

GOVERNMENT OF ODISHA
SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT

NOTIFICATION

Bhubaneswar, Dated the 04/06/18

Sub: Affiliation Bye-Laws of State Council for Technical Education & Vocational Training, Odisha for Diploma and Post Diploma Level Technical Institutions/Polytechnics

II Poly -02/2018 No. 2570/SDTE – Whereas, the matter of improving the quality of technical education and streamlining the admission process in Diploma and Post Diploma Level Technical Institutions/Polytechnics through introduction of affiliation procedure was under active consideration of the Government for some time past.

And whereas, the State Council for Technical Education & Vocational Training in its Governing Body Meeting held on 11.04.2018 has recommended a draft Affiliation Bye-Laws for approval by Government.

Now, therefore, after careful consideration of the said recommendation of the SCTE&VT, the Government have been pleased to approve the Affiliation Bye-Laws of the SCTE&VT, Odisha, Bhubaneswar, which are as follows:

CHAPTER-I
NAME & APPLICABILITY

- 1.1 The **Affiliation Bye-Laws** hereunder shall be called the "**State Council for Technical Education and Vocational Training, Odisha Affiliation Bye-Laws**".
- 1.2 The Bye-Laws will be applicable to the institutions/polytechnics imparting courses on Diploma/Post Diploma/Part-time Diploma in different Government/Government Society /Private Engineering Schools/Engineering Colleges/Polytechnics affiliated/ to be affiliated to the SCTE&VT, Odisha with effect from session 2018-19 for the affiliated courses.
- 1.3 These Bye-Laws will be subject to alteration and amendment by the Government/Council as and when necessary.

CHAPTER-II DEFINITIONS

In these Affiliation Bye-Laws, unless the context otherwise specified:-

- 2.1 **"Academic year"** means the academic year relating to the academic session.
- 2.2 **"Academic Calendar"** means the calendar which is prepared by the Council and approved by competent authority for different activities relating to the academic year.
- 2.3 **"Affiliation"** means grant of authority by the Council granted to an institution to run a Particular course on payment of requisite fees after due inspection and satisfaction by the Council.
- 2.4 **"Affiliation Committee"** means the Affiliation Committee of the Council constituted by Council for taking decisions on all matters relating to affiliation of Diploma/Post Diploma/Part Time Diploma and such other courses conducted by the Council.
- 2.5 **"Affiliation fee"** means charges payable by the institution to the Council in connection with granting of affiliation.
- 2.6 **"Affiliated Institution"** means Engineering Schools/ Polytechnics or any other institutions conducting diploma/post Diploma/part-time Diploma courses approved by the respective statutory bodies, and recognized by the government and affiliated to the Council.
- 2.7 **"AICTE"** means All India Council of Technical Education.
- 2.8 **"APH"** means Approval Process Handbook of AICTE
- 2.9 **"Applicant"** means an applicant (Institution) that makes an application to the Council for seeking any kind of affiliation under these Rules & Regulations.
- 2.10 **"Approval"** means Approval by All India Council of Technical Education/Competent Authority as the case may be.
- 2.11 **"Chairman/Vice-chairman/Secretary/Controller of Examinations"** means Chairman/ Vice-Chairman/Secretary/ Controller of Examinations of SCTE&VT, Odisha.
- 2.12 **"Council"** means the State Council for Technical Education and Vocational Training, Odisha.
- 2.13 **"Course"** means one of the branch of learning in Programme such as Civil Engineering, Mechanical Engineering etc.
- 2.14 **"Diploma level Technical Education"** means such technical education to attain Diploma or Post Diploma or Advanced Diploma Level.
- 2.15 **"DTE&T"** means Director of Technical Education & Training, Odisha, Cuttack.
- 2.16 **"Examination"** means any examination conducted by the State Council for Technical Education and Vocational Training, Odisha.

- 2.17 **"Government Polytechnic/Institution"** means institution run by the State Government.
- 2.18 **"GOVERNMENT/State Government/State Govt./Govt."** means Government of Odisha.
- 2.19 **"Head of Institution/Principal/director"** means the Principal or Director or head of the institution of the Government/Private managed Diploma Institutions affiliated to the Council/recognized by the Council, by whatever name designated.
- 2.20 **"Institution/Polytechnic"** means Technical Institution imparting Technical Education in Diploma/ Post Diploma/ Advanced Diploma Courses.
- 2.21 **"NBA"** means National Board of Accreditation.
- 2.22 **"No Objection Certificate"** means a letter of NOC issued by appropriate authority/Government.
- 2.23 **"Part Time Programs/Diploma"** means where Institution/Polytechnic are conducting program activities in evening time i.e. 5:30 PM to 9:30 PM (six days a week) and are meant only for working professional or professionals with at least two years of work experience.
- 2.24 **"PCI"** means Pharmacy Council of India.
- 2.25 **"Private Polytechnic/ Institution"** means a Polytechnic/ Institution run by a Society /Trust duly constituted and registered under the provisions of Central/ State Acts and not getting any regular grant-in-aid from any Government source.
- 2.26 **"SCTE&VT"** means STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA.
- 2.27 **"Semester"** mean the duration of the academic session as specified by the Council.
- 2.28 **"Society"** means a Society registered under Societies Registration Act, 1860.
- 2.29 **"State Fee Structure Committee"** means a Committee notified by the State Government for regulation of fee to be charged by the technical Institutions.
- 2.30 **"Teaching Staff"** means a member of the teaching staff other than Principal or the Head of Institute recognized by the Council.
- 2.31 **"Trust"** means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts through the Chairman/President/ Secretary of the Trust
- 2.32 **"WITHDRAWAL OF AFFILIATION"** means the affiliation of the institute withdrawn by the Council for *temporary periods/permanently* for courses/institution.
- 2.33 **"1st Shift"** means where the Institution/Polytechnics are generally conducted Programs activities in First spell of time from 9 AM to 4 PM(six days a week)

wherever two-Shift working exists or else for single shift 10 am to 5 pm (six days a week) or as stipulated by AICTE

2.34 "2nd Shift" means where, Institution/Polytechnic are generally conducting Program between 2 PM to 9 PM (six days a week) or as stipulated by AICTE.

1. Words importing the singular number also include the plural number and vice-versa.
2. Words importing the masculine gender also include the feminine gender.

CHAPTER-III

CATEGORY OF INSTITUTIONS/COURSES AND AFFILIATION

3.1 Category of institutions

- i. Government Polytechnics/ Institutions/Engineering Schools.
- ii. Government Society run Polytechnics/Institutions.
- iii. Private Polytechnics/ Institutions/Engineering Schools running Diploma courses.
- iv. Engineering Colleges running Diploma courses
- v. Private Institution running Post Diploma courses

3.2 Category of courses

- i. Diploma / Post Diploma/Part Time Diploma in Engineering and Technology.
- ii. Diploma in Hotel Management and Catering Technology.
- iii. Diploma in Architecture.
- iv. Diploma in Pharmacy.
- v. Any other Diploma/Post Diploma/ Advanced Diploma/Part Time Diploma/Certificate Course in areas/ disciplines of Technical Education.

3.3 Affiliation

Save as otherwise provided under this Bye-laws, no Society/Trust /Institution shall offer Technical Programme or Course without affiliation of the Council.

The Society/Trust /institution concerned shall obtain necessary affiliation from the Council as per the prescribed procedure within two years from the date of issue of approval letter by the AICTE/ other Statutory Bodies before making admission.

In no case a technical institution without prior approval of AICTE/ other Statutory Bodies/Govt., shall be allowed participation in the affiliation process and to admit students.

3.3.1 Category of Affiliation

3.3.1.1 Provisional Affiliation

Provisional Affiliation may be granted for one year only.

a. Provisional Affiliation for fresh Applicant

Without prejudice to the norms and conditions prescribed in this behalf, no application for affiliation from fresh Applicant will be considered unless the Applicant fulfills the following conditions:

- i) Approval/ Extension of Approval letter from AICTE/ other Statutory Body, as applicable.
- ii) Deposit of affiliation fees on-line as prescribed by the Council from time to time along with affiliation proforma for affiliation.

b. Renewal/Extension of Affiliation

The institutions/ Polytechnics affiliated with the Council may be considered for **renewal/extension** of provisional affiliation on yearly basis, subject to fulfilling all the conditions laid down under Clause (3.3.1.1-a) and such other norms and conditions of the SCTE&VT Affiliation Bye-Laws.

c. Renewal/Extension of Affiliation with additional courses/increase in intake

In case the institutions/ Polytechnics affiliated with the Council, obtain the recognition/approval of AICTE/other Statutory Bodies/State Government, as applicable for additional courses/increase in intake at any point of time, the institute shall apply afresh to the Council for affiliation of additional courses/increase in intake.

3.3.1.2 Regular Affiliation

Regular Affiliation may be granted for 3 to 5 years at a time in favour of an institution subject to fulfilling provisions laid down under this Bye-law and payment of fees for all the years in advance.

The Polytechnic/ Institution running any Course for at least 20 years under Provisional Affiliation and having zero deficiencies may be considered for regular affiliation. The Council, if satisfied that the affiliated Polytechnic/ Institution/any course has fulfilled all the norms and conditions of the SCTE&VT Affiliation Bye-Laws satisfactorily, and has attained high academic and administrative standards as prescribed by the Council from time to time, the Council may grant regular affiliation for a period of 3 to 5 years. Polytechnic/ Institution to which accreditation has been granted by NBA/any other agency appointed/ recognized by the Council, Polytechnic/ Institution shall be affiliated for the period of accreditation.

3.3.2 Affiliation Fee

The affiliation fees shall be deposited online as per details given below: -

Sl.No	Item		Govt./Private Institutions/ Polytechnic
1.	Provisional/Regular Affiliation (For First Application for affiliation)	Processing Fee	Rs. 30,000
		Per Course	Rs. 15,000
2.	Renewal of Provisional/Regular Affiliation	Per Course	Rs. 15,000
3.	Enhancement of Intake capacity	Per Division/Section	Rs. 15,000
4.	Late Fee	Per Day	Rs. 3,000

The above affiliation fees are subject to change from time to time as per decision of the Council. The 2nd shift program shall be treated as a separate institute from 1st shift program and hence the fees for 2nd shift shall be charged as if it is an independent institute, even though running in the same institute. Similarly, Institutions running both Post Diploma courses and Diploma Courses shall be treated as separate institutes from Diploma or other courses for fees calculation. The institution shall fulfill the following conditions regarding affiliation fees:

- a. Any proposal of institution for affiliation shall be rejected without deposit of Affiliation Fee & duly filled in Affiliation proforma prescribed by Council.
- b. Mere depositing of affiliation fee and proforma does not create any entitlement for affiliation and affiliation is subject to fulfillment of norms & standards prescribed under SCTE&VT Affiliation Bye-Laws from time to time.
- c. The affiliation fee shall be paid online within the stipulated date failing which application shall not be considered.
- d. Only those applications submitted within the stipulated period shall be considered for processing subject to realization of the Payment.

CHAPTER-IV CONDITIONS OF AFFILIATION

4.1 A. General Conditions

- i. The institute shall apply for affiliation for such courses of such duration, as are offered by the Council. The Council shall not grant affiliation to any course not offered by the Council, even if, approval from AICTE/other statutory body has been obtained by the

institute. If the institution wishes to introduce a new course not offered by the Council, then they have to apply to the Council with a fee of

Rs 25,000/ before the month of November preceding the calendar year. The Council shall examine the proposal and consider the acceptability of such course looking at the demand and employment opportunity and then take steps to prepare the syllabus. However, the Council reserves the right to prepare syllabus of any new course on its own or in pursuance of direction of Government.

- ii. The institute must comply with all the rules/regulations/provisions/policies/instructions laid down by the State Govt./Council related to admission, examination, fees applicable, which are binding for the institution.
- iii. The institute shall intimate the Council under proper acknowledgement about the engagement of Principal with his Bio-Data and photograph. On change of Principal, each time, the information about the Principal have to be submitted in appropriate format for up-dation of information of the Council.
- iv. The Principal shall be accountable to the Council for academic management, Human Resource as well as Infrastructure management of the institution, conduct of its examination, conduct of students and their welfare.
- v. The institute shall adopt new technology of communication prescribed by the Council for effective management of academics, examination etc. so as to provide faster and better service for addressing issues relating to students.
- vi. The institute shall get the teaching faculties registered at SCTE&VT before engaging them in teaching activities.
- vii. The Institute shall furnish the approval letter and copy of online application submitted to AICTE/other statutory body along with the application for affiliation to SCTE&VT. In case the institute is sharing the building or campus with other institution offering same or other course approved by AICTE/ other statutory body, then copy of all documents and copy of application for approval from AICTE/other statutory body along with documents relating to land, building, electricity connection & energy bill, water supply connection & Bill, Occupancy certificate, Bank Accounts etc. of all such institutions have to be enclosed with the application for affiliation. These documents shall also be produced before the Inspection Committee.
- viii. The Institute shall comply with the directions of Govt. of India/State Govt. pertaining to Rating and Ranking of the Institutes.
- ix. Institute will provide Aadhar Number of all teaching staff and employees and also statement of salary credited to their Bank account at the time of application for affiliation.
- x. Institute will provide record of court cases filed/admitted against the Institution/Society in matters related to welfare of the students/faculty/employees of the Institute/society.
- xi. The Institute shall comply with directions of Govt. of India/State Govt. for uploading Institute/Society related information in public domain.

- xii. The institute shall comply with directions of Govt. of India /State Govt. pertaining to security/health/welfare issues of the students, faculty and employees of the institute.
- xiii. The Institute must maintain the following Registers and records in such form and in such manner as may be prescribed by the Council:
 - a. Admission Register with students' address and photographs, Father's Name, Regn. No. etc.
 - b. Students' attendance registers
 - c. Registers for staff showing their Qualification, Branch/discipline, Previous experience, salary, Photograph, Mobile number, Adhar Number, E-mail-Id, Teacher-Id allotted by SCTE&VT and also by AICTE/other statutory body
 - d. Register of fees showing date of payment
 - e. Counter-foil fee receipt book with duplicate
 - f. Counter-foil book of Transfer certificates
 - g. Registers showing internal and sessional marks etc.
 - h. Records of Financial Transactions
 - i. General Cash Book
 - j. Acquittance showing salary transaction to the faculties and staff
 - k. Stock register at the main store and also at each Department
 - l. Any other register necessary for Administration

B. Physical Infrastructure/ Facilities

- i. The Polytechnic/Institution shall have requisite land/buildings as per norms prescribed by the Council/AICTE /other statutory bodies.
- ii. In addition to the basic academic requirements as per AICTE norms, the institution shall have adequate number and size of classrooms, Tutorials, Laboratories, Workshops, Computer Centres, Drawing Halls, Library & reading rooms, Seminar halls, minimum floor areas, ramps, toilets (for Boys and Girls), Smart Class Rooms, Examination Control Room, Placement room and such other facilities as per norms laid down by AICTE/Council/other Statutory Bodies in this behalf.
- iii. Institution laboratories shall have adequate tools & equipment appropriate for experiments as per the requirements of the curriculum (Branch wise) prescribed by the Council and adequate furniture basing on strength of the students and staff. The number of students in the tutorials/ workshop/ laboratories should not be more than 30. It is desirable that number of experimental set-up be so arranged that maximum four students shall work on one set. Institution shall keep records of Purchase Bills, Stock Registers, Indent Registers, Consumption registers, Machines log Book, Asset Registers, Cash Books, etc. for the purpose of inspection wherever required.
- iv. The Polytechnic/Institution shall have adequate facilities for providing co-curricular activities, physical education, conduct of various activities like Annual Sports, Annual Cultural Function, Industrial Visits, Conducting Seminar/workshop, etc. and other

- programmes for development of students including their social, cultural and moral development and for safeguarding their health.
- v. Institution shall have Stand Alone Language Laboratory for use, for giving exposure to students on variety of listening and speaking skills in English language. This Language Laboratory shall be as per norms of AICTE.
- vi. Institute shall have Three Phase Electric Supply, Telephone and Internet **in the name of Institution**. Institution web-site shall contain Mandatory Disclosures. There must be potable water supply and outlets for drinking water at strategic locations in the institution. The institute must submit copies of Electricity Bills of last three months at the time of application for affiliation as well as at the time of inspection.
- vii. Barrier Free Built Environment for Persons with Disabilities and elderly persons including availability of specially designed toilets for ladies and gents separately which is mandatory as per norms of AICTE and as per the provisions of Persons with Disabilities Act, 1995 shall be ensured. Guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment, India shall be adhered to. Every building should have at least one entrance accessible to the handicapped and a ramp together with the stepped entry.
- viii. The Polytechnic/ Institution shall have requisite Land/ built-up area as per norms and obtain Certificate of Occupancy/ Completion from the Competent Authority / Town Planning. Institutions have to submit Occupancy/ Completion Certificate/ Building Plan/ Form D issued by the Competent Authority. In any case, the Structural Stability Certificate from the registered Structural Engineer shall have to be submitted. After the expiry of a period of thirty years from the issue of Completion Certificate and every ten years thereafter Structural Stability Certificate from the registered Structural Engineer for the purpose of certifying that the building is fit for human habitation has to be submitted along with the application.
- ix. The Institution shall have the following provisions:
- Safety provisions including fire and other calamities. A compliance certificate from the Municipal/Fire Authorities regarding sanitary conditions and fire safety should be submitted along with the application.
 - Implementing Food Safety and Standards Act, 2010 in the Institution Hostels & Canteens.
 - Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.
 - Approach Road suitable for use by Motor vehicle- Motorised Road & provision for complete boundary wall around the Institution with Drainage system, Vehicle/Cycle Parking, etc.

- Provision for Departmental Notice Board in Departments of Institution and Common Notice Board for general notice issued by Council/AICTE/Govt. /others bodies. Displaying of Role models of the institution should be made at strategic locations.
 - Facilities for First-aid at important places & workshops/laboratories.
 - Front entrance should have Institution Road Map/Location map & Display of Institution Name at main road (i.e. NH/SH) approach to Institution with proper arrow mark Indication at each corners to Institution.
 - The Institution/Polytechnic shall submit an Annual Report giving details of the number of students admitted, Programmes conducted, total fee collected, investment made, number of students awarded Diploma/ Post Diploma, Prevention and Prohibition of Ragging, Details of website and any such information that the Council may ask for.
 - Anti-ragging mechanism as per stipulations of AICTE.
 - Grievance Redressal mechanism as per stipulations of AICTE
 - Internet Speed and Bandwidth for Institution/Polytechnic must be as per the norms prescribed by AICTE basing on the approved intake.
 - Adequate number of software licenses for use in the computers.
- x. Each affiliated institution shall install required no. of Biometric attendance machines for the students. The Biometric devices installed at the Institution for Student attendance shall be linked with Biometric Application Server at SCTEVT/agency engaged by SCTE&VT.
- xi. The institution shall install sufficient numbers of CC cameras in all examination halls, examination control room, corridor, gates, etc as prescribed by SCTE&VT from time to time so that all the activities of examination and movement of persons during examination process can be recorded. The CCTV DVR should be web enabled & the link information must be shared with SCTE&VT so that in case of requirement SCTE&VT can monitor the examination activity of a Centre from other locations.
- xii. Institution shall establish Committee for SC/ ST as per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989.
- xiii. The institution shall establish a cell in compliance with Sexual Harassment of Women Employees and Students and Grievance Redressal (Grievances in Technical Institutions) Regulations, 2016.
- 4.2 Faculty:** New institutions granted Approval and the existing institutions granted Extension of Approval for introduction of new courses /programmes/ second shift and change in intake capacity, shall comply with policy regarding minimum qualifications, pay scales etc. in appointment of teaching staff and Principal /Director as the case may be and other technical supporting staff & administrative staff as per

the norms of AICTE/State Government.

In no circumstances unless the appointment of all teaching and other staff is in place, the institutions shall start the approved Technical Courses.

4.3 Constitution of Governing Body

Every Polytechnic/ Institution shall have a regularly constituted Governing Body, as per norms of the Council/ AICTE/ State Government.

4.4 Curriculum/ Learning Resources

- i. The Polytechnics/Institution shall carry out the teaching learning process strictly according to the curriculum, learning resources as prescribed by the Council from time to time.
- ii. Institution must maintain Attendance Register(subject-wise) Lesson Plan, Demonstration Plan, Academic Plan, Registers/Records for Internal Assessment marks, sessional marks with appropriate breakups, Record of Attendance of students in Internal Assessment tests, Sessional exams etc. must be maintained and must be preserved for verification of Council as and when required.
- iii. The institutions shall take steps to complete the syllabi including theory and practical strictly prescribed by the Council.
- iv. The Polytechnics/Institution shall take steps to impart value education to students for their overall development.
- v. The Polytechnics/Institution shall follow the Academic Calendar strictly issued by the Council. The institute shall not be a party to any movement for seeking change of schedule in Academic Calendar, which is non-negotiable. The timing stipulated by the Council in organizing classes as well as examination shall not be deviated without specific permission from the Council. No suspension of classes/ declaration of holidays beyond the declaration made by Council/Govt./District Administration/DTE&T, Odisha, without specific permission of the Council shall be allowed.

4.5 Financial Resources

- i. The financial resources of the Polytechnic/ Institution shall be such as to make sufficient provisions for the continued maintenance and smooth working of Polytechnic/ Institution.
- ii. The Polytechnic/ Institution shall be required to have adequate reserve/ corpus fund as per AICTE norms.
- iii. The accounts of the polytechnic/institution shall be audited and certified by a Chartered Accountant and proper accounts statements should be prepared. A copy of the Statement of Accounts of previous financial year shall be submitted to the Council every year along with application.

4.6 Library

- i. The Library shall be well equipped as per Council/ Government/AICTE norms.
- ii. It shall contain requisite number of titles, text books, reference books related to approved course as per current curriculum. The institution shall subscribe to sufficient number of Newspapers/ Magazines/ Journals, E-subscription etc. (as per AICTE norms) and shall undertake to spend sufficient amount (as per AICTE norms) per year on the purchase of books for the library.
- iii. It shall contain stock notes, examination guides or keys of any kind. In the selection of books, norms or guidelines provided by the Council/AICTE/Govt. shall be followed.
- iv. Institute shall maintain a book bank for socially & economically backward/ weaker students.
- v. Institute should have computerized indexing with bar coded RG tagged book handling.
- vi. Institute shall have Digital Library with multimedia facility with minimum number of Computers as per norms of AICTE.
- vii. Institute shall have Reprographic facility, Document scanning facility, Document printing facility, Library books/non books classification as per standard classification methods in library.
- viii. Availability of accessing NPTEL/SWAYAM materials facility at the library is essential.

4.7 Land required for Society/Trust running the Polytechnic/Institution

The Promoter Society/ Trust/ Company running polytechnic Institution as per norms of AICTE shall have the land as required and has its lawful possession with clear title in the name of the Institute.

4.8 Norms for 1st Shift

- i. 100% fulfillment of facilities and infrastructure availability for existing technical institution with "Zero Deficiency".
- ii. The Institute shall provide exclusive teaching staff along with technical, administrative and supporting staff for the 1st Shift Diploma course as per norms.
- iii. The timing for the first shift shall be strictly as prescribed by the AICTE i.e. from 9

A.M to 5 P.M &time from 8 A.M to 4 P.M wherever two-Shift working exists or as prescribed by the Council.

4.9 Norms for 2nd Shift

- i. 100% fulfillment of facilities and infrastructure availability for existing technical institution with "Zero Deficiency".
- ii. The Institute shall provide exclusive teaching staff for the Diploma course separate from those deployed for B.E/ B.Tech courses (Engineering colleges running diploma courses) or for 1st shift as per norms along with separate technical, administrative and supporting staff at required positions for conducting Diploma courses in 2nd shift.
- iii. The timing for the second shift shall be strictly as prescribed by the AICTE i.e. from 1 P.M. to 9.00 P.M. or as prescribed by the Council.
- iv. The Institute shall have to provide Rated DG sets on working condition as per the requirement of Infrastructure.

4.10 Norms for Part Time Courses

- i. The timing for the Part Time Programme shall be strictly as prescribed norms by the AICTE i.e. from 5.30 P.M. to 9.30 P.M. (Six days a week) wherever Regular/ First Shift working exists and are meant only for working professionals or professionals with at least two years of work experience.
- ii. The Institute shall have to provide exclusive teaching staff for the Diploma in Part Time exclusive from those deployed for Diploma courses in 1st Shift as per norms along with separate technical, administrative and supporting staff at required positions for conducting Part Time Diploma courses as prescribed by Council.
- iii. The institute shall have zero Deficiency for existing technical institution.
- iv. Availability of Principal/Vice Principal for the Part Time Program to supervise overall functioning of Part Time Programs shall be mandatory.
- v. The institution shall follow the study and evaluation scheme prescribed by the Council from time to time.
- vi. The Institute must have Rated DG sets on working condition as per the requirement of infrastructure.

CHAPTER- V

OBLIGATIONS/ DUTIES OF AFFILIATING INSTITUTIONS

5.1 Staff and Service Conditions

All Polytechnics/Institutions shall follow the norms and standards in respect of staff and service conditions as laid down by AICTE/other Statutory Body/State Government, as applicable.

5.2 OTHER CONDITIONS

- i. The Principal, teaching and other staff shall be appointed in given time frame and selection shall be done according to procedures, qualifications and experience prescribed by the AICTE/State Government from time to time.
- ii. Normally a teacher should be engaged as a full time employee for each program (1st shift/2nd shift/part-Time) except in special cases where work load does not justify a whole time teacher.
- iii. The Polytechnic/Institutions shall maintain personal files/records of all staff engaged In Institution Establishment and not at Management Office.
- iv. The pay scales of the faculty/ staff of the Polytechnic/ Institution should be as per AICTE/ Government norms and in any case, not lower than those of the corresponding category of faculty/ staff of the Government Polytechnics/ Institutions of the State.
- v. Salary should be paid through Electronic/Digital Transfer drawn on a scheduled bank, from the date of first appointment of the teachers on probation, with TDS in cases where applicable.
- vi. The Polytechnic/Institution shall also follow other laws regarding Provident Fund and Gratuity or Pension as applicable. These schemes should be as per Government Guidelines.
- vii. It is the duty of the Polytechnic/ Institution to check gender specific violence & strictly comply with the guidelines and norms prescribed by the Hon'ble Supreme Court of India/State Government for protection of women from sexual harassment at work places.
- viii. The Polytechnic/Institution shall provide the list of faculty/technical supporting staff (along with their detailed resume and individual photograph), duly signed by the Principal and the Council shall provide registration number to every faculty/technical supporting staff. No faculty/technical supporting staff shall be treated by the Council as employee of a particular polytechnic/institution till the registration number is allotted by the Council.
- ix. Every faculty shall attend at least 10 days' training in an academic year. New faculty should be provided pedagogy training of at least one week duration preferably within six months of his/her joining in the institute. The Polytechnic /institution shall depute faculty/technical supporting staff for training in industry and other agencies as per Policy of the Council/Government for updating knowledge.

5.3 Fees for Students

- i. Tuition and other Fees (Hostel cost/Transportation cost/Pre Placement cost etc) shall be charged as notified by the Government from time to time. No capitation fee or voluntary donations for gaining admission in the Polytechnic/Institution or for any

other purpose shall be charged/ collected in the name of the Polytechnic/Institution or for any other purpose.

In case of such violation, the Council shall place the facts to the Policy Planning Body/Govt. for inquiry and penal action as per the Odisha Professional Educational Institutions (Regulation of Admission and Fixation of Fee) Act, 2007 (OPEI Act-2007). Further the Council shall exercise its powers to withdraw affiliation of the erring Polytechnic/Institution from next academic session.

- ii. In no case, original certificates of the student shall be retained by the polytechnic/institution.
- iii. In case a student leaves the Polytechnic/Institution for reasons beyond his/her control or any other reason, the fee should be refunded as per policy of the AICTE/ Council/ Government.

5.4. Admission of Students

- i. The admission of students shall strictly be as per directions laid down by the State Government. Reservation of seats shall be governed by the rules as prescribed by State Government.
- ii. The number of students admitted for any course shall not exceed the sanctioned intake, as approved by the AICTE/ affiliated by the Council and/ or the State Government from time to time.
- iii. No student shall be admitted by the institution to any course, unless the affiliation has been granted by the Council for the same course.
- iv. If at the time of inspection or at any time it is brought to the knowledge of Council that the institute has given admission to ineligible students, then Council shall have power to withdraw affiliation of the institution and take any other action as deemed fit.

5.5 Examination conducted by Council

- i. It is mandatory for an institute affiliated to the Council to follow the Examination Rules and Regulations and other instructions issued from time to time by Council strictly.
- ii. No affiliated institute shall endeavor to present a candidate / candidates not enrolled/registered with the Council to any of the institute or Council's examination without Registration Number.
- iii. The building and infrastructure including teaching faculty and other staff of affiliated institutions shall be placed at the disposal of the Council for conducting Council examination and evaluation. The Management and the Principal shall cooperate with the Council in free and fair conduct of examinations, evaluation of answer scripts and any other duty given by the Council. When required by the Council, the Polytechnic/Institution shall spare the services of eligible examiner(s) in each subject for evaluation and also eligible invigilators for any examination.

- iv. The Polytechnic/Institution shall provide the list of Principal/Vice Principal/Training Officer/Workshop Superintendents/lecturers/Sr. Lecturers/Professors/Asst. professors /Laboratory instructor/other supporting staff, if any before the conduct of Examinations and also as and when required to the Council.
- v. The polytechnic/institution will render all cooperation to the Council in conducting the examination and checking the menace of copying, impersonation, leakage of question paper and also other irregularities.
- vi. Compliance of academic calendar prescribed by the Council in respect of classes and institute examinations will be binding on the affiliated institutes.
- vii. The Polytechnic/Institution shall maintain records of attendance in both Biometric Machines and manual attendance registers, of all students for purposes of registration/appearing Examinations of the Council. The entries in these registers shall be properly checked at the end of each session/semester and signed by designated authority. The Biometric attendance recorded in the Biometric device & manual attendance registers shall be open to inspection by the officers of the Council/ Inspection Committee.

5.6. Miscellaneous

- i. The Polytechnic/Institution seeking Council's Affiliation/already affiliated to it shall be open to inspection by the Inspection Committee deputed by the Council. The guidelines for inspection of Technical Institutions/ Polytechnics enumerated at Chapter-VI shall be applicable.
- ii. The Council shall cause an inspection, as when required, with or without prior notice, to assess the infrastructural and other facilities available and/ or to verify the compliance of conditions, norms, standards etc. prescribed by the Council from time to time.
- iii. The Council shall cause an academic audit/inspection, as and when required, with or without prior notice, to assess the implementation of academic activities and curriculum prescribed by the Council from time to time.
- iv. The information regarding the record destroyed due to fire/flood or any other natural calamity should be sent to the Council within 10 days of such incident, failing which no excuse will be accepted by the Council.

5.7 Role / Aims of Society/ Trust running the Polytechnic/ Institution (as per the Society/ Trust Act)

- a. The Society / Trust running the Polytechnic/Institution has a critical and key role to play in providing a congenial academic environment in the Polytechnic/Institution to fulfill its aims and objects, to enable the staff provide quality education and to be a centre for educational excellence. To achieve this aim, the role and responsibilities of the Society/ Trust are defined as under:
 - i. It should ensure that the Polytechnic/Institution must have laboratories,

- building, machinery/equipment, furniture and qualified staff at least as per norms of the Council/ AICTE/other statutory body/Govt. as applicable.
- ii. It shall ensure that the Polytechnic/Institution is run as a community service and not as a business and that commercialization does not take place in the Polytechnic/Institution in any shape whatsoever.
 - iii. It shall ensure that the funds accruing from the Polytechnic/Institution are spent for the benefit of the Polytechnic/Institution and for its development/expansion as per Society/ Trust Act.
 - iv. It shall safeguard the autonomy of the Principal and provide him total support for effective and efficient management of the institution to fulfill the objectives of the institution except when the Principal goes against the established and clear directives laid down by the management.
 - v. It shall have control over the Polytechnic/Institution Advisory Committee and shall approve the budget for the Polytechnic/Institution.
 - vi. It shall ensure that the Polytechnic/Institution has the basic essential facilities such as laboratories, equipment, games and sports and other co-curricular activities, library books etc.
- b. The Society/Trust will ensure that the Polytechnic/Institution runs as per the provisions of the AICTE Act/affiliation norms of Council and shall be committed to provide quality education to the students and for this shall take necessary steps as per its needs.
 - c. In addition to the aforesaid conditions, the institute shall follow any other guidelines/instruction issued by the Council/AICTE/State Government/other Statutory Bodies from time to time.

CHAPTER-VI

PROCEDURE FOR SUBMISSION OF APPLICATION FOR AFFILIATION, INSPECTION AND FOLLOW-UP ACTION

6.1 Steps for Application, Inspection and Affiliation

- (i) The Polytechnic/ Institution fulfilling the norms of the affiliation may apply online to the Council for new provisional affiliation/ extension of provisional affiliation/regular affiliation in the proforma prescribed from time to time along with the prescribed affiliation fee within the time schedule as notified by the Council.
- (ii) The events for affiliation by the Council shall be as follows:-
 - a. Receipt of Provisional affiliation proforma along with Affiliation fee online
 - b. Inspection of Institution by Inspection committee
 - c. Processing of Application along with Inspection committee report and final

Decision of the Council for grant or refusal of affiliation and Issue of Letter of Affiliation, if so granted.

- d. Appeal provision for reconsideration of decision of Affiliation Committee
- e. Issue of Letter of Affiliation on the basis of appeal, if affiliation is granted.

The Schedule date of above events shall be notified by the Council and shall also be made available on the website of the Council.

- (iii) Before applying for affiliation, the institute should ensure that it fulfills the essential requirements of affiliation, attainment of desirable academic and administrative standards prescribed by the AICTE/Council Affiliation Bye-Laws and other criteria for this purpose.
- (iv) On receipt of applications, the Council will examine the documents submitted and in case it is observed that the Polytechnic/ Institution fulfills the essential conditions, an inspection shall be conducted .
- (v) In case on scrutiny of application, it is found that the Polytechnic/ Institution does not fulfill the essential conditions, it will be informed accordingly and no further action will be taken by the Council till such conditions are fulfilled to the satisfaction of the Council.
- (vi) The Inspection Committee shall visit the Institution/Polytechnic in the scheduled date given by Council. The Committee shall verify actual availability of land, building, laboratories, equipment, computers, software, internet, printers, book titles, book volumes, manpower available, and other registers etc. as per norms. Further, members may interact with students and faculty members independently for the purpose of inspection.
- (vii) The inspection report along with observations of the Inspection Team will be placed before the Affiliation Committee of the Council for appropriate decision regarding grant of affiliation. The decision on grant of affiliation will be communicated to the institute immediately after approval by Council through the Council website/Electronically.
- (viii) The Institution/Polytechnic can file an appeal against the decision of Affiliation Committee to the Chairman, SCTE&VT or any officer duly authorized by him not below the rank of Joint Secretary within the time schedule notified by the Council every year.
- (ix) The institution affiliated with the Council shall not run any other course/programme of study in the premises/building prescribed for polytechnic/institution, which requires affiliation with any other Council or affiliating body, without concurrence of SCTE&VT, Odisha .
- (x) In exercise of powers & functions conferred under clause 4(iv) of Memorandum of association of SCTE&VT, Odisha, the Council has the power to inspect institution periodically and examine and ensure the standards of the courses of study and

instructional facilities such as staff, accommodation, equipment etc as per norms and standards prescribed by the AICTE from time to time.

- (xi) The SCTE&VT may cause to conduct inspections with or without notifying the dates in cases where specific complaints of mis-representation, violation of norms and standards, mal-practices etc. are reported, to verify the facts.
- (xii) If the VC,SCTE&VT so decides, the Inspection Report available with the Council on inspection conducted within last 6 months from the date of invitation of application for affiliation in an year, may be taken into consideration for the purpose of affiliation by the Affiliation Committee without causing fresh inspection.

6.2 Constitution of the Inspection Committee

- 6.2.1 Whenever it considers necessary, the Council may appoint an Inspection Committee consisting of the following members or as approved by the Government:
- i. An academician or educationist of repute, preferably in the rank of Professor/Additional Director/Joint Director/Principal of Govt. Polytechnic other than being inspected.
 - ii. Two Experts in the rank of Asst. Professor or above from NITs/Govt. Engineering Colleges or Teaching Faculties from SCTE&VT approved Govt. Technical Institutions or equivalent officer of the SCTE&VT, Odisha or any other Expert approved by the Council.
 - iii. Convener at the level of Deputy Secretary/Deputy Controller of SCTE&VT /Deputy Directors of the DTE&T, Odisha or any officer of equivalent rank nominated by the VC, SCTE&VT.

The Council will decide the Chairman of the Inspection Committee. If any member of Inspection Committee is unable to attend the scheduled visit or refuses or becomes incapacitated to take part in such scheduled visit, then the Vice-Chairman, SCTE&VT may choose any expert from approved panel of the experts/members. The Vice-Chairman may also include experts from industry/employment/revenue field as additional members at his discretion.

- 6.2.2 The Council may also obtain, before the inspection any other information and the institution or the polytechnic shall be bound to provide such information to the Council.
- 6.2.3 The expenditure involved in conduct of the inspection(s) to technical institutions/ polytechnic shall be borne by the Council.
- 6.2.4 Final Report of the findings along with the recommendations of the Inspection Committee shall be submitted online on same day and the hard copy will be submitted within three days of inspection.
- 6.2.5 The Council may arrange for Video recording of the proceedings of the inspection committee, if required.

- 6.2.6 The Council will provide logistic support and approved remuneration to members of the Committee after completion of work.
- 6.2.7 Notwithstanding anything contained above, the Council may engage third party agencies on approval of Government for the purpose of inspection of institutions in adherence to the provisions contained in the Affiliation Bye-Laws.

6.3. Constitution of the Affiliation Committee

The constitution of the Affiliation Committee shall be as follows:

- i. The Vice Chairman SCTE&VT, Odisha as the Chairman
- ii. One Principal from Government Engineering College/NIT Rourkela/IIT Bhubaneswar as nominated by Chairman of Council
- iii. An Academician of repute /Retired Professor/officer of Repute as nominated by Chairman of Council
- iv. Deputy Director of the DTE&T, Odisha dealing with Diploma Education
- v. The Secretary, SCTE&VT will be the Member Secretary.

The members of committee may change from time to time with approval of Chairman of the Council.

6.4 Implementation of the recommendations of the Inspection Committee:-

- i. The technical institution/ polytechnic shall implement the recommendations of the Inspection Committee within the prescribed time limit (not beyond an academic year).
- ii. The technical institution/ polytechnic shall communicate to the Council action taken by it (compliance) on the recommendations of the Inspection Committee within prescribed time limit.
- iii. The Council shall place the status on the implementation received from the technical institutions/ polytechnics concerned before the Affiliation Committee.
- iv. If the Affiliation Committee so decides, the Secretary of the Council will issue Provisional Affiliation/Extension of Provisional Affiliation/ Regular Affiliation to the Institutes within the scheduled date notified by Council, prior to the admission process. In any case, such decision shall be communicated not later than 15th of May or any date stipulated by the AICTE for the particular Academic Year whichever is earlier.

6.5 Publication of information on the decision of the Council:-

- i. The Council may also display its decision along with the findings and recommendations of the Inspection Committee on its website or by any other means for information of all the stakeholders of technical education.

- ii. The institutions shall also publish in their websites, the recommendations of the Inspection Committee and the decision of the Council thereon for information to the general public/students.
- iii. The Council from time to time shall publish a list of Technical Institutions/ Polytechnics with details of Programmes/ courses with intake, which comply with the norms and standards prescribed by the AICTE & Council and also the list of polytechnics which do not comply with the norms and standards along with action recommended by the Council against such Institutions/ Polytechnics.

6.6 Implementation of the decision

The decision of the Affiliation Committee and action to be taken, if any, shall be communicated to the institute, DTE&T, State Government and AICTE/Other Statuaries Bodied immediately.

6.7 Modalities for conduct of inspections and Documents to be verified

The Polytechnics/Institutions awaiting inspection for grant of Affiliation/ Extension of Affiliation/ Regular Affiliation shall make available the following information/ records/documents duly completed to the inspection Committee (The Inspection Committee will verify and mention about these aspects in their Inspection Report).

- i. Extension of Approval//Letter of Approval for setting up of new Technical Institution/Polytechnic of AICTE/ other statutory bodies;
- ii. The Constitution of the Society/Trust running the Polytechnic/Institution; copy of the certificate of registration, names of the members of the Society/Trust with occupation and address.
- iii. Composition of the Polytechnic/Institution Governing Body, names of the members of the Governing Body with occupation and address and its formation with reference to the guidelines of AICTE/ Council/ State Government. Affidavits/self-attested statement and other requisite documents, if any with regard to relation of the members of the Polytechnic/Institution Governing Body with each other may be obtained and verified.
- iv. Statement of income and expenditure of the Polytechnic/Institution, and the balance sheet; copy of the audited accounts of the past three years, sources of income (regular or otherwise) for development or expansion of existing facilities, library, laboratories, playground etc.
- v. An up- to- date statement showing the names and qualifications, date of birth of the Principal and teachers with their Aadhar number, Bank Account No., Teacher-ID allotted by the Council as well as by AICTE and allotment of teaching work load in the appropriate programme/course.

- vi. Proof in respect of subjects offered in diploma with faculty list along with qualification and experience.
- vii. Payment of salaries as per AICTE pay scales/State Government prescribed pay structure to the staff, disbursement of salaries by Digital method, provision of the Provident Fund/TDS, and other benefits to the employees if any, are to be verified. Proof of payment of salary and PF/TDS etc are to be submitted along with Inspection report.
- viii. Proof regarding possession of land, kism, general suitability of the land & building for Polytechnic/Institution purposes (i.e. Instructional area. Administrative area, Amenities area, Circulation area); adequacy of class-rooms: availability of spare rooms for co-curricular activities as per AICTE/Council/State Government norms prescribed.
- ix. Dimensions of the stack room and of the reading room, number of books with details regarding purchase of books, different categories of books; annual budgets for the library; number of journals/ magazines subscribed to etc. as per norms prescribed by Affiliation Bye-laws/AICTE norms.
- x. Dimensions and number of laboratories/Workshops for the different disciplines; equipment (type, specification, availability in number, Working condition or not); apparatus, raw materials etc. as prescribed by the Council; annual budget for expansion/running of facilities in the Laboratories/Workshops.
- xi. Details of number of computers available in different labs, Computer Centre, availability of software, Printers and peripherals etc.. Internet speed, type of connection (Dial up, Broad band, OFC, Radio modem, WI-FI etc), Internet service provider with scheme etc. against Internet bandwidth prescribed in the AICTE APH of the corresponding year.
- xii. Details of play grounds available; other recreational facilities, provision for medical check-up etc.
- xiii. Health and sanitary conditions certificate from the municipal/competent local authorities, fire safety and safe drinking water certificates as per AICTE APH of the corresponding year.
- xiv. In case Polytechnic/Institution is expanding; plans/detailed information on sources of finance and availability of additional land etc.
- xv. Fulfillment of conditions laid down/deficiencies pointed out by the Council earlier, evidence to be provided to the Inspection Committee (applicable in the case of subsequent inspection only).
- xvi. Promotion for use of non-conventional energy resources, tree plantation, water harvesting, energy conservation, water conservation, sustainable development, environmental friendly policies etc.

Note: The copies of documents/ information regarding the above items should be prepared and certified by the Principal for handing over to the Inspection Committee, which will forward the same along with its report to the Council.

CHAPTER-VII

WITHDRAWAL OF AFFILIATION & IMPOSITION OF PENALITES

- 7.1 The Council shall have the power to withdraw the affiliation of a Polytechnic/Institution. Affiliation may be withdrawn by the Council for a particular period or permanently either in a particular branch or in all branches or for the whole institute.
- 7.2 Proceedings for withdrawal of affiliation shall be initiated by the Council in case the polytechnic/institute is found guilty of committing an action as detailed below after following due procedure to ensure natural justice.
- i. Engagement in activities prejudicial to the interest of the State, inculcating or promoting feelings of disloyalty or disaffection against the Government established by law.
 - ii. If the norms and conditions of affiliation as prescribed under the Bye-Laws, at any time, are violated, or if any unfavourable report is received from the Inspection Committee of the Council, or for any other reasons, the Council is of the opinion that the institution ought not to continue to be affiliated, as an institution of the Council.
 - iii. If the Polytechnic/ Institution obtains affiliation by fraud, mis-representing or suppressing any particulars/ facts.
 - iv. Non-fulfillment of conditions laid down regarding deficiencies to be removed, even after due notice.
 - v. Disregard of rules and conditions of affiliation even after receiving warning letters.
 - vi. Non-availability of proper equipment/ space/ staff/ Computers/Internet facilities for teaching a particular subject.
 - vii. Any violation of the norms that have been prescribed by the Hon'ble Supreme Court of India.
 - viii. Any activity on the campus against the dignity of an educational institute.
 - ix. Non viability of conduct of class due to fewer admissions against the sanctioned intake.
 - x. Total number of Teaching Faculty is less than the required numbers.
- 7.3 If recognition/ extension of approval/ approval of a Polytechnic/ Institution is withdrawn by the AICTE/ PCI/ NCHMCT/Other statutory body /State Government, as

applicable, in such a case, affiliation shall cease from the date of withdrawal of such recognition/approval automatically.

- 7.4 If at any stage it is found that an institution had committed in the past any illegality/irregularity or violated any of the rules/regulations/instructions of the Council/State Government, the affiliation can be withdrawn by the Council for the current academic session irrespective of the fact that the institution has been granted recognition by the State Government/AICTE and the institution has already sponsored the students for Council's examinations.
- 7.5 Once Provisional/Regular Affiliation granted to the polytechnic/institute is withdrawn by the Council on the ground of serious irregularities which amount to cheating the Council/causing embarrassment to it, the Council may Black List such an institution to debar it from seeking re-affiliation in future.
- 7.6 In every case, in which the withdrawal of an affiliation is proposed, the Council shall provide adequate opportunity to explain its case to the Polytechnic/ Institution. The decision to withdraw affiliation shall be taken by the Council only after such explanation has been duly considered. Such decision by the Council shall be final and binding.
- 7.7 Process of Withdrawal of affiliation shall broadly cover the following procedure:
- a. Show cause notice to the concerned Institute/Polytechnic indicating the irregularities/complaints/instances of violation of norms on affiliation etc. to reply within a stipulated date not beyond one month.
 - b. Enquiry by an Inspection Committee to be constituted by VC, SCTE&VT
 - c. Based on the report of the Inspection Committee, if deficiencies are found or allegations are established, the matter will be taken up by the Affiliation Committee for hearing and the institution concerned will be intimated in writing to remain present before the Committee for the purpose of hearing.
 - d. If the allegations or objection/ offence relate to Infrastructure or Manpower deficiencies, then an opportunity may be given to the institution concerned to comply with the findings of the Inspection Committee report within a period not beyond 2 months. In that case, the Inspection committee may be sent again to verify whether appropriate compliance has been made or not, who will submit their report to the Council. The affiliation committee shall go through the Complaints/objections/offences etc., both the Inspection Committee Reports, Compliance report submitted by the Institute/Polytechnic concerned and take a decision on withdrawal of Affiliation.
 - e. The decision of the Affiliation committee shall be intimated to the Principal of the Polytechnic /Institution concerned and also to Govt. and AICTE/other statutory body.
 - f. The Institute may appeal to the Chairman of SCTE&VT or any officer duly authorized by him not below the rank of Joint Secretary against the decision so

taken by the Affiliation Committee within 30 days, whose decision is final and binding.

- 7.8 Council shall have powers to impose penalties on affiliated institutes upon detection of following irregularities/malpractices. An enquiry shall be conducted and based on its report, the penalty may be imposed by the Council.

Sl No	Nature of unfair means/irregularity/offence	Punishment
1	Tampering of records relating to admission and examination of students.	A Fine of Rs 25,000/- in each case
2	Charging of extra fees for Mark Sheet / Diploma Certificate / appearing exams /Shortage of Attendance/allowing to copy/Any other un-authorized charge from the students	A Fine of Rs 10,000/- in each case
3	Retention of Original Certificates of Students	A Fine of Rs 10,000/- in each case
4	Disregard of instructions of the Council/DTE&T/Govt.	A Fine of Rs 20,000/- in each case
5	Tampering Biometric Attendance	A Fine of Rs. 50,000/- in first occurrence and Rs. 1 Lakh in subsequent occurrence.
6	Leaking of Question paper of Council	The entire cost of re-examination across the state with new question paper shall be levied from the institute concerned and fine of Rs.1 lakh.

CHAPTER-VIII EQUIVALENCE AND ELIGIBILITY

8.1 Equivalence to be granted to the Diploma courses offered by Board of Technical Education of other States

- i. If nomenclature of the Diploma course is same and if it is approved by the AICTE, equivalence will be granted straightway.
- ii. If nomenclature is different, criteria for granting equivalence to AICTE approved diploma programme will be as follows:-

Curriculum of the course will be compared with existing curriculum of SCTE&VT by forming an Expert Committee. If 75% curriculum is found similar by the Expert Committee, equivalence may be granted.

8.2 For Other Institutions

- i. The Council may grant equivalence to any Diploma, Post Diploma, Advance Diploma or any such programmes conducted under any similar Council or any examination authority located in Odisha state or outside Odisha state on the basis of scrutiny of curriculum and other relevant parameters of an institutions/ Society/ Council.
- ii. To consider the grant of equivalence by an institution/ Society/ Council, a processing fee of Rs.50,000/- per curriculum/course shall be charged by the Council.
- iii. The Council shall issue eligibility certificate on the basis of equivalence granted to any course or programme.
- iv. No fee shall be charged from Government Departments. The list of equivalent courses, recognized by SCTE&VT shall be notified by the Council.

8.3 For individual cases reference made by Departments/ Boards/Councils/ Corporations/ individuals etc.

The Council shall constitute a Standing Committee. The Standing Committee shall make recommendations for consideration of Council. The Council may prescribe fee for this purpose from time to time as per approval of Chairman of the Council.

8.4 Equivalence to courses offered in Distance Learning Mode

Such cases will be considered as per the existing norms laid down by the AICTE/ other statutory bodies.

CHAPTER-IX CLOSURE OF INSTITUTION

- 9.1 The managements desirous of closing down their institutions shall apply to the Council on or before the last day of April of the preceding year, stating fully the grounds for closure, and pointing out the assets in the form of building and equipment their original costs, the prevailing market value and the grants so far received by it from the Government or from public funding agencies, if any. In such case, the institute must submit plans to settle the liabilities such as payment of compensation to the teachers and the staff retrenched, outstanding claims of other outside agencies, students records and certificates etc.
- 9.2 On receipt of such an application, the Council shall cause to make enquiries as it may deem fit to assess and determine whether the institution will be permitted to effect the closure.
- 9.3 If the Council decides to recommend the closure, it shall prepare and submit to the State Government, a report on the extent of damages or compensation to be recovered from the management and modalities to handle the students related records.
- 9.4 If the State Government decides to take over the institution or transfer the same to

another management the procedure to be followed shall be such as may be prescribed by the State Government.

- 9.5 The Procedure to effect the closure shall be in phases so as to ensure that the students already admitted to the institution are not affected.

CHAPTER-X

INTERPRETATION REPEAL AND SAVING

10.1 Interpretation

On any question as to the interpretation of any provision of Affiliation Bye-laws, the decision of Chairman of the Council shall be final.

10.2 Repeal and Saving

10.2.1 The existing provisions regarding affiliation regulations and any notification or orders issued thereunder are hereby repealed by Affiliation Bye-laws, provided that:

- i) such repeal shall not affect the previous operation of the said regulations or any notifications or orders made, or anything done, or action taken, there under
- ii) Any proceeding under the same Regulations pending at the commencement of these Affiliation Bye-laws shall be continued and disposed of, as far as may be, in accordance with the provisions of these Affiliation Bye-laws, as if such proceedings are under these Bye-laws.
- iii) Nothing in Affiliation Bye-laws shall be construed as depriving any person to whom Affiliation Bye-laws apply, or any right of appeal which had accrued to him under the regulations, notifications or orders in force before the commencement of these Affiliation Bye-laws.
- iv) An appeal pending at the commencement of these Affiliation Bye-laws against an order made before such commencement shall be considered and orders thereon shall be made in accordance with Affiliation Bye-laws as if such order were made and the appeals were preferred under Affiliation Bye-laws.

10.2.2 As from the commencement of these Affiliation Bye-laws any appeal or application for review against any orders made before such commencement shall be preferred to or made under Affiliation Bye-laws as if such orders were made under Affiliation Bye-laws.

10.3 Jurisdiction to file suits

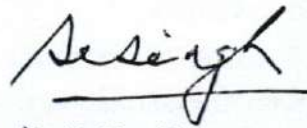
10.3.1 The Secretary shall be the legal person in whose name the Council may sue or may be sued.

10.3.2 The legal jurisdiction for the suits to be filed against the Council shall be the Orissa High Court, Cuttack only.

ORDER

Ordered that notification is published in the Extraordinary issue of the Odisha Gazette for general information and copies be forwarded to all of the Departments of Government and placed in the website of Skill Development & Technical Education Department.

By Order of the Governor



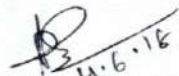
(S .K. Singh)

Commissioner-cum-Secretary to Government

Memo No. 2571/SDTE., Bhubaneswar, Dated 4/6/18

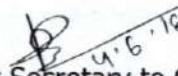
Copy along with soft copy in CD forwarded to the Secretariat Gazette cell (Odisha Secretariat), Commerce and Transport Department, Bhubaneswar for information and necessary action.

They are requested to publish the Notification in an extraordinary issue of the Odisha Gazette and supply 50(Fifty) copies of same to this Department.


Joint Secretary to Government
Joint Secretary to Govt
SD & TE Deptt.


Memo No. 2572/SDTE., Bhubaneswar, Dated 4/6/18

Copy forwarded to Director, Technical Education & Training, Odisha, Cuttack/ Vice Chairman, SCTE&VT, Odisha, Bhubaneswar for information and necessary action.


Joint Secretary to Government
Joint Secretary to Govt
SD & TE Deptt.

Memo No. 2573/SDTE., Bhubaneswar, Dated 4/6/18

Copy forwarded to Secretary, AICTE, Nelson Mandela Marg, Vasant Kunj, New Delhi-110067 for information and necessary action.


Joint Secretary to Government
Joint Secretary to Govt
SD & TE Deptt.

Memo No. 2574 /SDTE., Bhubaneswar, Dated

Copy forwarded to All Departments of Government / All Heads of Department for information and necessary action.

B
4.6.18
Joint Secretary to Government
SD & TE Deptt.

Memo No. 2575 /SDTE., Bhubaneswar, Dated 4/6/18

Copy forwarded to All Government Engineering schools/Polytechnics/ All Government ITIs of the State for information and necessary action.

B
4.6.18
Joint Secretary to Government
SD & TE Deptt.

Memo No. 2576 /SDTE., Bhubaneswar, Dated 4/6/18

Copy forwarded to Higher Technical Education Section/ITI Section/ P&B section / Guard File(10 copies) for information and necessary action.

B
4.6.18
Joint Secretary to Government
SD & TE Deptt.

Memo No. 2577 /SDTE., Bhubaneswar, Dated 4/6/18

Copy forwarded to General Secretary, OPESA, IRC Village, Bhubaneswar for information and necessary action.

B
4.6.18
Joint Secretary to Government
SD & TE Deptt.

Memo No. 2578 /SDTE., Bhubaneswar, Dated 4/6/18

Copy forwarded to Head State Portal Group, IT Centre, odisha Secretariat/ Manager (Tech.), NIC Bhubaneswar) for information and necessary action with request to display the same in the website of SD&TE Department.

B
4.6.18
Joint Secretary to Government
SD & TE Deptt.