date & time of registration process.
(iii) In case the correction/rectification is not done in the stipulated time, the claim for candidature shall stand cancelled.
(iv) After completion of verification, message and email will be sent to the candidate. Candidate may check the status in his/her login.
(v) After completion of verification, marks of eligible candidates will be considered for preparation of merit list as per the norms mentioned at para no. 5.1 of Information Bulletin.
(vi) Merit list will be uploaded tentatively after One week of completion of Registration process.

9.13 After the display of Merit List, counselling process will start. Tentative schedule is given at Annexure I.

10. PREPARATION OF MERIT LIST

All admissions shall be made on the ranks generated on the basis of marks obtained in the Qualifying Exam. A merit list will be prepared for each Group of courses and published on the Webportal. For details of rules for preparation of Merit List, Refer to Point No 5.1 in the Information Bulletin.

11. WEB BASED COUNSELLING & ADMISSION

Tentative counselling schedule is given in Annexure I. In the event of any change, the same will be notified on the counseling website https://delhidiploma.admissions.nic.in. **Candidates are advised to check the website regularly. No separate communication will be sent in this regard.**

12 COUNSELLING PROCEDURE

General Instructions

1. The detailed instructions about the online counselling shall be available on the website https://delhidiploma.admissions.nic.in**.** Candidates are advised to go through the details thoroughly at the website before registration for counselling. All the admission related information shall be available before the start of the online counselling. Aspirants / candidates should keep seeing the website regularly in this regard.
2. The candidates must read the conditions of eligibility as given in the Information Bulletin carefully and must satisfy themselves regarding their eligibility for admission in various programmes before registering online for counselling and submitting the Counselling fees (Non-Refundable).
3. **It is the sole responsibility of the candidate to ensure that they fulfill the minimum eligibility criteria in the programme/course they seek admission, the correctness of the details filled with respect to region, category, sub-category or any other such details for allotment of seat. If at any stage of admission procedure, the information furnished by the candidate is found to be incorrect or untrue, the admission to the programme/course shall be cancelled and the fees will be forfeited.**
4. In order to avoid last minute rush, the candidates are advised to apply as early as possible. **The Chief Admission Officer and his team will not be responsible for network problems or any other problem of such nature for online submission during the last minute.**
5. **Candidate has to submit willingness on whether he/she wants to freeze the allotted seat or wish to go for next round of counselling to get the better seat. Willingness can be given by selecting:**
    - **a.** Floating (Yes- Upgradation): Implies the candidate's willingness to be considered for all the higher preferred choices across the Institutes for further rounds of seat allotment.
    - b. Freezing (No - Upgradation): Implies the candidate's willingness to accept and remain with the programme and the Institute allotted to her/him.
6. In case a candidate opts for up-gradation in the next round of counseling and he/she gets the updated choice during up-gradation, already allotted seat in the previous round of counseling will automatically stands cancelled.
7. The detailed rules and procedures of the counselling/admission shall be notified at the time of start of counselling process. This Information Bulletin shall be treated only as a general guideline.

12.1 FIRST COUNSELLING

STEP 1: - SUBMISSION OF COUNSELLING FEE

All candidate in the Merit List if interested to participate in Counselling will have to deposit **one-time counselling fee of Rs. 700/- (Non-refundable) plus bank charges as applicable. The payment has to be done by digital mode/Online Mode Only.**

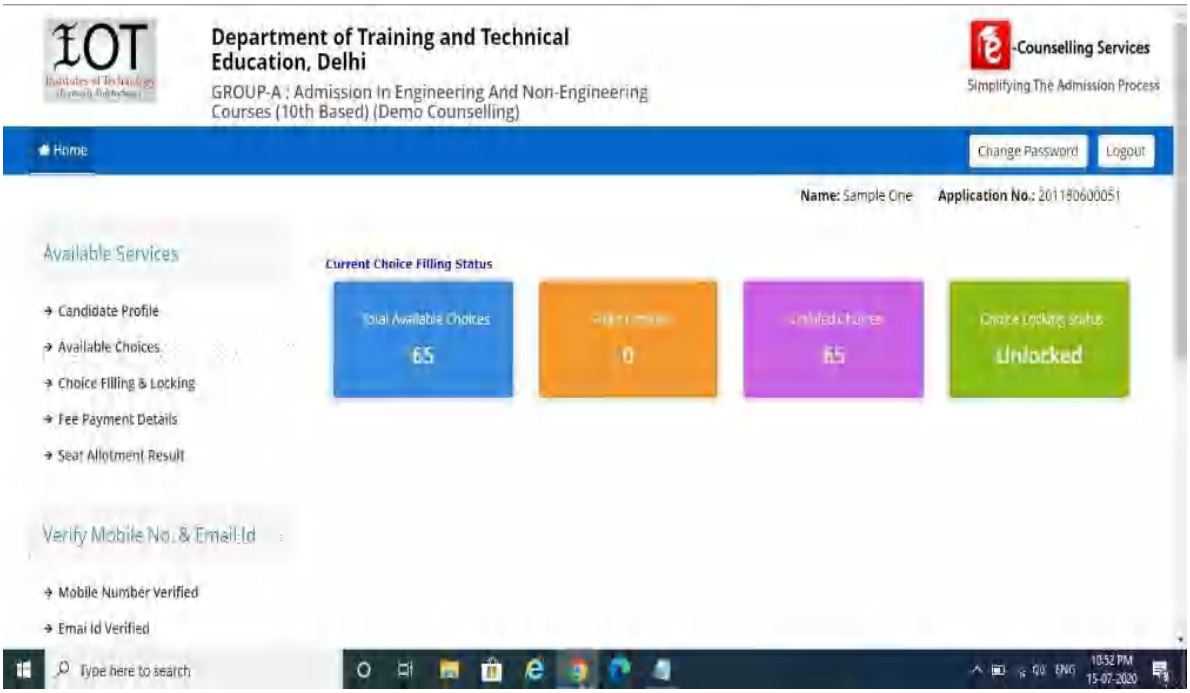
P**ayment by Digital Mode:** The candidate has to select Debit Card /Credit card/ Net Banking etc. option to pay the Counselling fee for Admission and follow the given instructions regarding deposit of the fee. After successful payment, candidate will be able to print the Confirmation Fee Receipt Page.

STEP-2: - ONLINE CHOICE SUBMISSION (Please visit new choice filling module)

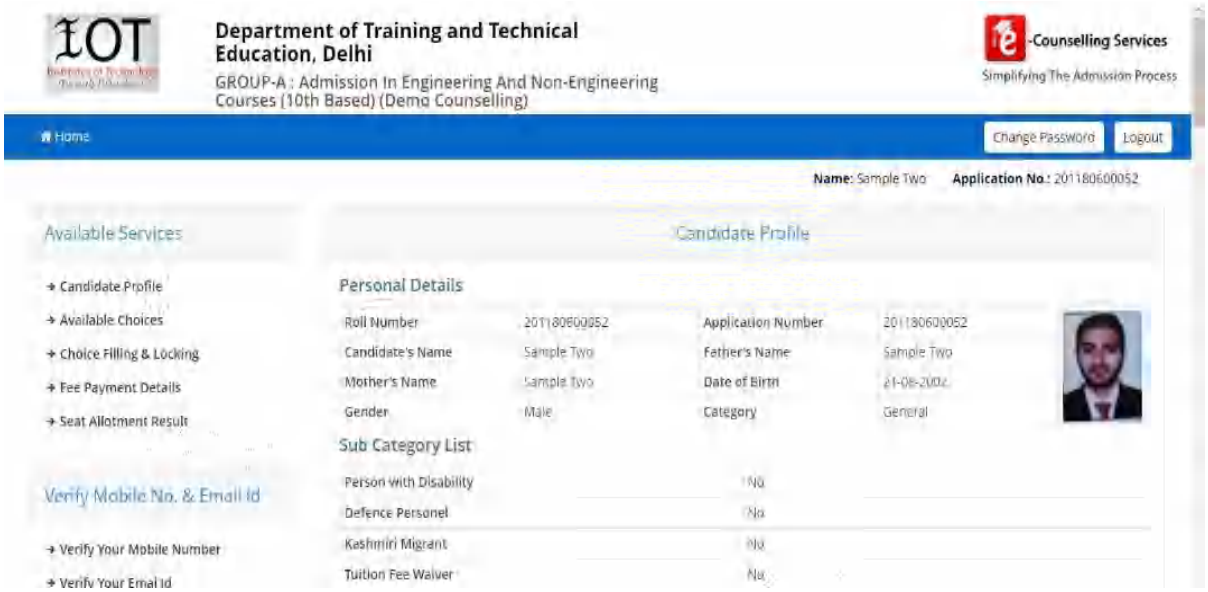
Only Successfully Registered and Eligible candidate will be allowed for Online Choice Submission.

1. Candidate is required to login to the Admission portal through the Website - https://delhidiploma.admissions.nic.in from any of the internet access points using the application number and the password created at the time of Registration and Online Application form filling.
2. After Logging in, the current choice filling status is shown.
    a. Total Available Choices
    b. Filled Choices
    c. Unfilled Choices

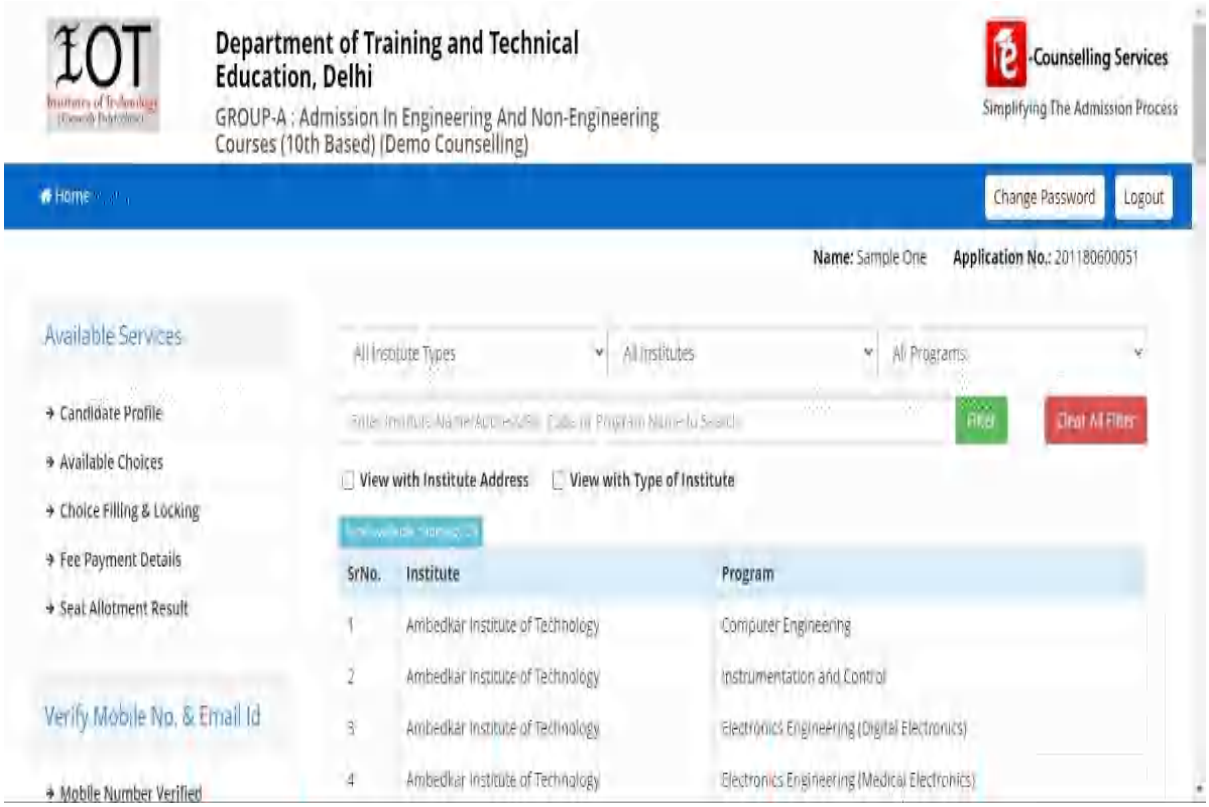
d. Choice Locking Status



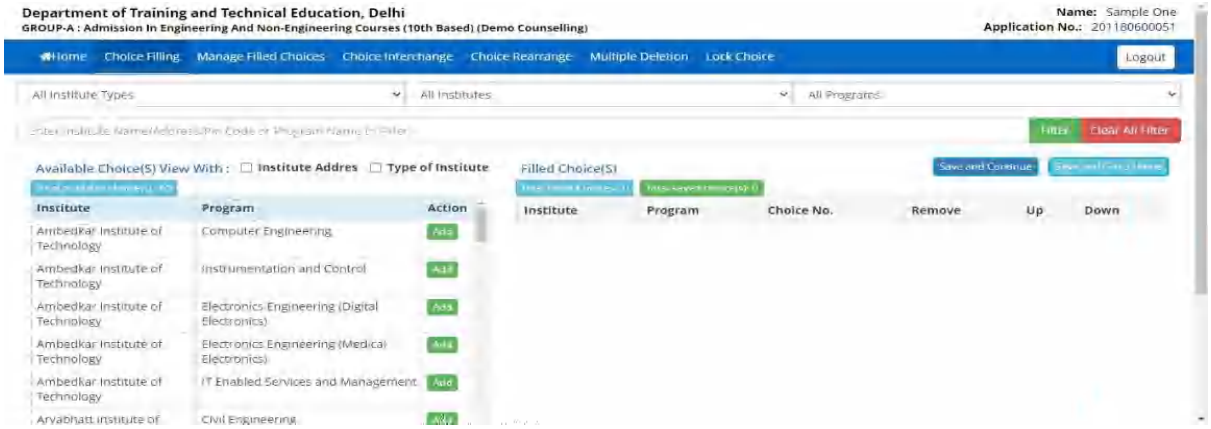
3. Here the candidate is advised and encouraged to give maximum number of choices in the order of preference in his/her own interest so as to have brighter chances of securing a seat.
4. Candidate can click on <<Candidate Profile>> to see the details filled by the candidate at the time of Registration.



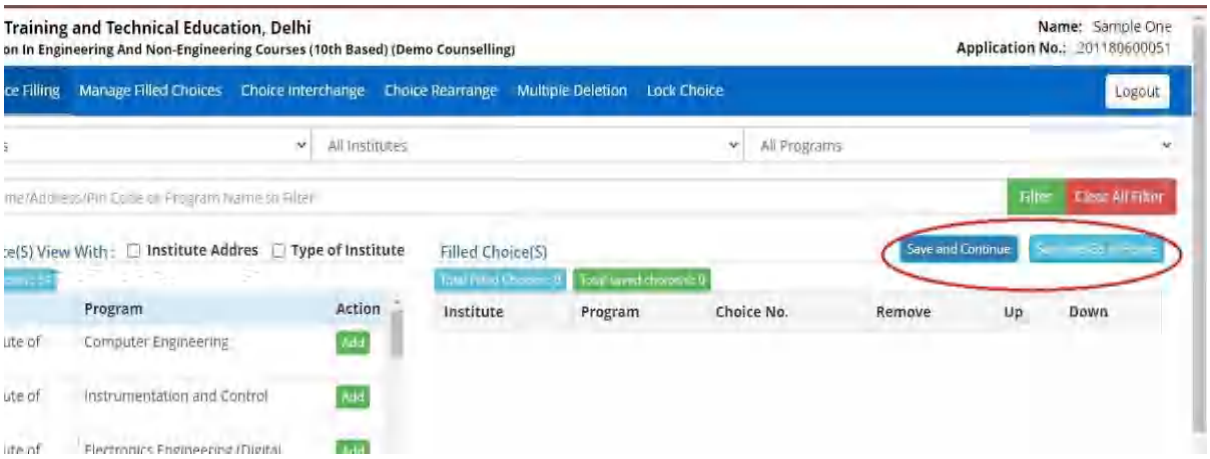
5. Candidate can click on <<Available Choices>> to see the details of available choices. Candidate can see the choices those are available to him/her on the basis of credentials like Test, Region, Category, Sub-category. Candidate can filter the available choices on the basis of Type of Institute, Specific Institute, Programs/Courses, Address/Area/Pin Code.



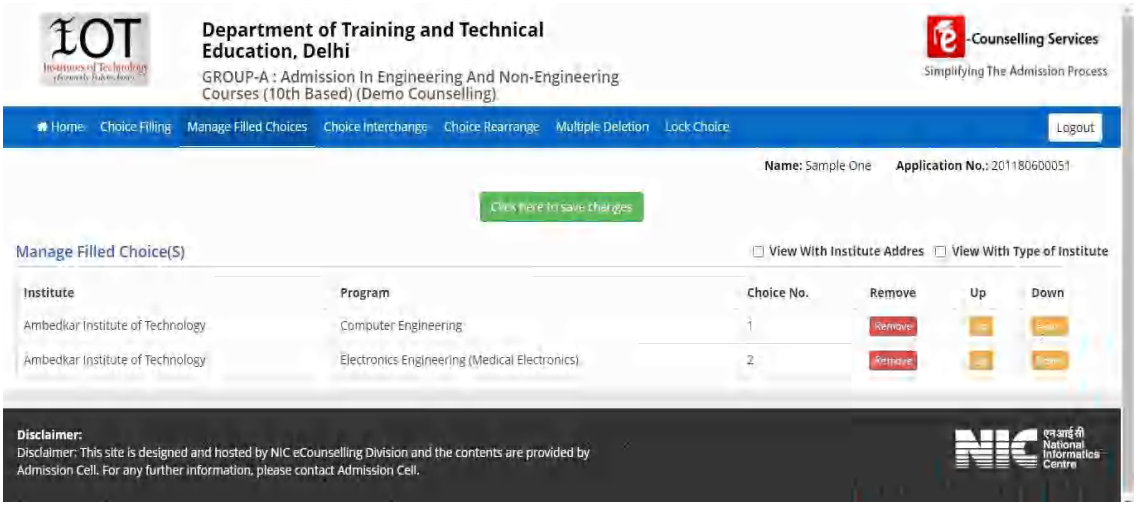
6. On Clicking <<Choice Filling & Locking>> the available choices specific to the candidate will be displayed on the left side frame and on clicking the "**Add button**", it will be removed from the left frame (Available Choices) and will be added into the right frame (Filled Choices). Here, the candidate can move the choices, delete the choices, interchange the choices, modify and rearrange the choices as per his/her preference.



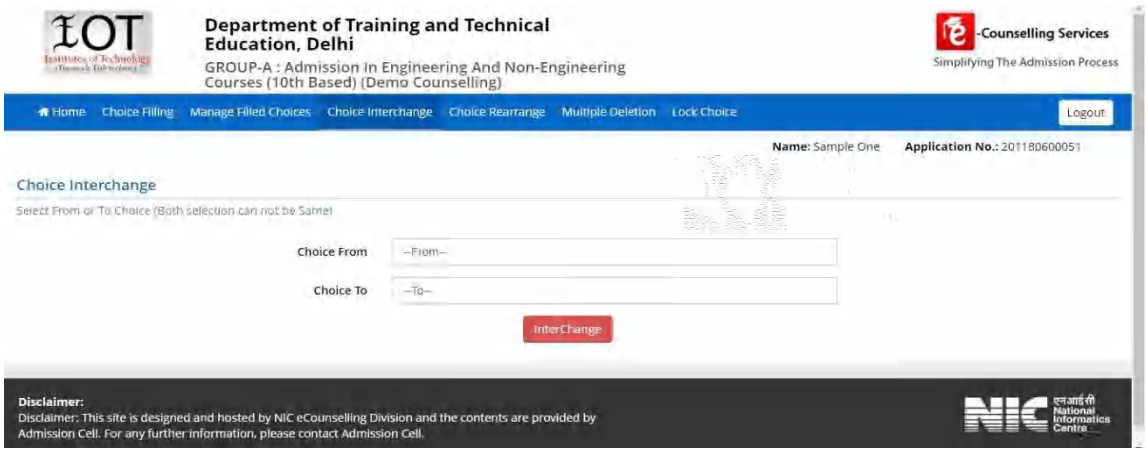
7. It is advised to keep on saving the filled choices.
8. After filling in and arranging the choices of discipline and institute you can save the choices.
    a. Click on button "**Save and Continue**" to continue filling in or editing choices. In the next screen candidate will be shown "**filled Choices**" in the order of preference as given by him/her during "Fill Choices". Here candidate will have the option to **Modify or to Lock** the choices.
    b. Click on "**Save and Go to Home**" to save and complete the Choice filling process. In the Next Screen you are directed to Home Page where the details of current choice filling status are shown as in point no. 2 above.



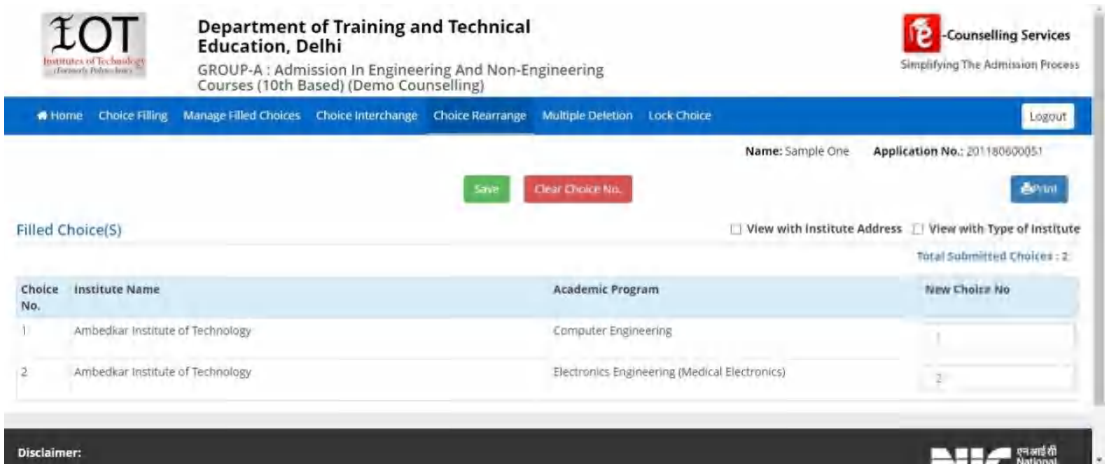
9. On Clicking <<Manage Filled Choices>> the choices can be reshuffled or removed/deleted.



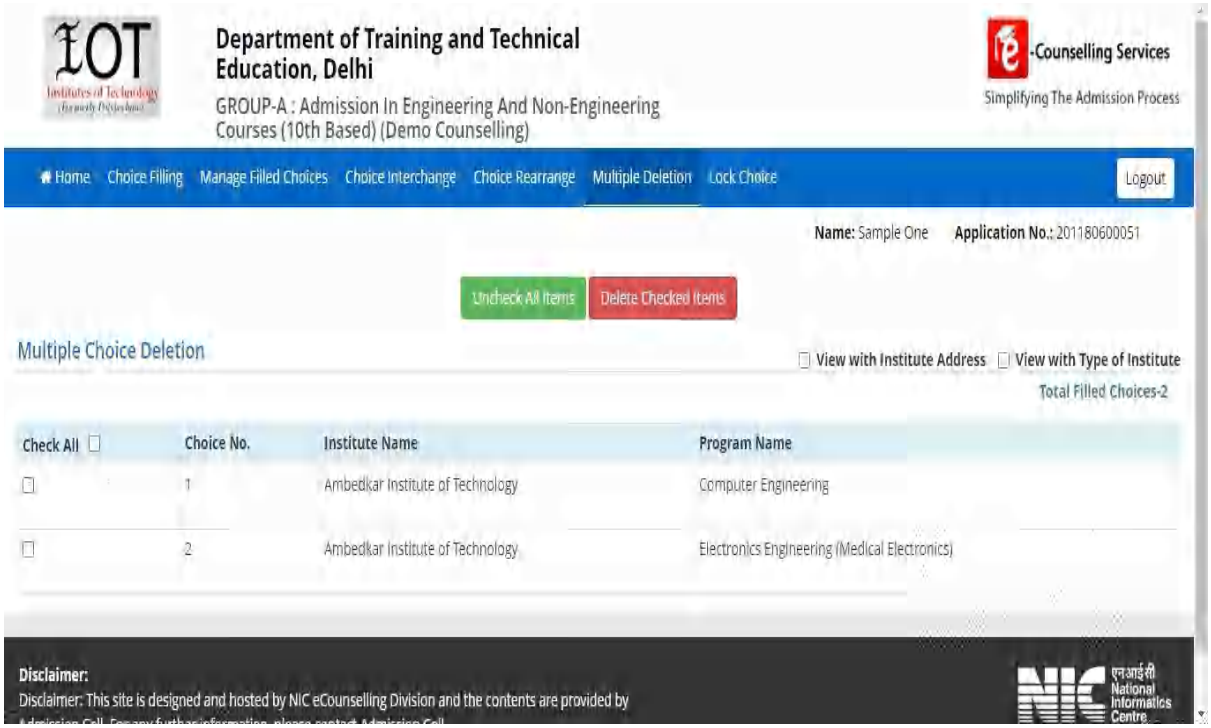
10. Choices can be interchanged by clicking on <<Choice Interchange>>



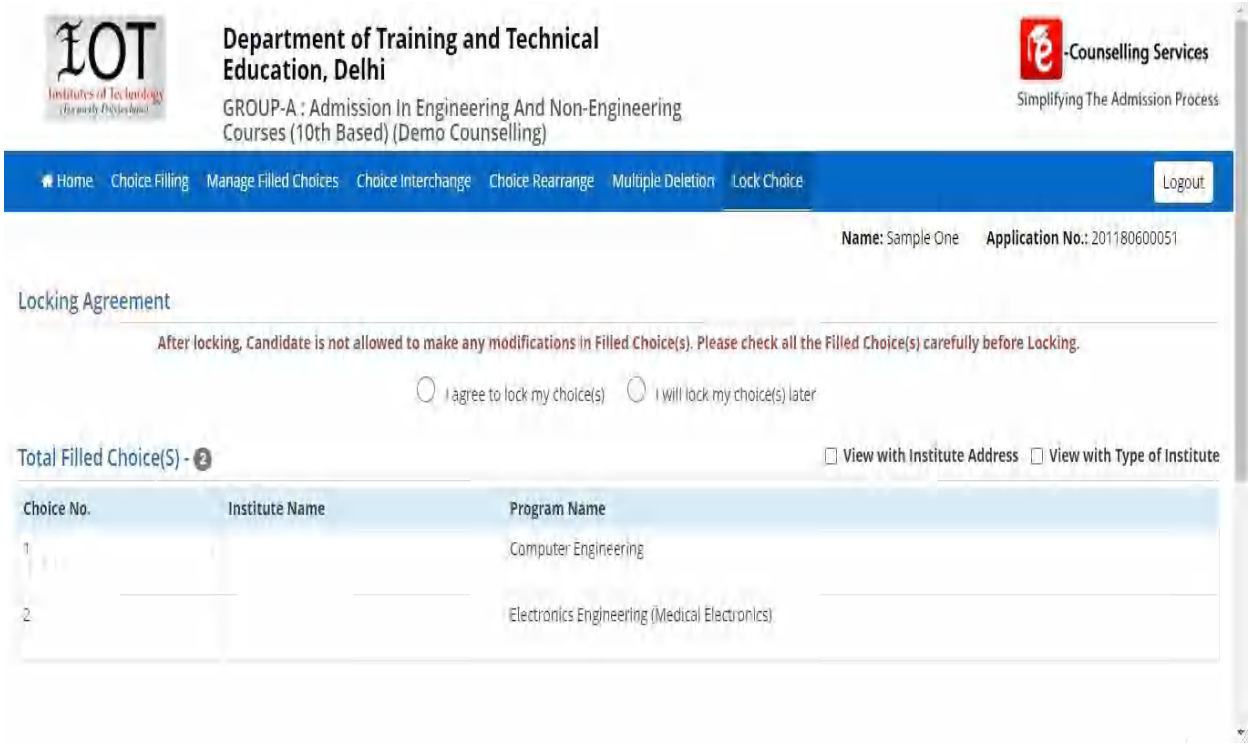
11. Choices can be rearranged by clicking on <<Choice Rearrange>>, here candidate can give the sequence numbers to his/her choices.



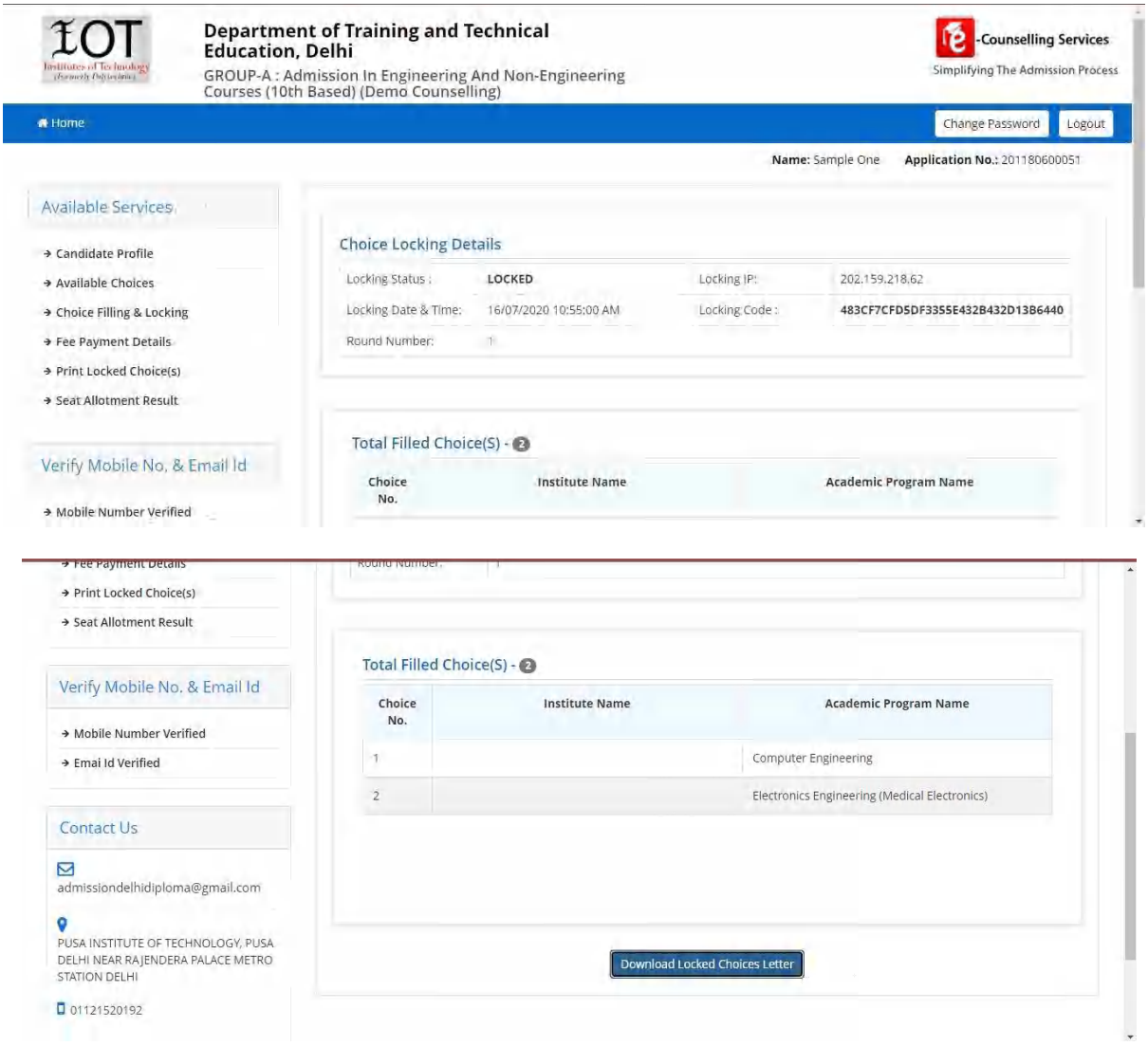
12. Multiple choices can be deleted, for this click on <<Multiple Deletion>>. List of Filled choices is displayed. You can click on the check box in front of the choice to be deleted. Multiple choices can be selected and deleted.



13. If you are satisfied with the filled choices, the choices need to be locked, so that the same cannot be edited even by mistake. For this click on <<Lock Choices>>. After this Click on Agree to Lock Choices. In the next screen, Password set by the candidate and used by candidate at the time of Login, is asked as a Security measure.**THE CHOICES ONCE LOCKED, CANNOT BE UNLOCKED. HENCE DO TAKE CARE WHILE LOCKING THE CHOICES.**



14. Locked Choices are shown in the next Screen. Here, candidate can download list of locked Choices by clicking the on the <<Download Locked Choices Button>>.



15. From this screen, candidate can select Print Locked Choices to get the printed copy of the Locked Choices. Candidate can also get the details of Fees Paid from this screen.

Note:

1. **The choices once locked, cannot be unlocked. Hence do take care while locking the choices.**
2. **After specified last date & time of choice submission, the candidate cannot change choice under any circumstances. If a candidate fails to lock his/her choice on or before last date of choice submission, the last choices filled will be automatically locked by the system and the same will be considered for seat allotment.**
3. **It is necessary for the candidate to lock the choices and take the print out of the locked choices for future reference.**
4. **In case of any problem related to Online Registration & Choice Submission contact "Help Desk" at Bhai Parmanand Institute of Business Studies (BPIBS), Shakarpur, Delhi 110092, Phone No. 011-22543891, between 10 A.M. to 1 P.M. and 2 P.M. to 4 P.M. Email-id: admissiondelhidiploma@gmail.com.**
5. **For further details the candidates are advised to refer website** https://delhidiploma.admissions.nic.in**.**

STEP 3:- RESULT OF SEAT ALLOTMENT AND PRINTING OF PROVISIONAL ALLOTMENT LETTER

1. The candidate can see the result of the counselling on the internet at specified date and time as per the counselling schedule, by login using his/her **Application no**. **as login ID and Password**(on the Website https://delhidiploma.admissions.nic.in) as generated by his/her during Online Registration.
2. If the seat is allotted to the candidate, he/she must take the print out of the Provisional Allotment Letter
3. Successful candidates can proceed for willingness submission. **Candidate has to submit willingness on whether he/she wants to freeze the allotted seat or wish to go for next round of counselling to get the better seat. Willingness can be given by selecting:**

   i) Floating (Yes- Upgradation): Implies the candidate's willingness to be considered for all the higher preferred choices across the Institutes for further rounds of seat allotment.

   ii) Freezing (No - Upgradation): Implies the candidate's willingness to accept and remain with the programme and the Institute allotted to her/him.

4. Successful candidates can proceed for payment of Admission Fees as mentioned in the Provisional Allotment Letter.
5. The option of printing the Provisional Allotment Letter will be available only for the respective round; within the specified period and the record will not be available in the subsequent round of online counselling.

NOTE: - Candidate who does not get ant seat allotted in the round of counselling can participate in the next round of counselling (if any). However, such candidates are not required to pay the Counselling Fees again.

STEP 4:- PART PAYMENT OF INSTITUTIONAL FEES (ONLINE)

Before depositing the part institutional fees, candidate must once again ensure that he/she possesses all the desired documents / category / sub-category certificates as per the registration detail, otherwise the seat allotted will be cancelled at the time of Original Document Verification and candidate will lose the seat/admission as per his/her merit.

1. Allotted Candidates have to deposit the Part Institutional Fees (ONLINE) amounting Rs 1500/5500/6000/7000/8000 as mentioned in the Provisional Allotment Letter strictly as per the specified date and time otherwise he/she will lose the seat/admission as per his/her merit.

2. Balance Fees (If Any) is to be deposited (ONLINE) strictly as per the Date and Time mentioned in the counselling schedule otherwise, he/she will lose the seat/admission as per his/her merit.

STEP 5: -FREEZING OF ALLOTTED SEAT AFTER EVERY ROUND

1. After every round of Counselling, **Candidate has to submit willingness on whether he/she wants to freeze the allotted seat or wish to go for next round of counselling to get the better seat. Willingness can be given by selecting:**
    1. Floating (Yes- Upgradation): Implies the candidate's willingness to be considered for all the higher preferred choices across the Institutes for further rounds of seat allotment.
    2. Freezing (No - Upgradation): Implies the candidate's willingness to accept and remain with the programme and the Institute allotted to her/him.

2. After every round of Counselling, if the candidate is satisfied with the seat allotted to him/her and does not want to participate in subsequent rounds of counselling for upgradation, he/she can freeze his/her allotted seat by clicking the FREEZE OPTION available ONLINE in his/her account within the specified time period.

STEP 6: - PAYMENT OF BALANCE INSTITUTIONAL FEES AND CONFIRMATION OF ALLOTMENT

1. Successful candidates should deposit the balance Institutional fees, if any (ONLINE) strictly as per the date and time mentioned in the counselling schedule on https://delhidiploma.admissions.nic.inotherwise **the seat allotted will be cancelled and candidate will not have any claim, what so ever, for the seat allotted.**

2. The candidates are advised to keep the Allotment Letter and the receipts of the fees in safe custody with them for the entire duration of the course and may produce the same as and when asked for. The same may be required for the refund of the security deposit.

12.2SECOND/THIRD/FOURTH COUNSELLING

(i) The Second/Third/Fourth counselling (against unfilled / dropout seats) will be held as per the schedule displayed on the counselling website for all categories/programmes and the seats will be allotted strictly on the basis of merit of the qualified candidates. In these counselling, even those candidates, who were absent in the previous counselling, will also be permitted to attend the counselling for the remaining / existing vacancies (if any).

(ii) The rest of the procedure shall remain same as mentioned in Para 12.1.

(iii) **The candidate is not required to pay the Counselling Fee again, if already paid**.

NOTE:- It is made clear for the benefit of the candidates that **any admission made directly by the Institute will be considered illegal and unauthorized and CAO - 2020 will not issue any enrolment number to any such candidate(s) except against prescribed "MANAGEMENT QUOTA SEATS" in Privately Managed Institutes wherever applicable.** Also, Board of Technical Education (BTE) doesn't conduct any examination in respect of such candidates**. STUDENTS AND PARENTS WILL BE SOLELY RESPONSIBLE, IF THEY TAKE ADMISSION IN ANY AFFILIATED INSTITUTE DIRECTLY.**

Additional rounds of Counselling, if any, shall be notified in the website https://delhidiploma.admissions.nic.in

(iv) The Candidates who have got their provisional admission letter will be required to report to the Allotted Institute, strictly as per the date and time mentioned in the Counselling Schedule and the announcement made on the website https://delhidiploma.admissions.nic.in, along with all the Original Documents Uploaded at the time of Registration and other documents mentioned in the provisional Admission Letter along with One Set (Photocopy), failing which, the Admission will stand Cancelled without any notice.

12.3 SPOT ROUND - IF ANY (TENTATIVE PROCEDURE)

(i) The seats vacant due to cancellation or any other reason for all programmes will be computed and notified along with the schedule and venue of Spot Round on the website https://delhidiploma.admissions.nic.in

(ii) There will be no Fresh/New Registration during Spot Round.

(iii) Candidates who have successfully done Online Registration during 1st,2nd,3rd or 4th round of counselling but are **not admitted** after completion of all Four Rounds are eligible to give "ONLINE WILLINGNESS" to participate in Spot Round foradmission on vacant seat (If any).

(iv) Candidate who fails to give Online Willingness for spot round, his/her right for the vacant seat shall be forfeited.

(v) Candidate will have to bring in person all the essential documents (as per para 13.3) along with **Demand Draft of Rs 6000/- in favour of DKDF, Delhi** at the time of admission during spot round. Balance amount of Fees is to be paid in the concerned Institute of Technology/Polytechnic within three working days from date of admission as per the direction of Principal of Institute concerned. Otherwise his/her admission will stand cancelled.

(vi) In case of deficiency in the Certificates or Non-Availability of Demand Draft during the Spot round, the candidate shall forfeit his/her right for the vacant seat.

(vii) Payment through cheque/cash will not be accepted under any circumstances.

(viii) The Demand Draft submitted will not be refunded under any circumstances for the admissions taken during Spot round.

(ix) It is mandatory for the candidate to be present in person, as per the schedule (given on website) for admission. Otherwise the candidate's right for the vacant seat shall be forfeited.

(x) The seats will be allotted strictly on the basis of the merit of the qualified candidates.

12.4 ONLINE CANCELLATION OF ADMISSION AND REFUND OF FEES

(a) After depositing the Part Institutional Fees, if a candidate wants to cancel the admission against the allotted seat, he/she can apply for cancellation by clicking on the Cancellation option available online in his/her account in the admission/counselling website within the specified time period by following the online cancellation procedure.

(b) Candidate will be solely responsible for any wrong information furnished by him/her during applying for cancellation of admission.

(c) A Candidate can apply to get his or her admission cancelled during 1st, 2nd, 3rd & 4th round of counselling. All such candidates will be refunded the amount deposited by him/her as Part Institutional fees only after completion of complete counselling/Admission Process.

(d) No Request for early refund will be entertained under any circumstances.

(e) A candidate applying for cancellation of admission after 4th round of counselling or during the course of study will get the refund of Security Amount deposited (if any) from the institute where he/she is admitted.

(f) Counselling fee will not be refunded in any case.

For further details, the candidates are advised to read the instructions in counselling website: https://delhidiploma.admissions.nic.in**carefully from time to time. Any change in counselling procedure or counselling schedule will be available on the website**https://delhidiploma.admissions.nic.in**. The candidates are requested to visit the website regularly for any updates.**

13. FEES

- No separate counselling fee shall be charged by the institution.
- Security Deposit shall be forfeited if not collected within 03 years after completing the course.
- Payment through DD / Cheque / Cash will not be accepted under any circumstances.

13.1 COUNSELLING FEE

For Admission to diploma programmes, the candidates will be required to deposit one-timecounselling fee of Rs. 700/- (Non-refundable) plus bank charges (as applicable). For details refer 14.2.1.

13.2 FEES STRUCTURE

For Government Institute of Technology/Polytechnics annual fee structure in respect of first year students admitted for academic session 2020-21 shall be as under:

Institute of Technology /Polytechnic (s)	**SC/ST/PWD (Boys/Girls)/TFW**	**All other categories (Girls)**	**All other categories (Boys)**
Govt. Institute of Technology Polytechnics/ **SUSA**	Rs.2000/- (refundable security including library security) + Rs. 3200/- (towards Govt. account) and Rs. 800/- (towards Non-Govt. account)	Rs.2000/- (refundable security including library security) + Rs. 4200/- (towards Govt. account) and Rs. 800/- (towards Non-Govt. account)	Rs.2000/- (refundable security including library security) + Rs. 5200/- (towards Govt. account) and Rs. 800/- (towards Non-Govt. account)
DITE	**NIL (FOR SC CANDIDATES ONLY) Rs.4000/- (For TFW/PWD)+** Rs 1500/- Security Deposit (Refundable)	Rs.24,000/- + 1500/- Security Deposit (Refundable)	Rs.24,000/- + Rs.1500/- Security Deposit (Refundable)

For Private Institute/Polytechnics, fees structure as of now is as under for all categories i.e. SC/ST (Boys/Girls), all other categories girls, & all other category Boys. The fee for **academic year 2020-21 may increase subject to approval of competent authority:**

Sl. No.	Name of the Institute	Name of the courses	Fee structure (in Rs.) **
1	SubramaniaBarathi College of Science & Technology (B category)	Pharmacy	22,400/-
2	Baba Haridass College of Pharmacy (B category)	a) Pharmacy b) Medical Lab. Technology	26,550/- 21,250/-
3	Aditya Institute of Technology (C category)	a) Medical Lab. Technology b) Other courses i. Elect. & Comm. Engg. ii. Computer Engg. iii. IT Enabled Services & Management	18,800/- 17,400/- 17,400/- 17,400/-
4	Guru Tegh Bahadur Polytechnic Institute (B Category)	i. Automobile Engineering ii. Computer Engineering iii. Electronics & Communication Engineering	32,000/- 32,000/- 30,500/-
5	Chhotu Ram Rural Institute of Technology (A category)	a) Electronics & Communication b) Digital Electronics c) Medical Electronics d) Instrumentation & Control	33,450/- 33,450/- 33,450/- 33,450/-

		e) Electrical Engg. f) Civil Engg. g) Arch. Assistantship h) Pharmacy i) Mech. Engg.	33,450/- 33,450/- 33,450/- 33,450/- 33,450/-
6	International Polytechnic for women (B category)	Fashion Design & Textile Design	18,200/-

** These fee structures are exclusive of one-time refundable security fee Rs. 1500/-, student activities fees per annum (Rs. 1000/-) and examination fees per annum (Rs. 500/-), which have been duly approved by the Government.

Note: Amount to be paid at the time of reporting in polytechnic/institute as decided by the Competent Authority is as under:

Fees of the Polytechnic/Institute + one-time refundable security fee (Rs. 1500/-) + student activity fees (Rs. 1000/-) per annum + examination fees (Rs. 500/-) per annum.

13.3 DOCUMENTS REQUIRED AT THE TIME OF REPORTING IN THE ALLOTTED INSTITUTE FOR FINAL ADMISSION:

1. Payment receipt of Online Part payment made by candidate.
2. Copy of **CANDIDATE PROFILE** of Registered Candidate (from the website https://delhidiploma.admissions.nic.in)
3. Copy of choices submitted by Candidate (from the website https://delhidiploma.admissions.nic.in)
4. Copy of Provisional Allotment Letter (from the website https://delhidiploma.admissions.nic.in)
5. Proof of Date of Birth (Secondary School Certificate) (Original and One self-attested Photocopy).
6. Certificate and Mark Sheet of the qualifying examination issued by the Board (Original and One self-attested photocopy). In case the original certificate is not awarded at the level of the School, Provisional Certificate /Downloaded copy of marks sheet duly authenticated by concerned School Principal may be considered.
7. SC / ST / Person with Disabilities/Divyang (PWD)* (Annexure-IV) /OBC[#] certificate issued by the competent authority/Defense Category (Annexure – VI) / Kashmiri Migrants (Annexure – VIII) / TFW (Annexure IX) / Minority Status Certificate(s) / EWS (Annexure XI) whichever applicable, on the basis of which reservation is claimed (Original and One self-attested photocopy).
8. Conduct and Character Certificate from the Head of the Institution from where the qualifying examination has been passed/or from a Gazetted Officer (Original and One self-attested Photocopy).
9. Certificate of Medical Fitness to be signed by a Registered Medical Practitioner in the format as given in Annexure - III in the Information Bulletin (Original).
10. Undertaking regarding prohibition of ragging (Annexure VII)
11. Transfer Certificate/School leaving Certificate/Migration Certificate (Original and two self-attested copies).
12. Declaration/Undertaking for non-migration (inter-polytechnic/institute) after admission. (Annexure-V)
13. Undertaking by the student for maintaining Discipline in the Institute during the course of study. (Annexure-XI)

*All the candidates seeking admission under Person with Disabilities (PWD) quota are required to bring a certificate from Vocational Rehabilitation Centre (VRC) for Handicapped, 9-11 Vikas Marg, Karkardooma, Delhi-92, and for Dyslexia a certificate from Institute of Human Behavior and Allied Sciences (IHBAS), Tahirpur Road, Dilshad Garden, Delhi-110095, only as to whether he/she is fit for undergoing the course applied for. No other certificate in this regard shall be entertained.

The OBC (Non-Creamy Layer) certificate is to be issued on or after 01-08-2019. If it is issued prior to 01-08-2019, it should be accompanied with Valid family Income certificate issued on or after 01-08-2019 from the competent authority mentioned in the list of approved authorities

13.4 Submission of self-attested copies of certificate: The candidates are required to produce their original certificates for verification along with One sets of self-attested copies to be submitted at the time of counseling/admission. Original certificates shall be returned after verification.

14 ADMISSION AGAINST MANAGEMENT QUOTA SEATS

10% of the total seats (Management Quota Seats) shall be filled by Self-Financing Privately Managed Institutions as per the following procedure: -

(i) The institute shall advertise the admission notice for management quota seats in at least two daily newspapers, one in Hindi and the other in English in addition to displaying the same on the institute's website and the institute's notice board, kept at a conspicuous place. A copy of the notice shall also be sent to the Chief Admission Officer, so that the same may be displayed in BTE/Helpdesk notice board. This admission notice shall be displayed at least a fortnight before the last date of closing of admission for the concerned course, and shall include therein information necessary for the students seeking admission against the management quota seats. The admission notice shall include therein the place from which admission forms will be available, the date, time and manner for submission of completed applications and the schedule for various admission processes and counselling. The Prospective applicants shall be given a period of at least 18 days to apply for seats under the management quota, in the manner mentioned above.

(ii) While calculating the management seats, fraction less than 0.5 shall be ignored and above that (0.5) converted into one full seat.

(iii) Based on the aggregate marks obtained by qualified applicants at the qualifying examination, the institute concerned shall prepare and display the "rank ordered" merit list of such applicants on the institute's website and on the notice board kept at a conspicuous place of the institute, within two days of the closing date for receipt of the management quota applications. A copy of the list shall also be sent to the Chief Admission Officer. The criteria for rank ordering of applicants with a tie in the qualifying examination's aggregate marks shall be the same as those laid down in the admission brochure or as may be laid down by the designated authority at para 12.

(iv) Based on the merit list so drawn up, the institute concerned shall conduct admission counselling for allotment of branches/courses to qualified applicants within a period of three days of drawing up of the merit list of qualified management quota applicants. Such admission counselling will, however, be subject to the condition that there shall not be more than two rounds of counselling. The list of applicants who will be called for a given round of admission counselling shall be displayed on the institute's website and notice board, kept in a conspicuous place.

(v) Following the conduct/ counselling for admission, the list of applicants admitted against the management quota seats made on the basis of the merit list drawn up in the aforementioned manner and the balance of the management quota seats in each course shall be displayed/

published at the end of each round of counselling on the website of the respective institute as well as that of the designated agency. The list of the candidates being called for the first round of counselling shall be displayed in the aforementioned manner along with the merit list, indicating therein the date, time, place at which the counselling will be held. The date, time and place of the second round of counselling will be displayed along with the list of candidates admitted in the first round of counselling. Provided that the second round of counselling shall commence at least twelve hours after publication of the list of applicants admitted in the first round of counselling and the discipline/course-wise balance of seats.

(vi) The last date to fill-up the management quota seats will be nine calendar days after the last date for regular admissions in the course concerned, as per procedure mentioned in the foregoing pages.

(vii) All admissions made to the management quota seats shall be provisional subject to ratification by the designated agency, which will convey its decision within a day of being informed by the institute of the list of successful candidates and the basis of their selection as per the procedure mentioned herein before.

(viii) The affiliated institute shall not be authorized to admit candidates against the management quota seats after the cut-off date fixed as mentioned in sub-clause (vi) above.

(ix) If any dispute arises with regard to the admission under the management quota seat(s), the designated agency or the Government, as the case may be, shall have the overriding power to issue directions to the institute, and the same shall be binding upon the institute concerned.

15. POST ADMISSION INFORMATION

Medium of instruction in the Institute/Polytechnic is English (otherwise specified in the course).

15.1 FEE PAYABLE

Following shall be the details of fees for subsequent semesters / terms, to be paid before the specified dates.

The annual fee structure for students to be admitted during the academic year 2020-21 for their 2nd year and 3rd year shall be notified later. However, the annual fee structure for 2nd Year & 3rd Year for students admitted during the academic year 2019-20 was as follows:

(a) Government Institutes/ Polytechnics, SUSA.

Category	Annual Fee		
	Govt. Fund	**Non-Govt. Fund**	**Total**
SC/ST/PWD/TFW (Boys/Girls)	Rs.3200/-	Rs.800/-	Rs.4000/-
All other categories (Girls)	Rs.4200/-	Rs.800/-	Rs.5000/-
All other categories (Boys)	Rs.5200/-	Rs.800/-	Rs.6000/-

Detailed break-up is given as under:

Components of Fee	**General Category (Boys)**		**General Category (Girls)**		**SC/ST/PWD Category (Boys/Girls)**	
	First/ Third/ Fifth Semester	**Second /Fourth/ Sixth Semester**	**First/ Third/ Fifth Semester**	**Second/ Fourth/ Sixth Semester**	**First/ Third/ Fifth Semester**	**Second/ Fourth/ Sixth Semester**
Tuition Fee	Rs.1000	Rs.1000	Rs.500	Rs.500	-	-
Institutional Fee, e.g., Library Fee, Lab. Fee etc.	Rs.1600	Rs.1600	Rs.1600	Rs.1600	Rs. 1600	Rs. 1600
Non-Govt. Fee	Rs.400	Rs.400	Rs.400	Rs.400	Rs.400	Rs.400
Total Fee	Rs.3000	Rs.3000	Rs.2500	Rs.2500	Rs.2000	Rs.2000

(b) DITE - Up to Rs. 24,000/- per annum (as applicable) for the admission year 2020-21.

Following benefits have been given to SC students only**:**

1. 100% fee waived-off.
2. Reimbursement of amount up to Rs.3, 000/- towards regular uniform, safety shoes, stationery, text books and safety equipments etc.

Further information may be obtained from the Institute concerned.

(c) Privately Managed Polytechnics

For Private Institute/Polytechnics, the amount of fees to be remitted for academic year 2020-21 is as follows:

In exercise of the powers conferred by sub sections (1) of section 6 of the Delhi Diploma Level Technical Education Institutions (Prohibitions of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and excellence) Act 2007. (Delhi Act 7 of 2007), the Government of National Capital Territory of Delhi constituted a State Fee Regulatory Committee vide Notification No. no.161/8/FEE STRUCTURE/DDTE/2014-15/2376 dated 31.7.2015 for the purpose of determining fee for pursuing courses in privately managed self-financed institutions in the National Capital Territory of Delhi and affiliated to Board of Technical Education offering different diploma courses.

For Private Institute/Polytechnics, fees structure as of now is as under for all categories i.e. SC/ST (Boys/Girls), All other categories girls, & All other category Boys. This fees for **academic year 2020-21 may increase subjected to approval of competent authority:**

Sl. No.	Name of the Institute	Name of the courses	Fee structure (in Rs.) **
1	SubramaniaBarathi College of Science & Technology (B category)	Pharmacy	22,400/-
2	Baba Haridass College of Pharmacy (B category)	a) Pharmacy b) Medical Lab. Technology	26,550/- 21,250/-
3	Aditya Institute of Technology (C category)	a) Medical Lab. Technology b) Other courses I. Elect. & Comm. Engg. II. Computer Engg. III. IT Enabled Services &Management	18,800/- 17,400/- 17,400/- 17,400/-
4	Guru Tegh Bahadur Polytechnic Institute (B Category)	i. Automobile Engineering ii. Computer Engineering iii. Electronics & Communication Engineering	32,000/- 32,000/- 30,500/-
5	Chhotu Ram Rural Institute of Technology (A category)	a) Electronics & Communication b) Digital Electronics c) Medical Electronics d) Instrumentation & Control e) Electrical Engg. f) Civil Engg. g) Arch. Assistantship h) Pharmacy i) Mech. Engg.	33,450/- 33,450/- 33,450/- 33,450/- 33,450/- 33,450/- 33,450/- 33,450/- 33,450/-
6	International Polytechnic for women (B category)	Fashion Design & Textile Design	18,200/-

The Government of National Capital Territory of Delhi has decided that the fee structure will be implemented w.e.f. Academic year 2016-17 and it will remain valid up to the Academic year 2020-21 i.e. for three years as recommended by the Committee. The fee notified by the Government will be applicable for the entire duration of the course.

Further in exercise of the powers conferred by sub section (3) of Section 6 of the said Act, the Government of National Capital Territory of Delhi notify the recommendations for fees given by the State Fee Regulatory Committee and the decisions taken thereon enumerated herein above.

The other charges will remain as under:

1. Student Activity Fee - Rs.1000/- per annum
2. Examination Fee - Rs.500/- per annum

For the latest fee structure (if any), Candidates are advised to check website – https://delhidiploma.admissions.nic.in

(d) Payment of Dues

All dues shall be paid by the dates as notified by the Principal.

15.2 Late Fee / Fine

If the dues (other than those payable at the time of admission) are not paid by the due date, a late payment fine of Rs.5/- for each day after the due date (including holidays) shall be charged, subject to the maximum of Rs.75/- only.

If the fees are not paid within 15 days after due date including holidays for any reason whatsoever, the name of the defaulting student shall be struck off from the rolls of the Institute.

15.3 Payment of Fines and Dues

Students shall pay on demand, any fines imposed on them or the cost of any damage to equipment or other property of the Institute or loss of library books. On failure to do so, the same will be deducted from their security deposit. If the cost of damage to be recovered or loss exceeds the amount of security deposit, the balance shall be deposited by the student on demand by the Principal. Failure to do so may result in the name struck off (NSO) from the roll of the institute.

The student shall clear all dues to the institute before appearing in the BTE Exams. If the dues are not cleared, their admit cards/provisional certificates/ diploma will be withheld.

15.4 STRIKING OFF THE NAME FROM THE ROLLS OF INSTITUTE/POLYTECHNIC.

The name of the student will be deemed struck off the rolls on account of:

1) His/her own request endorsed by his/her parent/guardian;
2) Non-payment of tuition fee and other dues for 15 days after the last date for payment. The Principal may, **however, grant not more than 10 days of grac**e in deserving cases on application by the parent or guardian.

The name of the student may also be struck off from the roll-on account of: -

a) Continued absence without obtaining leave for ten consecutive working days;
b) Irregular attendance and poor progress in studies;
c) If ordered to be expelled or rusticated from the institute.

The parents/guardians may in their own interest keep in touch with the concerned authority/Principal regarding conduct, progress and attendance of their ward.

15.4.1. Documents in the personal files of students: -The institute will ensure that two sets of self-attested photocopies of documents are available in the personal file of the student.

15.4.2 Pursuing Simultaneous courses not allowed.

A regular student will not pursue any other courses simultaneously including any regular/Part time/Correspondences courses.

15.5 RE-ADMISSION

The students whose names have been struck off in the first semester (semester pattern)/year (annual pattern) shall not be eligible for re-admission. They are required to appear for CET afresh next year. However, the re-admission of students who are detained in the first semester (semester pattern)/ year (annual pattern) shall be for re-admission at the discretion of the Principal on payment of re-admission fees of Rs.500/- along with the dues and penalty, if any. In case of detention/struck off in subsequent semester/years (annual pattern), re-admission of such students shall be at the discretion of the Principal on payment of re-admission fees of Rs.500/-along with the dues and penalty, if any.

15.6 FINANCIAL ASSISTANCE

The financial assistance available at Government Institutes /Polytechnics for students of full-time courses in accordance with relevant rules is as follows:

15.6.1 Scholarship: (FOR GOVERNMENT INSTITUTE OF TECHNOLOGY/POLYTECHNICS ONLY) The Government has introduced scholarships for meritorious students and for students belonging to **ECONOMICALLY WEAKER SECTIONS** of the society studying in the Government institutes as per details given below:

Name of Scholarship	**Amount (In Rs. per month)**		**Eligibility Criteria**
	Hostellers	**Day Scholars**	
Merit Scholarship for EWS	-	Rs. 950/-	80% and above marks in the previous years' examination
Merit-cum-Means Scholarship for EWS	Rs. 1025/-	Rs. 700/-	70% and above marks in the previous year's examination.

Note:

i. The scholarship will be given for only ten months for final year students.
ii. Other Scholarship Schemes, if any, shall be notified by the Institutes.

15.6.2 Merit Scholarship and Post Matric Scholarships to SC/ST/OBC/Minority Students**

The Department for the Welfare of SC/ST/OBC/Minorities is providing scholarships to SC/ST and OBC students Merit Scholarship & Post Matric Scholarship.

**For further details and latest updates, please visit the website at www.scstwelfare.delhigovt.nic.in

15.6.3 Fee Concession

- **Concession to Siblings:** In case two or more brothers/sisters are admitted in the Government run Institute of Technology/Polytechnics or the Bhai Parmanand Institute of Business Studies, the brother/sister studying in the lower class shall pay half the prescribed tuition fee. In case of both being in the same class, the youngest sibling will pay half the tuition fee.
- **SC/ST/PWD Students:** Students belonging to Scheduled Castes and Scheduled Tribes and PWD category shall be exempted from payment of tuition fee.
- **TFW Students:** Students admitted under TFW category are exempted from paying tuition fee provided they submit a copy of recent income certificate from a Competent Authority issued not earlier than one year.
- **Girl Students:** Girl students will have to pay half the tuition fee in Govt. Institute of Technology/ Polytechnics.

15.7 B.T.E. EXAMINATION

The students admitted to a programme will have to undergo a regular course of study as per the syllabus laid down by the Board of Technical Education, Delhi and have to appear in the examinations at the end of the term/semester. A student shall be eligible to get the Diploma from the Board of Technical Education after passing such examinations as prescribed by the Board of Technical Education, Delhi.

15.7.1 For examinations conducted by the Board of Technical Education, the Board's rules shall be applicable. The rules are subject to modification/alteration by the Board of Technical Education. **The students will be eligible to appear in the Board Examination only if they fulfill the minimum requirement of attendance etc. A student shall have to attend not less than 66% of the prescribed periods in any individual subject, theory and practical taken separately during the session last attended and minimum 75% of the aggregate of all lectures, tutorial classes and practical as prescribed by the Board under the study scheme of the course concerned, failing which the student will be detained in the same class / semester.**

NOTE: Relaxation from minimum requisite attendance may be allowed on the following grounds:

S.No.	Ground	Relaxation
I	Genuine prolonged illness during the session for aggregate and individual subject.	Up to the extent of 15% both.
II	Death of Father / Mother / Guardian	Up to the extent 10% of both.
III	Disability to attend classes due to Natural calamities like flood, fire, Storm etc. beyond control of human being.	Up to the extent 10%
IV	Disadvantage due to non-holding Classes in one particular or more Subjects due to non – appointment of Teachers.	Up to the extent of 10%

15.7.2 Exemption in BTE Exam for Lateral Entry Students admitted through Group D:

The students admitted in 3rd Semester in any Institute of Technology/ Polytechnic through Lateral Entry shall have to pass the **Applied Physics, Applied Mathematics, (I and II as applicable) Applied Chemistry & Applied Science theory subjects of 1st year Diploma Course of the respective discipline.** Such candidates are not required to write internal sessional test for Applied Physics, Applied Chemistry, Applied Mathematics (I and II as applicable) & Applied Science theory subjects of 1st Year Diploma. They have to study these subjects themselves and shall have to pass these subjects from BTE Delhi within a total period of the course duration for lateral entry plus two years. However, if a candidate has passed 12th in science with vocational /10+2 (Science)/10+2 Technical with Physics, Chemistry, Mathematics& Applied Science before admission, then candidate is not required to pass Applied Physics, Applied Chemistry, Applied Mathematics & Applied Science respectively from Board of Technical Education.

15.7.3 BTE EXAMINATION FEE (As per Scheduled Dates of BTE)

Activity	Fee
Semester Examination Fee(Inc. Mark Sheet)	Rs. 200/-
Annual Examination Fee (Incl. Mark sheet)	Rs. 400/-
Back Paper Fee (Incl. Mark Sheet)	Rs. 100/- per paper with a maximum of Rs. 400/- for semester pattern and Rs. 500/- for annual pattern.
Late Fee after due date within 15 days	Rs. 100/-
Late Fee after 15 days	Late fee after 15 days of due date till 07 days before commencement of the examination Rs. 300/-
Fee for Duplicate Mark Sheet	Rs. 100/-
Fee for Duplicate Diploma/Certificate	Rs. 200/-
Fee for Re- totaling	Rs. 200/- Per paper (Within 30 days from the date as printed on the result notification).
Fee for Issue of Duplicate Admit Card	Rs. 100/-
Fee for issue of Migration certificate	Rs. 100/-
Norms for Issue of Duplicate Mark Sheet/Certificate/Diploma	In addition to the existing norms the student shall have to give a press-release/notification regarding loss/destroy of his/her marksheet/certificate in one of the leading newspapers and produce the original copy of this press release/notification along-with his/her application. The mode of payment shall be as per approval of Finance Department from time to time.
Photocopy of Answer Sheet	Rs. 500/- Per Subject after 45 days of Result Notification Date (date as printed on the result notification), up to maximum 90 days from the date of notification of result.

NOTE: Examination Fees once paid shall not be refunded**.**

15.8 Improvement Examination (Theory/Practical)

A student irrespective of his/her failing or passing a paper(s)/Practical Exams, will be allowed the facility to take exam of that paper(s), again to improve his performance, subject to the following conditions:

(i) The marksheet/certificate of the exams in which the student has already appeared will be surrendered by him/her to the Board, before issuing the admit card. The revised certificate/marksheet with the revised score of marks obtained by him/her in the exams will be issued, which will supersede the earlier one and the student will not be allowed to retain the earlier score of marks.

(ii) The facility to improve the performance will be available within a period of course duration + 2 Years from the session of his/her admission in the course.

a. The student shall be given only one chance in each subject for improvement of his/her marks.

b. The student shall be allowed to appear for the odd semester papers in the odd semester examination and for even semester paper in the even semester examination.

c. The student of any course will have to pass the requisite examination within a maximum period of course duration plus2 years.

15.9 Punishment for using Unfair Means in the BTE Examination

The penalty imposed as per prevailing BTE rules to a student found guilty of adopting unfair means during the BTE examination ranges:

(i) Cancellation of the Examination in the paper of the day of incident only **(11 A).**
(ii) Cancellation of the Entire Examination **(11 B).**
(iii) Cancellation of the Entire Examination during the year and further debarring from the institute and from appearing at any Examination of the BTE within a span of one year **(11 C).**
(iv) Cancellation of the Entire Examination and further debarring from the institute and from appearing at any Examination of BTE during the span of two years **(11 D).**
(v) Cancellation of the Entire Examination and further debarring from the institute and from appearing at any Examination of BTE during the span of three years **(11 E).**
(vi) Cancellation of the Entire Examination and further debarring from the institute and from appearing at any Examination of BTE during the span of five years **(11 F).**

15.10 TIME LIMIT FOR PASSING THE DIPLOMA COURSE

The students admitted in a Diploma Course will have to pass the requisite Diploma examination within a maximum period of **Course duration plus 2 years with 40% marks in each subject. The Diploma Certificate will be awarded only if a candidate obtains overall 40% marks in aggregate.**
Limit for Vocational (Engineering.)/ITI: The students seeking admissions through Lateral Entry will have to pass the requisite examination within a maximum period of course duration (for Lateral Entry) plus two years with 40% marks in each subject.
Parents are advised to keep in touch with the institution for information on progress and attendance of their wards.
The detailed rules & regulation on the subject may be obtained from the office of Board of Technical Education.

15.11 DISCIPLINE

All the students admitted to an institution will be under the complete disciplinary control of the Principal of the institute or any other officer(s) appointed by the competent authority for the purpose and must obey the rules of institution as framed and notified by the Principal.
Under the rules, following are the forbidden practices:

a) RAGGING CONSTITUTING ONE OR MORE OF THE FOLLOWING ACTIVITIES

- If any student found guilty of teasing, threatening or handling rudely (by words, spoken, written or any other act).-
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- 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, torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- Pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

b) Disfiguring or otherwise damaging institutional property;
c) Smoking in the class room, workshop, laboratory, premises of the Institute or during field training;
d) Use of drugs or intoxicants except for those prescribed by a registered medical practitioner and under the knowledge of Principal of the institution;
e) Not following the prescribed dress code
f) Use of Mobile Phone in the classroom
g) Any form of gambling;
h) Rowdy and rude behavior;
i) Use of violence in any form;
j) Offences of cognizable nature;
k) Casteism, communalism, or practice of untouchability; or
l) Any other conduct that may cause unbecoming of a student of the institution

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging or any sort of indiscipline at the institution level shall be any one or any combination of the following:

- Fine
- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 6 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- The Institutions may be requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in and www.amanmovement.org.

The candidates for admission will be required to undertake that they will abide by the rules and regulations prescribed by the Principal and any action taken in this regard on the student by the Principal shall be final.

15.12 GENERAL INFORMATION (FOR GOVERNMENT POLYTECHNICS / INSTITUTE OF TECHNOLOGY ONLY)

- **Conduct of Classes:**
  - Online and Offline classes as feasible will be conducted during the year.
  - Class performance may be evaluated by online/offline tests as per guidelines issued by BTE/AICTE/UGC/MHRD, Govt. of India. Students will be required to follow guidelines issued by the authorities time to me.

- **Dress code for the students:**
  i. **Boys:** White Shirt, Black Trouser and Black Shoes are to be worn during summer. White Shirt, Black Trouser, Navy Blue Blazer and Black Shoes are to be worn in winter. For lab/Workshop: White color Aprons are to be put on by the students of Medical Lab Technology and Pharmacy. Blue colors aprons are to be put on by the students of all other branches during workshops as directed by Principal.

  ii. **Girls:** White Top (Shirt/Kurti), Black Lower(Trouser/Salwar) and Black Shoes are to be worn during summer. In winter: White Tops (Shirt/Kurti). Black Lower (Trouser/Salwar), Blue Blazer and Black shoes are to be worn. For Lab/Workshop: White color aprons are to be put on by the students of Medical Lab Technology and Pharmacy. Blue colors aprons are to be put on by the students of all other branches during workshop as directed by the Principal.

  (Students of all courses/branches of the institute are required to adhere to the above dress code)

- **Student Amenities**
  Common room, steel lockers, water coolers and canteen facilities are provided for the convenience of students, wherever possible.

- **Medical Facilities**
  First Aid and emergency facilities are available in each institute.

- **Hostel Facilities**
  Limited hostel facility is available at Integrated Institute of Technology (IIT), Dwarka (for boys) and Kasturba Institute of Technology for Women (for girls) at Pitam Pura, Delhi. 4% seats in each hostel should be reserved for candidates from different state nominees against MHRD quota. Vacant seats, if any, against MHRD may be de-reserved subsequently once the admission against MHRD quota is over. Hostel shall be allotted as per the policy of the Institute concerned.

(Note: Changes if any in hostel charges will be notified by the Principal of the concerned institute.)

Hostel Charges

Hostel Room Rent (Per Semester)	Rs.1,500/-
Electricity & Water Charges (Per Semester)	Rs.300/-
Hostel / Mess Establishment/Services and Maintenance Fee (Per Sem)	Rs.200/-
Total (Per Semester)	**Rs.2,000/-**
Student Welfare Fee (one time)	Rs.100/-
Mess Advance (for 2 months)	Rs.1,500/-
Hostel Security Deposit (Refundable)	Rs.1,000/-
Furniture Security (Refundable)	Rs.400/-
Mess Charges	On actual basis

Note:

i. **For Integrated Institute of Technology, Dwarka the hostel fees are decided by Competent Authority.**
ii. **All the above hostel charges may change subject to the revision by the Competent Authority**

Hostel fee for the whole semester is to be deposited by the candidates seeking hostel accommodation at the time of admission, along with other fees. Security deposit is refundable.

- **Games & Sports**

The students of full-time courses are to take active part in games and sports for which facilities may be provided by the institute. They may also undergo N.C.C. training. The prescribed application form duly filled - in for admission to N.C.C., should be submitted after obtaining admission.

- **Extra-Curricular Activities**

Students are expected to take active interest in extra-curricular activities like exhibitions, debates, dramatics, music etc. that may be organized from time to time or on important occasions. The institute may also establish hobby clubs through which students may pursue hobbies like photography, painting, model making, science and technology clubs etc.

No relaxation from the prescribed minimum requirement for the Examination will be given for participating in extra-curricular activities unless specifically authorized by the Principal in advance.

- **Library Facilities**

All the institutes are equipped with libraries and the students are advised to make full use of them. The books in the libraries are, however, not meant to be substitutes for textbooks, which should be acquired by each student. For the benefit of such students, whose parents' income is less than the prescribed amount and for SC/ST students, book banks have been established in each Government institute.

- **Text Books & Equipment**

The students themselves will arrange their textbooks, prescribed by the institutions or the Board of Technical Education in the interest of imparting proper training. In addition, each student shall equip himself/herself with drawing instruments, apron and other personal tools relevant to his/her course of study and with a calculator at his/her own expenses.

- **Practical Training & Placement**

Students may be detained for practical training during the summer vacation. They may also be required to undergo such practical training as prescribed by the Board of Technical Education before the award of the diploma. Facilities of training during their course of study and training and placement after completion of the course are arranged to the extent possible by the Training & Placement Cell in most of the institutes and this Cell assist students to secure suitable and satisfactory jobs. The field and practical training is arranged at the cost, risk, liability and responsibility of the student or his parents/guardians. The Department has been conducting job fair on various occasions.

- **Industrial and Field Visits**

Students are exposed to the world of work by arranging industrial and field visits as per curriculum. Presence of students during the visits is obligatory. The students will have to bear the cost of all such visits.

Provision of financial assistance as given above is presently applicable to Govt. Institutions. In the case of private institutions, these will be as per their own regulations.

ANNEXURE – I

TENTATIVE SCHEDULE FOR ONLINE WEB-BASED COUNSELLING FOR DIPLOMA ADMISSION-2020
(Subject to the condition of COVID-19 outbreak Situation)

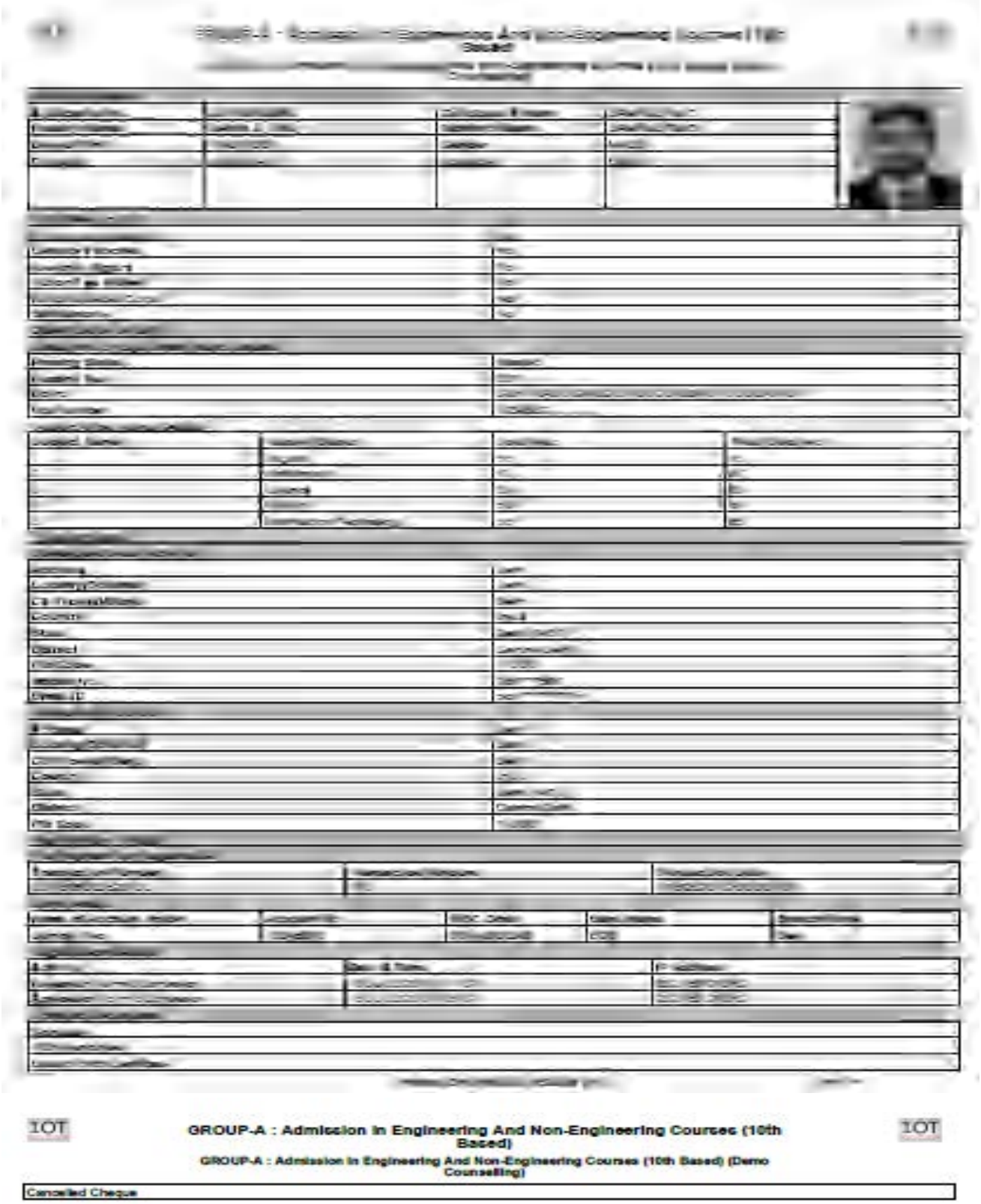
KEY DATES	
Registration Open	3rd August 2020 to3rd September 2020
Declaration of the Merit	12th September 2020
First Round of Counselling	
Online payment of Counsellingfees *	14th September 2020 to 16thSeptember 2020
Online Choice Submission	14th September2020 to 17thSeptember 2020
Result of 1st counselling and Printing of Provisional allotment letter	**21st September2020 (04:00 PM)**
Online Payment of Part Institutional Fees	22nd Sep. 2020(10:00 AM) to24th Sep. 2020(4:00 PM)
Freezing/Up gradation of allotted seat (Online) by candidate.	22nd Sep. 2020(10:00 AM) to25th Sep. 2020(6:00 PM)
Second Round of Counselling	
Online payment of Counselling fees(For NEW candidates only) *	22nd Sep. 2020to 24th Sep. 2020
Online Choice Submission	22nd Sep. 2020 to 26th Sep. 2020
Result of 2nd counselling and Printing of Provisional allotment letter	**28thSep. 2020 (4:00 PM)**
Online Payment of Part Institutional Fees	29thSep. 2020(10:00 AM) to1stOctober 2020(4:00 PM)
Freezing/Up gradation of allotted seat(online) by candidate.	29th Sep.2020(10:00 AM) to2nd October 2020(6:00 PM)
Third Round of Counselling	
Online Payment of Counselling fees(For NEW candidates only) *	29thSep. 2020(10:00 AM) to1stOctober 2020(4:00 PM)
Online Choice submission	29th Sep.2020(10:00 AM) to3rdOctober 2020 (6:00 PM)
Result of 3rd counselling and Printing of Provisional allotment letter	**6thOctober 2020 (4:00 PM)**
Online Payment of Part Institutional Fees	7th October 2020 (10:00 AM) to 9thOctober 2020 (4:00 PM)
Freezing/Up gradation of allotted seat (online) by candidate.	7th Oct. 2020 (10:00 AM) to 10thOctober 2020 (4:00 PM)
Fourth Round of Counselling	
Online Payment of Counselling fees(For NEW candidates only) *	7th October 2020 (10:00 AM) to 9thOctober 2020 (4:00 PM)
Online Choice submission	7th Oct. 2020 (10:00 AM) to 10th October 2020 (6:00 PM)
Result of 4th counselling and Printing of Provisional allotment letter	**13thOctober 2020 (10:00 AM)**
Online Payment of Part Institutional Fees	13th October 2020 (10:00 AM) to 15thOctober 2020 (6:00 PM)
PAYMENT OF BALANCE INSTITUTIONAL FEES, PHYSICAL DOCUMENT VERIFICATION AND FINAL ALLOTMENT LETTER	**13th October 2020 (10:00 AM) to 17th October 2020 (6:00 PM)**
SPOT Round of Counselling (Against vacant seat, If any)**	
Online willingness for Spot Round	After 17th October 2020
Display of Reporting schedule on	After 17th October 2020

*** Those candidates who have registered and in merit but not paid the counselling fees.**

**** Spot Round will be conducted against vacant seats (if any).**

ANNEXURE-II

A sample of CONFIRMATION PAGE (After filling application form)



IOT GROUP-A : Admission in Engineering And Non-Engineering Courses (10th Based) IOT

GROUP-A : Admission in Engineering And Non-Engineering Courses (10th Based) (Demo Counselling)

Cancelled Cheque

Signature of Candidate
(SAMPLE TWO)

ANNEXURE - III

FORM OF MEDICAL CERTIFICATE

(To be signed by a Registered Medical Practitioner)

(TO BE SUBMITTED AT THE TIME OF ADMISSION)

I certify that I have carefully examined Shri./Smt./Km. …….....……. son/daughter/wife of Shri/Smt. …….....…… whose signature is given below. As a result of his/her examination, I certify that nothing has been found which may disqualify him/her from admission to a course in a technical institution under the Government of NCT of Delhi. I have further to report that:

1) His/her eyes appear to be …….
2) His/her heart & lungs are clear/ …….
3) His/her chest measurement is normal …….. , expanded ……..
4) His/her weight is ……..
5) His/her height is ……..
6) He/she wears glasses/does not wear glasses with …….. vision.
7) He/she has no disease, mental and bodily infirmity, which makes him/her, unfit in the near future for an active life and studies.

Marks of Identification …….

Signature of Candidate ……

Name & Signature of the
Medical Officer with Stamp
and Registration . No.

Date:

ANNEXURE IV (A)

Photograph of the Candidate.

CERTIFICATE FOR AVAILING ADMISSION AGAINST PERSON WITH DISABILITIES QUOTA

(TO BE SUBMITTED AT THE TIME OF COUNSELLING/ADMISSION)

This is to certify that I have examined Mr./Ms._____
Son/Daughter/Wife of _____

Mr./Ms._____ is Person With Disabilities/Divyang due to _____ and the percentage of disorder is _____. He/she is fit for undergoing all the course(s)/ only _____courses, at Board of Technical Education, Delhi without any special concessions and exemptions.

Signature of the Candidate

Name & Signature of the Officer In-charge,
Vocational Rehabilitation Centre for Handicapped
Karkardooma, New Delhi.

(Office Seal)

Date:

ANNEXURE IV (B)

CERTIFICATE FOR AVAILING ADMISSION AGAINST PERSON WITH DISABILITIES QUOTA

Photograph of the Candidate

(TO BE SUBMITTED AT THE TIME OF COUNSELLING/ADMISSION)

This is to certify that I have examined Mr./Ms_____
Son/Daughter/Wife of _____

Mr/Ms_____ is Person suffering from Dyslexia due to _____ and the percentage of disorder is _____. He/she is fit for undergoing all the course(s)/ only _____courses, at Board of Technical Education, Delhi without any special concessions and exemptions.

Signature of the Candidate

Name & Signature of the Officer In-charge,
Institute of Human Behavior and Allied Sciences,(IHBAS)
Dilshad Garden, Delhi.

(Office Seal)

Date:

ANNEXURE-V

DECLARATION/UNDERTAKING FOR NON-MIGRATION OF STUDENTS AFTER ADMISSION

I, _____ son/ daughter of Shri. _____resident of _____ State_____ hereby declare/undertake that I will not ask/request for Inter-Institute/Polytechnic migration within the same branch or out of the branch in which I have been admitted.

Place: Signature of the Candidate

Date:

Signature of Parents/Guardian

ANNEXURE-VI

CERTIFICATE FOR AVAILING ADMISSION AGAINST DEFENCE QUOTA ISSUED BY SECRETARY KENDRIYA SAINIK BOARD, DELHI OR SECRETARY, ZILA/RAJYA SAINIK BOARD OR OFFICER-IN-CHARGE, RECORD OFFICE OF CONCERNED SERVICE FOR SERVING PERSONNEL

This is to certify that Master /Miss. ……..Son/daughter of ……..…….resident of …..……..…… ……

the above named officer/ JCO / OR pertains to the category marked below: - (Select one from below)

(a) Killed in Action on ……during ……

(b) Disabled in Action on ……during……

(c) Died in peace time on ……with death attributable to military service

(d) Disabled in peace time with disability attributable military service.

(e) Gallantry Award Winner (……)

(f) Ex-Serviceman.

(g) Serving Soldier

(Category _____above)

Master/Miss. ……son/daughter of the above-named officer/JOO/OR is eligible for

Admission in ……..Course in ……..Board against the Defense quota under priority ……

His/Her Ex-Serviceman Widow Identity Card No. is DLH-01……..…/RSB

(Round stamp of Office)

SECRETARY

(Zila/Rajya Sainik Board)

ANNEXURE-VII

UNDERTAKING ON PROHIBITION OF RAGGING

I, _____son / daughter of Shri. _____ resident of _____ State, hereby declare that I am aware of the law regarding prohibition of ragging as well as the punishments, and that, if found guilty of the offence of ragging and/or abetting ragging, I am liable to be punished appropriately.

Place: Signature of the Candidate

Date: Name of the candidate:

I, ----------Father/Guardian of Shri./Ms._____ _____ resident of _____hereby declare that I am aware of the law regarding prohibition of ragging and I agree to abide by the punishment meted out to my ward in case the later is found guilty of ragging.

Signature of Parent/Guardian

Name of Parent/Guardian

NOTE: Each student and every parent must submit an online undertaking every academic year at www.antiragging.in and www.amanmovement.org.

ANNEXURE-VIII

CERTIFICATE FOR AVAILING ADMISSION AGAINST
KASHMIRI MIGRANT QUOTA
(To be submitted at the Time of Counselling/Admission)

Certified that Shri./Km./Smt._____son/daughter/wife of

Shri./Smt._____

resident of_____ is registered as

Migrant from Kashmir.

The Registration number is _____ dated _____.

It is also certified that Shri./Km./Smt._____
_____

is registered in Delhi as Kashmiri Migrant on _____.

Name & Signature of
Deputy Commissioner/
Competent Authority
(Office Stamp)

Place :

Date :

ANNEXURE-IX

CERTIFICATE TO BE PRODUCED AT THE TIME OF ADMISSION
BY THE CANDIDATE SEEKING ADMISSION UNDER TUITION FEE WAIVER SCHEME

This is to certify that Shri./Smt./Km. _____

son / daughter of Shri./Smt. _____ is the

resident of _____.

The occupation of his/her parents/guardian is _____ and the

total family income from all sources is Rs._____

(Rupees _____)

per annum.

District Magistrate /
Deputy Commissioner

ANNEXURE-X

Government of NCT of Delhi

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. ---------- Date: ----------

VALID FOR THE YEAR ----------

This is to certify that Shri/Smt./Kumari ---------- son/daughter/wife of ---------- ---------- permanent resident of ----------, Village/Street ---------- Post Office ---------- District ---------- in the State/Union/Street ---------- Pin Code ---------- whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"** is below Rs. 8 lakhs (Rupees Eight Lakh only) for the financial year ----------. His/her family does not own or possess any of the following assets***:

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq.ft. and above;
III. Residential plot of 100 sq.yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in area other than the notified municipalities.

2. Shri/Smt./Kumari ---------- belongs to the ---------- caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes.

Recent passport size attested photograph of the applicant

Signature with Seal of Office ----------

Name ----------

Designation ----------

*Income covered from all sources i.e. salary, agriculture, business, profession, etc.
** The term "Family" for this purpose includes the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
*** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

ANNEXURE-XI

UNDERTAKING
(To be submitted at the Time of Admission)

I. I am liable to be struck off from the roll of Institution without notice in case I remain absent for 10 consecutive working days without information / sanction of leave, unsatisfactory progress, short of attendance below 75 %, failing in the aptitude test, Committing breach of discipline in the Institution.

II. I shall get two sets of prescribed uniform stitched within seven days from the day of reporting at admitted institute positively and shall wear the same daily right from my residence & till reaching back to the residence.

III. I shall have no objection in attending Institution as per the existing or changed timing by the institute as per shift timing.

IV. I shall maintain at least 75% attendance in each subject for making me eligible for appearing in each examination.

V. In case the trade in which I have got admission is not affiliated with AICTE/DTTE at any stage/reason, I have no objection to appear in the examination conducted and certified by Concerned Authorities.

VI. I have no objection if I will be transferred to any other Institute due to any administrative reason whatsoever.

VII. I will not carry/use mobile phone in the Institute campus.

VIII. I hereby declare that I am aware of the law regarding prohibition of ragging as well as the punishments, and that, if found guilty of the offence of ragging and/or abetting ragging, I am liable to be punished as per guideline issued by the Honourable Supreme Court of India.

IX. I will attend the Industrial visit / On-Job Training during the training period at various Industries at my own risk. In case of any accident, mis-happening or riots, I/We will not hold the Institute/Industry responsible for the same.

X. I will attend to online and offline classes and tests as conducted during the course of study.

In case, I/We fail to abide myself as stated above, the Principal/Head of the Institute is empowered to take disciplinary action against me as per rules.

Yours faithfully

_____
(Full Signature of Parent/Guardian)
Name: _____ (Block Letters)

Relation: _____

_____ **Course/Branch: _____**
(Full Signature of Student)

Name: _____(Block Letters)

Enrolment No./Roll No. _____ **Date: _____**

GLIMPSES OF GOVERNMENT INSTITUTES OF TECHNOLOGY UNDER DTTE

1. AMBEDKAR INSTITUTE OF TECHNOLOGY

MRS. NEERU MEHTA, PRINCIPAL

FROM THE DESK OF PRINCIPAL

Ambedkar Institute of Technology (Formerly known as Ambedkar Polytechnic) was established in 1986 by the Department of Training & Technical Education, Govt. of NCT of Delhi. This institute exists in well-designed 4-story building in an area of 8 acres land. The institute has conference room, Edu-sat room, Lecture Theatres, digital library and well equipped with latest machinery and equipment in all the laboratories, sports and canteen facilities. The institute has well qualified faculty and well-organized training & Placement Cell. This institute has organized number FDPs / STCs for the faculty in coordination with NITTTR, Chandigarh and other renowned Training Partners. Presently there are about 1300 students studying the Diploma and UG courses.

The institute has signed MoU with M/s. Tech Mahindra Foundation, M/s. Redington Foundation, M/s. Fluor Daniel, UNDP and TOI under CSR activities for enhancing latest global technical knowledge and overall personality development of the students. The institute has IETE student chapter and CSI educational institution membership. The institute runs eco-club under Ministry of Environment and Red Ribbon Club under Delhi AIDS Society. The institute is also member of Optical Society of America (OSA) under which many students are being sponsored and sent to international universities for presentation of papers and posters.

This institute offers the following courses:

DIPLOMA COURSES (3 Years Duration)

S. No	Name of the Course	Annual Intake
1	Diploma in Digital Electronics	60
2	Diploma in Medical Electronics	30
3	Diploma in Computer Engineering	60

4	Diploma in Information Technology Enabled Services & Management	**60**
5	Diploma in Instrumentation & Control	**60**

DEGREE COURSES (Affiliated to GGSIP University)

S. No	Name of the Course	Annual Intake
1	Bachelor of Computer Applications (BCA)	**60**
2	Bachelor of Vocation in Software Development (B. Voc (SD))	**100**

This institute is ISO 9001:2015 certified institute and also International APACC accredited with silver award. This institute has achieved Outstanding Institution Award twice in northern region by NITTTR, Chandigarh. The institute has received award of excellence for achieving 100% voluntary blood donation by NBTC on World Blood Donor Day. This institute was awarded best red ribbon club for its exceptional work in engaging college youth for awareness on HIV/AIDS by NACO on World AIDS Day. The students have achieved cash awards and prizes in Hackathon and sports activities at national level.

OUTSTANDING INSTITUTION AWARD BY NITTTR, CHANDIGARH

INSTITUTE IS EQUIPPED WITH STATE OF THE ART LABORATORY

2. ARYABHATT INSTITUTE OF TECHNOLOGY

SHRI A. K. CHOUDHARY, PRINCIPAL

FROM THE DESK OF PRINCIPAL

It is an honour to be the principal of Aryabhatt Institute of Technology, one of the premier institutes imparting technical education under the aegis of Directorate of Training and Technical Education, Govt. of NCT of Delhi, and with deep sense of honour, pride and gratification. I welcome you all and introduce you to the sphere of Aryabhatt Institute of technology formerly known as Aryabhatt Polytechnic. The institute began its journey way back in 1962 as its third boys' polytechnic at Kashmere Gate, Delhi and shifted to present location in the year 1980. This institute offers regular three years diploma and four year part-time diploma in core engineering branches with a total intake of 770 students in first year. Recently we have started three years Bachelor in Vocational courses in Refrigeration & Air Conditioning and Construction Technology affiliated with GGSIP University. We have efficient, dedicated and experienced faculty and staff. Over the years, we have acquired the state-of-art infrastructure, labs and equipments. Apart from providing best physical infrastructure and faculty, our endeavor is to create a healthy environment for the students to communicate and learn from their peers and alumni. Through summer internships with the industries, our students get hands-on experience. It is not out of place to put on record that our students have been placed with leading corporates like Tata Power Delhi Distribution Limited, Escorts, L&T, Floor Denial, Maruti, Honda, HeroMoto Corp, IGL, Bechtel, Delhi Metro, Punj Lloyed, Shriram Piston and Rings, Renowned Civil Construction Companies, Textile Companies, Various PSUs and Govt. Sectors. Our students have been proving to be assets of the companies where they work. Many students go to pursue higher studies and achieve excellence in professional as well as academic areas in India and abroad.

In the year 2017, final year students of Mechanical Engineering of ABIT had developed a project, "Hybrid Floor Cleaner Machine", and presented it in the 1st National Innovation Talent Contest for Polytechnics organized by National Institute of Technical Teachers' Training and Research, Kolkata on 21-22 February, 2017. This project has won 2nd prize among the participants from all over India. The contest was sponsored by "Sir Dorabji Tata Trust", Mumbai. I look forward to their bright future, at the same time, our vision is to produce knowledgeable, smart and confident diploma engineers who will prove to be good citizens of India and will go out into the world and make us proud.

1st NATIONAL INNOVATION TALENT CONTEST FOR POLYTECHNICS
21 & 22 February 2017
NITCP

3. G.B. PANT INSTITUTE OF TECHNOLOGY

SH. R. K. MANGOCH, PRINCIPAL

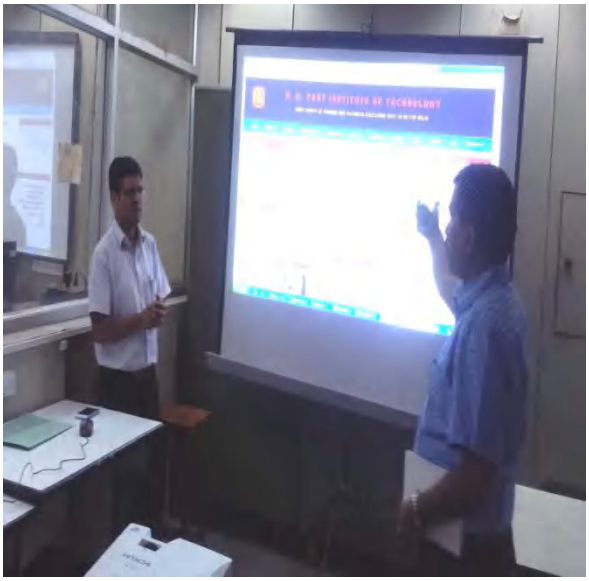
FROM THE DESK OF PRINCIPAL

G. B. Pant Institute of Technology was formerly known as G. B. Pant Polytechnic. G. B. Pant Polytechnic was established in 1961. It was named after Pandit Govind Ballabh Pant, a renowned freedom fighter and an able administrator. The institute is housed in a plot of area of more than 20.25 acres. It is self-dependent in terms of spacious Academic Complex, Residential Complex, Library, Workshops and playgrounds.

The institute was started with three conventional branches of engineering diploma courses (three years duration) i.e. Electrical Engg, Mechanical Engg. & Civil Engg. in 1961. Later on, in 1966 diploma course in Automobile Engg. was added followed by Production Engg. in 1979. In 1972, the Part-Time evening diploma course of four years duration was introduced in Electrical, Mechanical and Civil Engineering to provide continuing education to the in service ITI passed students who are unable to join full-time day diploma courses but still wish to upgrade their knowledge and skills, for B. Voc. Courses affiliated to GGSIP University in (i) Automobile (ii) B. Voc in Construction Technology (iii) B. Voc in Refrigeration & Air-Conditioning & (iv) Power distribution have been started on 06.07.2015 . In addition to this, Advanced Diploma in Automotive Mechatronics (ADAM) is introduced in year 2018 under CSR of Automotive Mechatronis Research Centre (Mercedes-Benz).

G. B. Pant Institute of Technology is located in Okhla Industrial Estate, Okhla Phase III, New Delhi-110020, near Nehru Place in South Delhi. The institute is also connected to Escorts Mujesar - Central Secretariat Metro line. The nearest metro station to the institute is Govind Puri Metro Station.

GOLDEN JUBILEE
1961-2011



4. GURU NANAK DEV INSTITUTE OF TECHNOLOGY

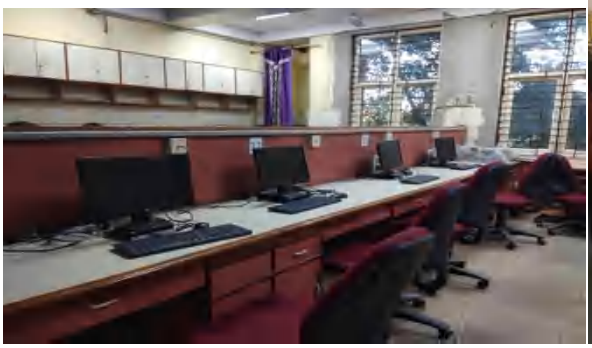
SH. RAVINDER SINGH, PRINCIPAL

FROM THE DESK OF PRINCIPAL

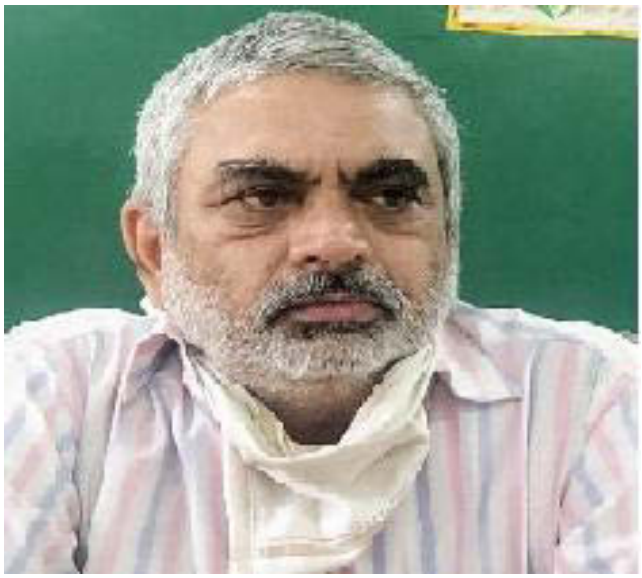
The institute began its journey way back in the year 1995 in a borrowed space in Pusa Polytechnic and shifted to its own building in the year 1997, since then we have been able to achieve many milestones; from three branches in the beginning (30 intake in each branch) to six branches at present in two shifts of more than 700 intake each year, from being a small relatively unknown polytechnic to one of the most well-known and sought after polytechnics. In the endeavor to achieve success, we have over the years built up the state of the art infrastructure and equipment. The Institute has dedicated and experienced faculty. Besides providing best physical infrastructure and faculty our endeavor is to create such environment for the students as to communicate and learn from their peers and alumni and also through summer internships with the companies and get hands-on experience. It is not out of place to put on record that our students have been placed with most leading companies in various fields. They have been able to reach enviable positions by their dedication and hard work. Our students are proving to be assets of the companies where they work. The institute has been conducting various seminars and industrial visits for its students.

COURSES OFFERED:

1. Computer Engineering.
2. Electronics and Communication Engineering
3. Chemical Engineering.
4. Mechanical Engineering.
5. Electrical Engineering.
6. Polymer Technology
7. B. Voc. Software Development
8. B. Voc. Mobile Communication
9. M. Voc. Software Development



5. INTEGRATED INSTITUTE OF TECHNOLOGY



SHRI SHASHANK GUPTA, PRINCIPAL

FROM THE DESK OF PRINCIPAL

Integrated Institute of Technology is one of the leading Co-ed institutes conducting Diploma/Degree courses in the areas of technology, healthcare and skill development. It is under the aegis of Department of Training and Technical education, Govt. of NCT of Delhi. It is approachable from Dwarka metro station sector-10 near district court. This institute is spread over 11 acres, housing main building, hostel (Boys & Girls), staff quarters, spacious playground and parking. Empowering our students to serve the masses, save life and work for mankind challenges through technology is our main objective and for that, our faculty members work hard with dedication. Students of the institute are provided with placement assistance through campus interviews. The institute is an amalgamation of students from all the strata of society and promises equal opportunities to all.

COURSES OFFERED

Diploma in ITES&M

Information Technology Enabled Services & Management, an advanced and emerging area of technology has shown an unprecedented growth in every sphere of activity. A conscious attempt has been made to design the curriculum as per the requirement and need of the industry. Total Intake of students in this course is 60 excluding supernumerary seats.

Diploma in Medical Lab Technology

Diploma in Medical Lab Technology course has been defined and designed to meet the challenges of continuous technological changes and sound knowledge of latest areas of Para Medical and Health Care. Total Intake of students in this course is 60 excluding supernumerary seats.

Diploma in Pharmacy

The two years Diploma Course has been started with a view to train students in the vastly emerging Pharma industries of India using new technologies. Total Intake of students in this course is 60 excluding supernumerary seats.

B.Sc in Medical Lab Technology

The three years Degree Course has been started with a view to training students in the vastly emerging Para Medical and Health Care industries of India using new technologies. The admission test for this

course is conducted separately by GGSIPU Delhi. Total Intake of students in this course is 30 excluding supernumerary seats.

Bachelor in Computer Applications

This three years degree course has been started to develop in Computer application area that has shown an unprecedented growth in every sphere of activity. A conscious attempt has been made to design the curriculum as per the requirement and need of the industry. The admission test for this course is conducted separately by GGSIPU Delhi. Total Intake of students in this course is 45 excluding supernumerary seats.

B.VOC. Software Development

This modular programme aims to build individual capacities and train persons with adequate employability skills. The programme structure attempts to blend appropriate technical knowledge and skills, personal and professional skills and substantive 'hands-on' and field / site experience required in the trade. Keeping in view the demands of the market and to provide flexible options for students the programme is designed in modular manner and allows entry and exit options at various levels. The admission test for this course is conducted separately by GGSIPU Delhi. Total Intake of students in this course is 50 excluding supernumerary seats.

6. KASTURBA INSTITUTE OF TECHNOLOGY

MRS. UDITA MALAVIYA, PRINCIPAL

FROM THE DESK OF PRINCIPAL

- Kasturba Institute of Technology (formerly known as Kasturba Polytechnic for Women) is the second Government Polytechnic in Delhi started, exclusively for Women. It was established in the year 1986 to encourage women to effectively contribute towards economic development. The Polytechnic building which is housed in the plot area of 9.16 Acres of land consists of a spacious Academic Complex, Hostel Block, Residential Complex, Playground and Parking area. The green belt around the institution provides a shield against noise and air pollution. Kasturba Institute of Technology offers full-time Diploma and B.Voc programmes in Hi-tech and emerging areas of Technology.
- KIT is an ISO 9001:2015 certified institute.
- It has talented, well qualified (mostly postgraduates and some doctorates) and committed faculty who are dedicated to their academic duties and strive for excellence.
- KIT's infrastructure is equipped with sufficient classrooms, laboratories fully equipped LRUC, EDUSAT rooms, canteen, girl's hostel and sports facility.
- The institute is equipped with fire alarm and fire extinguishing system. A photocopier machine has been exclusively installed for the students in the library for providing photocopies of the relevant study material of the Library Books.
- Institute's library is completely automated with DELNET facility. All the library housekeeping operations such as issue, return, cataloguing, circulation etc is computerized.
- Academic results of Kasturba Institute of Technology are excellent. A very large number of students pass out with First Division and Distinction. The topper students in almost every branch have secured more than 80% marks in their respective diploma courses.
- Kasturba Institute of Technology is **three times** recipient of the best Polytechnic Award. It got the best Polytechnic award in Northern India in 2001 and 2007 by **NITTTR, Chandigarh** and declared best polytechnic in 2004 by **ISTE** at 7th National ISTE Students' Convention.

This institute offers the following courses:

DIPLOMA COURSES (3 Years Duration)

S. No	Name of the Course	Annual Intake
1	Diploma in Digital Electronics	60
2	Diploma in Medical Electronics	45
3	Diploma in Computer Engineering	60
4	Diploma in Civil Engineering (Public Health & Environment Engineering)	45
5	Diploma in Fashion Design	40

DEGREE COURSES (Affiliated to GGSIP University)

S. No	Name of the Course	Annual Intake
1	Bachelor of Vocation in Applied Arts	50
2	Bachelor of Vocation in Software Development	50

7. MEERABAI INSTITUTE OF TECHNOLOGY

DR. (MRS.) SANGITA PASSEY, PRINCIPAL

FROM THE DESK OF PRINCIPAL

Meerabai Institute of Technology is the first women institute that started under the aegis of Department of Training and Technical Education, Govt of National Capital Territory of Delhi. The Institute was established with the objective to train women to cater to the needs of technically trained manpower of the State and also to help young women become professionally independent.

The institute started its journey on 10 September 1962 as Women's Polytechnic in Dayal Singh Library building at ITO running diploma courses in various disciplines. The institute was renamed as Meerabai Polytechnic in 1994. In July 2009, the institute started Bachelor of Business Administration affiliated to Guru Gobind Singh Indraprastha University and it was rechristened as Meerabai Institute of Technology in April 2010. In July 2015, the institute started two more degree courses in Bachelor of Vocation in Interior Design and Bachlor of Vocation in Applied Arts affiliated to Guru Gobind Singh Indraprastha University. The institute now also offers Master of Vocation (Interior Design) from 2019. Presently the institute is running 10 diversified Diploma Courses, three Degree Courses and one Post Graduate course.

The institute has always had highly qualified and dedicated faculty who not only work for the academic and professional excellence of the students but also try to bring forth their hidden capabilities through cultural, sports and community activities for their overall development. Their continuous hard work and efforts helped achieve this institute the Award of Best Polytechnic of North India by NITTTR, Chandigarh in 2005 when they started evaluation of the institutes for the first time.

With its synergy between excellent Technical Education and focus on firm moral values, MBIT continues to attract the students for the diversified courses. Academic, intellectual and cultural accomplishments help students of different departments to secure placement in well known companies like Tata Power, Advance Estimation, Hyatt Regency Hotels Ltd., Seva Consultants, Edge Studios, Dimension India, Nack Studios, Wipro Technologies, Becchtel India Pvt. Ltd., Micro Computer Service, Godrej &Boyce Mfg. Co. Ltd., Sony India Ltd., Apollo Hospital, Religare Wellness, Global Health Line Pvt. Ltd., Dr. Lal Path Lab, Richfeel Health & Beauty (P) Ltd., Kaya Ltd., CRRI, Suriepolex Marketing, Mellcom Engineers Pvt. Ltd., Careco Services Pvt Ltd., Maspur Industries Pvt. Ltd and Woodland Furniture Pvt. Ltd.

8. PUSA INSTITUTE OF TECHNOLOGY

SH. OM PRAKASH SINGH, PRINCIPAL

FROM THE DESK OF PRINCIPAL

Pusa Instituteof Technology (formerly known as Pusa Polytechnic) is one of the oldest Govt. Technical Institutesin Delhi under Directorate of Training and Technical Education (DTTE). The Institute is AICTE approved and offer the following courses:

1. Automobile Engineering
2. Electronics & Communication Engineering
3. Electrical Engineering
4. Civil Engineering
5. Civil Engineering (Construction Technology)
6. Mechanical Engineering
7. Printing Technology

The Institute is running in Morning & Evening shifts as well as Part-Time (Evening) diploma Courses. In addition, Institute is offering skill-based Bachelor of Vocational (B. Voc.) Courses in Automobile, Power Distribution Management & Printing Technology. Last year Institute has started Master of Vocation (M. Voc.) in Automobile also. The B. Voc. & M. Voc. Programmes are under the affiliation of GGSIP University, Delhi.

The institute has well equipped labs with latest equipments and has talented and well qualified faculty who arededicated to their duties and strive for excellence. The sports and extracurricular activities are making students more confident and fit. The MCC library provides students with large number of books, journals, and magazines etc. which help to update the knowledge. Institute has also signed MoU with Reliance Jio Infocom Ltd (RJIL), ScholiverseEducare Private Limited Internshala, CII-Model Career Centre and has wi-fi enabled campus for the benefit of students.

Hyundai Motor India Limited (HMIL) joins hands with Pusa Institute of Technology under the Directorate of Training and Technical Education to enhance the professional capability of the students as Service Advisor in the field of Automobile Service Industry. A specially designed curriculum has been designed to expose automobile career prospects. The HMIL training programme in Hyundai Professional Development centre at PIT is benefitting Institute in creating skillful professional for the Indian Automotive Service Industry. Also, Hyundai (HMIL) is providing training at its centre in Faridabad.

The Institute is a very popular institute among the young generation due to its high placement record in top-notch companies like Maruti Suzuki, Mercedes Benz, Honda, Hyundai,

NDPL Tata Power, Wipro, Thomson Printing Press, Afflatus Gravure, Technova, Kalpataru Power Transmission, Samsung Engineering, Medha Servo, Dainik Bhaskar, Fluor Daniel etc.

RECENT DEVELOPMENTS IN INSTITUTE (CENTRE OF EXCELLENCE)

Recently, Institute had organised International Conference on Innovative Research in Agriculture, Engineering, Technology, Applied Science Humanities and Business & Management for sustainable Development ETAHBS-2019 on 23rd November 2019 in Pusa Institute of Technology, Pusa, New Delhi under the Chairmanship of Dr. O. P. Singh, Principal, Organizing Secretary, Dr. Rajinder Singh, and more than 65 delegates participated including staff members of Pusa Institute of Technology & Other Technical Institutes and USA delegates.

Students of Pusa Institute of Technology won Dr. Prem Jain Memorial Inter College Cricket tournament organised by ASHRAE (American Society of Heating Refrigeration and Air-Conditioning Engineers), India Chapter, held on 25th January 2020.

One staff member of Mechanical Engineering Department presented paper in International Conference ASHRAE chapter region at large conference -2019 held in Ammna, Jordan during 26th – 29th September 2019.

9. RAJOKARI INSTITUTE OF TECHNOLOGY

SH P. RAMANAIAH, PRINCIPAL

FROM THE DESK OF PRINCIPAL

Rajokari Institute of Technology (RIT) was established by Government of NCT Delhi under the aegis of Department of Training and Technical Education. Delhi in the year 2016 with two diploma courses (Three years Programme) in Computer Engineering (CE) and Information Technology Enabled Services & Management (ITESM). Rajokari Institute of Technology (RIT) has State of the art infrastructure, dedicated and qualified staff, highly conducive environment for teaching-learning process and a lush green campus. The institute is affiliated to AICTE and Board of Technical Education Delhi.

The form of education we need today is not just to create an informed set of individuals; instead develop individuals- with character, commitment, conviction, courtesy and courage, who are cultured, who can shoulder the responsibility of taking the nation forward and making it stronger than ever before. A true broad based education prepares students for life, without losing their areas of specialization and competence. RIT has understood the importance of broad-based education and has created a conducive environment for the students to blossom into complete individuals. RIT believes in inculcating right attitude in the minds of young students and develop them as individuals who have the innate desire not just to succeed in their own lives but also to contribute meaningfully to societal development in all possible spheres.

The institute has been set up near the industrial town and IT hub “Gurugram (formally Gurgaon)” and well connected with Indian Railways, State and Interstate road transport and Metro railways network. All such transport facilities are available within 2 km radius to cater to the needs of students.

ANNUAL FUNCTION
EUPHORIA 2018
16th April 2018
SIRIFORT AUDITORIUM NEW DELHI

10. BHAI PARMANAND INSTITUTE OF BUSINESS STUDIES

PROF. DR. GIRISH KUMAR SHARMA, PRINCIPAL

FROM THE DESK OF PRINCIPAL

BPIBS is offering a wide spectrum of courses in a lush green campus well connected with Metro Rail Network (NirmanVihar) and all other modes of transportation. There are mainly four types of Quotients which are highly desirable to be inculcated in a student namely Physical, Intelligence, Emotional and Spiritual. I am confident these four aspects will always define learning. The Diploma course emphasizes on the combination of core business subjects, soft skill courses along with secretarial Practices which lead to total personality development of the students. We aspire to impart quality education, with a specialized faculty and a strong infrastructure. With these services we dream to make contributions ourselves along with our students in an increasingly globalised world. Understanding the importance of soft skills along with the basic business modules, our undergraduate& PG offers an interwoven program. Through innovative techniques we aim to provide our students with a foray of creativity and out of the box thinking. The Institute is an amalgamation of students from all the strata of society and promises equal opportunities to all.

GLIMPSE OF MAJOR ACHIEVEMENTS IN BPIBS IN THE RECENT PAST

1. **Recently BPIBS has received prestigious CSI Membership to inculcate culture of research amongst faculty and students.**
2. **Conferred *'ISO 9001:2015'* certification due to its quality education system and academic excellence.**
3. **BPIBS has been ranked as A-Grade Institute by IP University during Annual Inspection and Academic Audit.**
4. **BPIBS undertook the mammoth task of spearheading DTTE in the Career Conclave organized by the Directorate of Education Govt. of NCT of Delhi held at Thyagraj Stadium in January 2019 & October 2019.**
5. **All the classrooms in BPIBS are made Digital Classrooms.**
6. **BPIBS is one of the few privileged institutions in India to have received the award of International *Silver Grade Certification* by APACC (Asia Pacific Accreditation and Certification Commission), Manilla Philippines.**
7. **BPIBS installed NPTEL Server (E-Content of IIT Professors) to provide E-Learning content and facility free of cost to students and staffs 24 x 7.**
8. **To give exposure to the students of practical world to correlate theoretical knowledge with practical experience numerous industrial visits were conducted viz. National Small Industries Corporation, Okhla, Mother Diary Plant, Patparganj, Celcom Vision Limited, Surajpur Industrial area, Greater Noida, Parle Biscuit Pvt. Ltd. Bahadurgarh, Haryana, Neel Metel Product Ltd. (A unit of JBM Group), Manaser, Haryana, etc.**
9. **BPIBS has maintained academic excellence by providing almost 100% pass result with more than 70% students acquiring First Class with Distinction.**
10. **BPIBS has fully automated its library through E-granthalaya Software with the Bar Code facility for quick and efficient retrieval besides fast issue and return facilities.**

11. **Incepted 34 MBPS Internet Leased Line from MTNL (1:1) for faster access. Besides, 10 NKN connections have been provided in Digital Reading room to maintain Wi-Fi enabled campus.**
12. **BKIF Incubation Centre started with initial Grant of Rs. 1.5 Crores from Delhi Govt. to find & initiate startups.**

LIST OF RECOGNIZED BOARDS OF SECONDARY EDUCATION

DTTE/BTE Delhi follows **recognized boards** for admission purpose. Valid boards for admission in ITI Delhi are as follows. In case of any clarification or if candidates qualifying board is not featuring in below mentioned lists then he/she may contact **help desk** at BPIBS OR email Chief Admission Officer at**admissiondelhidiploma@gmail.com**.

STATE: ANDHRA PRADESH
1. Andhra Pradesh Board of Intermediate Education, Hyderabad
2. Andhra Pradesh Board of Secondary Education, Hyderabad
3. Andhra Pradesh Open School Society, SCERT Campus, Hyderabad

STATE: ASSAM
1. Assam Higher Secondary Education Council, Bamunimaidan, Guwahati
2. Assam Board of Secondary Education, Guwahati
3. Assam Higher Secondary Education Council, Assam State Open School Bamunimaidan, Guwahati

STATE: BIHAR
1. Bihar Intermediate Education Council, Patna
2. Bihar School Examination Board, Patna
3. Bihar Sanskrit Shiksha Board, Patna
4. Bihar Board of Open Schooling & Examination, Patna

STATE: CHHATISGARH
1. Chhattisgarh Board of Secondary Education, Raipur
2. Chhattisgarh Board of Secondary Education & State Open School, Raipur
3. Chhattisgarh Madarsa Board, Chhattisgarh

STATE: DELHI/ ALL INDIA BOARDS
1. National Institute of Open Schooling (formerly National Open School), New Delhi
2. Central Board of Secondary Education, Delhi
3. Council for Indian School Certificate Examinations, New Delhi
4. Rashtriya Sanskrit Sansthan, New Delhi.
5. Directorate of Army Education, New Delhi.
6. Jamia Millia Islamia, New Delhi.
7. Jamia Millia Hamdard University. New Delhi

STATE:GOA
1. Goa Board of Secondary & Higher Secondary Education, Goa

STATE: GUJARAT
1. Gujarat Secondary & Higher Secondary Education Board, Gandhi Nagar
2. Gujarat State Open School, Gandhi Nagar, Gujarat

STATE: HARYANA
1. Haryana Board of Education, Hansi Road, Bhiwani
2. Haryana Open School, Bhiwani

STATE: HIMACHAL PRADESH
1. Himachal Pradesh Board of School Education, Dharamshala

2. Himachal Pradesh State Open School, Dharamsala, Kangra

STATE: JAMMU & KASHMIR

1. J&K State Board of School Education, Jammu
2. J&K State Open School, Srinagar

STATE: JHARKHAND

1. Jharkhand Academic Council, Ranchi

STATE: KARNATAKA

1. Karnataka Board of the Pre-University Education, Bangalore
2. Karnataka Secondary Education Examination Board, Bangalore
3. Karnataka Open School, J.S.S. Maha Vidya Peeth, Mysore

STATE: KERALA

1. Kerala Board of Public Examinations, Pareeksha Bhawan, Thiruvananthpuram
2. Kerala Board of Higher Secondary Education, Thiruvananthapuram
3. Kerala State Open School, Thiruvananthapuram

STATE: MAHARASHTRA

1. Maharashtra State Board of Secondary and Higher Secondary Education, Pune

STATE: MADHYA PRADESH

1. Madhya Pradesh Board of Secondary Education, Bhopal
2. M.P. State Open School, Bhopal
3. Madhya Pradesh Madarsa Board, Madhya Pradesh

STATE: MANIPUR

1. Manipur Council of Higher Secondary Education, Imphal
2. Manipur Board of Secondary Education, Imphal

STATE: MEGHALAYA

1. Meghalaya Board of School Education, Meghalaya

STATE: MIZORAM

1. Mizoram Board of School Education Chaltlan, Aizawl

STATE: NAGALAND

1. Nagaland Board of School Education, Kohima

STATE: ODISHA

1. Odisha Council of Higher Secondary Education Bhubaneswar
2. Odisha Board of Secondary Education, Cuttack

STATE: PUNJAB

1. Punjab School Education Board, Mohali

STATE: RAJASTHAN

1. Rajasthan Board of Secondary Education, Ajmer
2. Rajasthan State Open School, Jaipur

3. Banasthali Vidyapith, Banasthali, Rajasthan

STATE: TAMIL NADU

1. Tamil Nadu Board of Secondary Education, Chennai
2. Tamil Nadu Board of Higher Secondary Education, Chennai
3. Tamil Nadu State Open School, Chennai

STATE: TRIPURA

1. Tripura Board of Secondary Education, Agartala, Tripura West

STATE: UTTAR PRADESH

1. U.P. Board of High School & Intermediate Education, Allahabad
2. Board of Madrasa Education, Uttar Pradesh
3. Aligarh Muslim University, Aligarh.
4. Sampurnanand Sanskrit Vishwavidyalaya, Varanasi (PoorvaMadhyama Examination)

STATE: UTTARAKHAND

1. Uttarakhand Vidhyaleye Shiksha Parishad (UBSE),Ramnagar, Nanital.
2. Gurukul Kangri Vishwavidyalaya, Haridwar.

STATE: WEST BENGAL

1. West Bengal Board of Secondary Education, Calcutta
2. West Bengal Council of Higher Secondary Education, Calcutta
3. West Bengal Council for Rabindra Open Schooling
4. West Bengal Board of Madrasa Education

OTHER INSTITUTES/BOARDS RECOGNISED

1. IGCSE Programme from University of Cambridge (International Exam) five passes with gradeA, B, C, D& E.
2. International Baccalaureate - Asia Pacific
3. Edexel Board

Any recognized Board of foreign countries

For learners who possess a High School/Secondary Certificate from any Foreign Board/University arerequired to attach a certificate from Association of Indian Universities (AIU) to the effect that theexamination passed is equivalent to the Secondary Examination.

Other boards/universities may be added to this list once we get to know of them.

CHECK-LIST

DOCUMENTS REQUIRED AT THE TIME OF REPORTING IN THE ALLOTTED INSTITUTE FOR FINAL ADMISSION

1. Payment receipt of Online Part payment made by candidate.
2. Copy of **CANDIDATE PROFILE** of Registered Candidate (from the website https://delhidiploma.admissions.nic.in)
3. Copy of choices submitted by Candidate (from the website https://delhidiploma.admissions.nic.in)
4. Copy of Provisional Allotment Letter (from the website https://delhidiploma.admissions.nic.in)
5. Proof of Date of Birth (Secondary School Certificate) (Original and One self-attested Photocopy).
6. Certificate and Mark Sheet of the qualifying examination issued by the Board (Original and One self-attested photocopy). In case the original certificate is not awarded at the level of the School, Provisional Certificate /Downloaded copy of marks sheet duly authenticated by concerned School Principal may be considered.
7. SC / ST / Person with Disabilities/Divyang (PWD)* (Annexure-IV) /OBC[#] certificate issued by the competent authority/Defense Category (Annexure – VI) / Kashmiri Migrants (Annexure – VIII) / TFW (Annexure IX) / Minority Status Certificate(s) / EWS (Annexure XI) whichever applicable, on the basis of which reservation is claimed (Original and One self-attested photocopy).
8. Conduct and Character Certificate from the Head of the Institution from where the qualifying examination has been passed/or from a Gazetted Officer (Original and One self-attested Photocopy).
9. Certificate of Medical Fitness to be signed by a Registered Medical Practitioner in the format as given in Annexure - III in the Information Bulletin (Original).
10. Undertaking regarding prohibition of ragging (Annexure VII)
11. Transfer Certificate/School leaving Certificate/Migration Certificate (Original and two self-attested copies).
12. Declaration/Undertaking for non-migration (inter-polytechnic/institute) after admission. (Annexure-V)
13. Undertaking by the student for maintaining Discipline in the Institute during the course of study. (Annexure-XI)

*All the candidates seeking admission under Person with Disabilities (PWD) quota are required to bring a certificate from Vocational Rehabilitation Centre (VRC) for Handicapped, 9-11 Vikas Marg, Karkardooma, Delhi-92, and for Dyslexia a certificate from Institute of Human Behavior and Allied Sciences (IHBAS), Tahirpur Road, Dilshad Garden, Delhi-110095, only as to whether he/she is fit for undergoing the course applied for. No other certificate in this regard shall be entertained.

The OBC (Non-Creamy Layer) certificate is to be issued on or after 01-08-2019. If it is issued prior to 01-08-2019, it should be accompanied with Valid family Income certificate issued on or after 01-08-2019 from the competent authority mentioned in the list of approved authorities

IMPORTANT INFORMATION

The Candidates seeking admission to the Diploma (Engineering/ Non-Engineering) have to apply online through the Website ***https://delhidiploma.admissions.nic.in*** starting tentatively with effect from 03.08.2020 to 03.09.2020 for Admissions to Diploma Progarmmes - 2020. Non-Refundable application fees of Rs. 200/- (Two hundred only) + Bank Charges as applicable are to be deposited by the candidate through Net Banking/Credit/Debit Card.

Before submitting the Online Application form and fees candidate must refer the Information Bulletin available on website ***https://delhidiploma.admissions.nic.in*** and check eligibility criteria and schedule of the Admissions to Diploma Programmes - 2020.

Helpdesks are created at different Govt. Institutes of Technology (formerly Polytechnics) and BTE during the process of submission of Online Application forms and during the Counselling Schedule starting from Declaration of Merit List. These Help Desks will help the candidate regarding any queries about the process of online submission of Forms and Counselling. Details of the ***Helpdesks*** are also available on the website.

UG/PG Programme in Vocation – (B. Voc. & M. Voc.)

The Govt. Institutes of Technology under the aegis of DTTE are running B. Voc& M. Voc. Programmes in different disciplines affiliated to Guru Govind Singh Indraprastha University, Delhi. All aspirants may visit official website of GGSIP University, i.e. ***https://:www.ipu.ac.in*** for further information.

This Information Bulletin is only for information and guidance of candidates seeking admission. The contents are likely to change without notice. This does not constitute to be a legal document.

In case of any change in policy related to Admissions to Diploma Progarmmes - 2020, no separate communication will be made to the candidates and the same will be notified on the admission related websites mentioned in the Information Bulletin.

Government of NCT Delhi

Department of Training and Technical Education

Muni Maya Ram Marg, Near TV Tower, Pitampura, Delhi - 110 088

For any queries please contact:

ADMISSION CELL

Bhai Parmanand Institute of Business Studies, Shakarpur, New Delhi

PRE-ADMISSION CELL

Pusa Institute of Technology, Pusa, New Delhi

E-Mail:

admissiondelhidiploma@gmail.com

Websites: https://delhidiploma.admissions.nic.in (Admission & Counseling)

The candidates are advised to visit above websites regularly for updates