

**GOVT. OF N.C.T. OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B-WING, 5-SHAM NATH MARG, DELHI-54.**

No. DHE.4(52)/2008-09/508-27

Dated: 28-4-09.

To

Sub: Additional Policy Guidelines for starting of 2nd Shift in Permanent Campuses of Engineering Institutions /Colleges.

Sir/Madam,

This is in continuation of this office letter No.DHE4(15)/2006-07/909-69 dated 11.06.2007, institutions fulfilling the following conditions would be considered for running of 2nd shift in existing engineering institutions/colleges in permanent campuses.

1. Programme/Courses

- a) *Only those courses where the required no objection certificate has been issued by the statutory body can be considered for 2nd shift.*
- b) *The 2nd Shift may be permitted only for those programmes which are already running in the regular shift in the existing institutions/premises for at least four years.*
- c) *The institution will be required to give fresh undertaking for the programmes to be started in 2nd shift that they will abide by the terms and conditions/guidelines framed by Govt. of Delhi for running the said programme.*
- d) *The 2nd shift may be permitted only for those programmes for which there is a heavy demand from the students or the man power need in the particular area has been projected by Planning Commission/Statutory Body.*

2. Admission

- a) Admission to the 2nd shift programme would be made on the basis of Common Entrance Test being conducted for the regular programme.
- b) The reservation policy for admission would be same as that of the regular programme/guidelines issued by Govt. of Delhi.
- c) A number of students in any programme in the evening shift will not be more than that in the morning shift.

3. Fee

- a) The fee for the students admitted in the 2nd shift would be same as that for the students admitted in the regular programme.
- b) The institutions availing of 2nd shift facility will have to deposit at least 25% of the fee collected from the students in the evening shift to the Delhi Knowledge Development Foundation foundation fund so that needy students in higher/technical education institute would be granted fee waiver/exemption/other facilities.
- c) The fee to be charged from the students admitted in the 2nd shift would be regulated by the guidelines issued by Govt. of Delhi from time to time in this regard.

4. Infrastructure

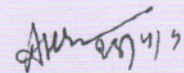
a) Physical Infrastructure

- i) In the annual review inspection of the institutions by the Joint Inspection Committee the institution must have obtained more than 60% marks for the past two years in succession.
- ii) Evening shift students might have to study six days, which might include Saturday/Sunday in order to complete the hours of study as per the scheme of the course.
- iii) The commencement of the classes in the 2nd shift and the examination in the 2nd shift will be held concurrently with the morning shift students in the same programme to keep the same standard of examination.
- iv) The institution will have to procure more text books for the evening shift students as required by AICTE/University.

b) Manpower (Faculty)

- i) The institution must have at least 80% faculty in position for the last two years for all programmes that have been approved by AICTE. University.
- ii) Realizing the difficulty in the availability of senior faculty, the institution must have at least 50% of the required senior faculty i.e. Professors and Readers for the last two years. The institution should however, meet the senior faculty norms within the next two years.
- iii) The institution must recruit 50% additional permanent faculty as per approved norms for the 2nd shift and have them in a position two weeks before the commencement of actual classes. For the said purpose 25% visiting faculty may be engaged and remaining 25% faculty may be utilized from the existing faculty. The existing faculty may be paid 50% of the Basic Pay + DA for the additional work.
- iv) As far as non-teaching supporting staff is concerned, at least 50% additional staff should be appointed for 2nd shift and 50% existing staff of the 1st shift may be utilized. The existing staff may be paid 50% of Basic Pay + DA for the additional work.

Yours faithfully,


(A.K. SINGH)
DY.DIRECTOR (Hr. Edn)

Copy to the following for information and further necessary action :-

1. The Vice Chancellor, GGSIP University, Kashmere Gate, Delhi-110 006
2. The Pr. Secretary to Hon'ble Lt. Governor, Raj Niwas, Delhi-110 054.
3. The Pr. Secretary to Hon'ble Chief Minister of Delhi, Govt. of NCT of Delhi, Delhi Sectt., I.P. Estate, New Delhi-110 002
4. The Pr. Secretary (H&FW), Department of Health & Family Welfare, 9th Level, A-Wing, Delhi Sectt., I.P. Estate, New Delhi-110 002.
5. The Secretary (TTE), Govt. of NCT of Delhi, Department of Training & Technical Education, Muni Maya Ram Marg, Pitampura, Delhi.

6. *The Joint Secretary, MHRD, Govt. of India, Shastri Bhawan, New Delhi.*
7. *The Secretary(Higher Education), Govt. of NCT of Delhi, Delhi Sectt., I.P. Estate, New Delhi-110 002.*
8. *The OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Sectt., I.P. Estate, New Delhi-110 002.*
9. *The Chairman, AICTE, 7th Floor, Chanderlok Building, Connaught Place, New Delhi.*
10. *Notice Board.*
11. *Guard File.*