**Fee Structure for all Diploma Courses**

**ROHITASH INSITITUTE OF ENGG. & TECHNOLOGY**

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| --- | --- | --- | --- | --- |
| Sr. | Institute Name | Tution fee | Dev Fee | Total |
| 1 | Rohitash Institute of Engg. & Technology Ateli | 17500 | 5000 | 22500 |
|  |  |  |  |  |

Admission Policy

* First Year and Direct Second Year admissions are made by strictly following the guidelines issued by the Directorate of Technical Education (HSBTE), Government of Haryana and All India Council for Technical Education (AICTE), New Delhi (Refer Prospectus in Admission Form).
* Admission related advertisements are given in leading dailies to create awareness among the general public. Our polytechnic college website also displays admission related information.
* Separate counters are opened in the office for the purpose of issuing applications and prospectus.  
  Eligible students will apply for courses by submitting duly filled in applications.
* After the cut-off date, the received applications are scrutinized and a rank list is prepared based on communal reservation (As per Govt. policy). This will be followed by counselling process.
* Counselling Call letters are sent as per the above rank order. Counselling will be conducted in the presence of HSBTE nominee.
* Proper instructions and merits of each course are orally explained by the Principal before the start of counselling to parents and students.
* The admitted studentsâ€™ data are uploaded in HDBTE and AICTE Portals.
* After receiving the approved students list from DHSBTE, nominal role is prepared for examination, award of scholarship and other students related activities.

**Reservation policy**

Selection  shall  be  made  under  five  categories following the rules of reservation inforce at the time of publication of the selection list.

* Open Competition (31%)
* EWS (10%)
* Backward Class (26.5%)
* MBC/DNC (16.5%)
* Schedule Caste (15%)
* Schedule Tribe (1%)

Candidates    seeking    admission    against ST/SC/SC(A)/MBC&DNC/BC(Others)/BC(Muslims) quota should obtain the certificate of social status in the prescribed permanent community cards and produce at the time of admission.

For Communities linked with Districts the candidate should   obtain   their   Community   Certificate   in   the respective districts only.

*Note :*

* No  persons  who  professes  a  religion  different from Hinduism or Sikhism shall be deemed to be a member of a Scheduled Caste.
* A member of the Scheduled Caste on conversion to   Christianity   will   be   considered   only   under Backward    class    Christian    and    not    under Scheduled caste, for admission purposes.
* A  member  of  the  Scheduled  Tribe  will  however continue   to   be   treated   as   such   a   member irrespective of whether he/she is a convert to any religion or is a dicondent of such a convert.
* A candidate who claims to belong to Scheduled Caste  by  virtue  of  reconversion  should  give  full details regarding dateof reconversion and whether the candidate on such reconversion is accepted by  members  of  the  particular  community  of  the locality  where  he/she  resides  as  belonging  to that particular community which he/she claims to be and submit the copy of relevant certificate for reconversion for competent authority and the copy of Gazette notification to the effect.
* ST  /  SC  /  SC(A)  /  MBC  &  DNC  /  BC  (Others)  / BC (Muslims) candidates are eligible for selection under   Open   Competition   in   addition   to   the reservations made for them.
* The ST candidates should obtain the Community Certificates only from the, RDO or Sub Collector or  Assistant  Collector  of  their  native  division  or Collector  of  their  Districts  or  P.A.  (General)  to Collector of Chennai.
* Candidates  are  warned  that  if  the  community recorded   in   the   certificate   producedby   them, even though issued by competent authority is not included in the list of ST/SC/SC(A)/MBC&DNC/ BC(Others)/BC(Muslims)  or  if  the  community certificate is not issued/signed by the competent authority   or   if   the   community   certificate   is not  in  the  form  of  the  Permanent  Community Card. They  will  not  be  considered  as  belong  to ST  /  SC  /  SC (A)  /  MBC  &  DNC  /  BC(Others)  / BC(Muslims)  as  the  case  may  be. They  will  beconsidered   only   as   “OTHER   COMMUNITIES” and   privileges   that   have   been   given   on   the presumption   that   the   candidates   belong   to ST / SC / SC(A) / MBC & DNC / BC (Others) / BC(Muslims) will be withdrawn.

No  correspondence  in  this  connection  will  be entertained.

# DOCUMENT RETENTION POLICY

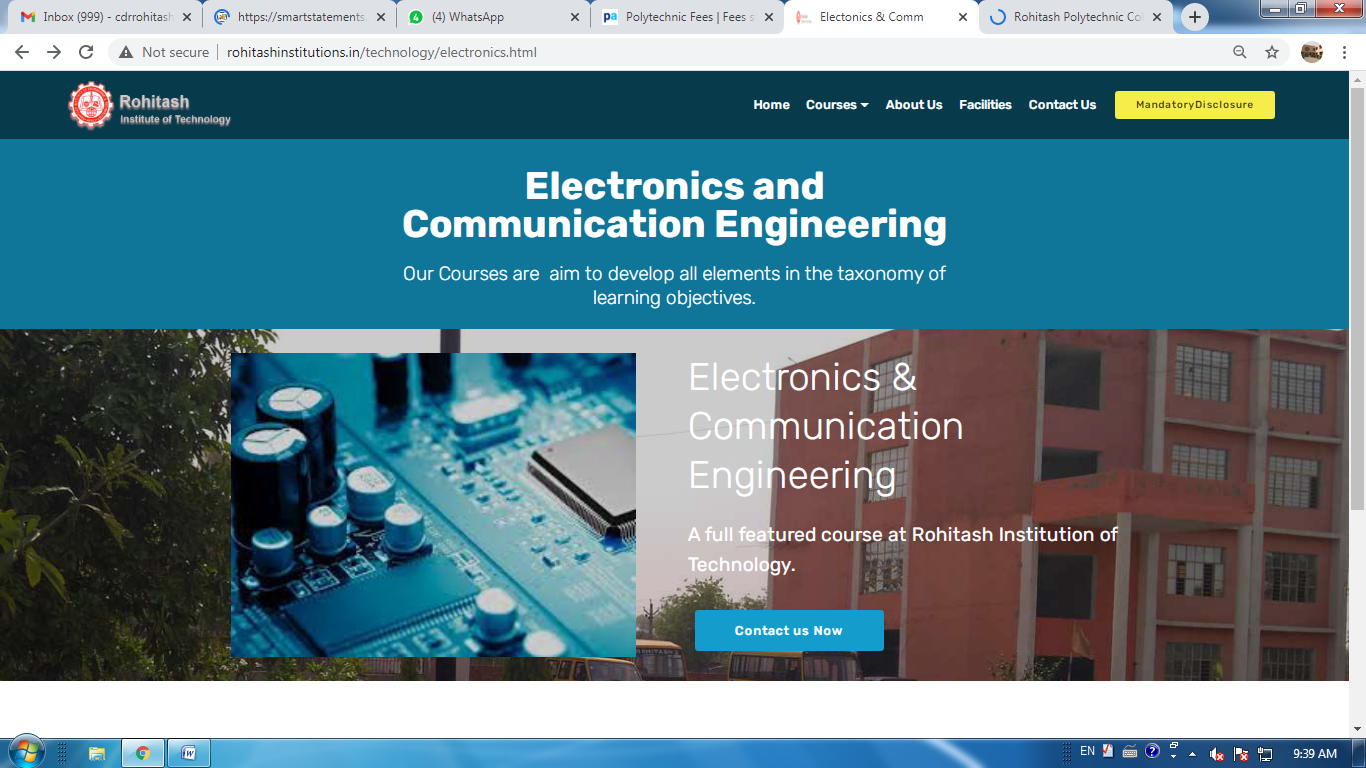
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| --- | --- |
| **Document Type** | **Retention Period** |
| **Administrative Records** |  |
| Employee Certificates | Retained in office till He/She leaves the institution |
| Purchase bills and vouchers | Permanent |
| Stock Register for Lab | Permanent |
| Stock Register for Library | Permanent |
| Employee Attendance | Permanent |
| Employee Acquittance | Permanent |
| Accounts/Audit/Bank Statements | Permanent |
| Employee Insurance | Permanent |
| Student Group Insurance | Permanent |
| **Admission Records** |  |
| Application | Permanent |
| Transfer Certificate | Permanent |
| Marksheet | Retained in office till He/She leaves the institution |
| Diploma Certificate | Retained in office till He/She leaves the institution |
| Provisional Certificate | Retained in office till He/She leaves the institution |
| **Academic Records** |  |
| Test Papers | 2 Years |
| Assignments | 2 Years |
| Library Books | Permanent |
| Email | Permanent |
| **Placement Records** |  |
| Placement Records | 2 Years |
| **Examination Records** |  |
| Nominal Roll | Permanent |
| Consolidated Result | Permanent |
| Institution Letters | Permanent |
| Syllabus | Permanent |
| Staff Joining Letters | Permanent |
| Central Valuation Letters | Permanent |
| Detained,Re-admission Records | Permanent |
| Internal Marks | Permanent |
| Staff Circular | Permanent |
| Student Circular | Permanent |

## Following Courses Intake indicated below

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| --- | --- | --- | --- | --- | --- |
| **Program** | **Level** | **Course** | **Affiliating Body (University**  **/Body)** | **Intake Approved for 2019-20** | **Intake Approved for 2020-21** |
| ENGINEERING AND TECHNOLOGY | DIPLOMA | MECHANICAL ENGINEERING | Directorate of Technical Education | 45 | 45 |
| ENGINEERING AND TECHNOLOGY | DIPLOMA | MECHANICAL ENGINEERING (TOOL & DIE) | Directorate of Technical Education | 45 | 45 |

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| --- | --- | --- | --- | --- | --- |
| ENGINEERING AND TECHNOLOGY | DIPLOMA | Electronics and Communication Engineering (Microwaves) | Directorate of Technical Education | 45 | 45 |
| ENGINEERING AND TECHNOLOGY | DIPLOMA | ELECTRICAL ENGINEERING | Directorate of Technical Education | 45 | 45 |
| ENGINEERING AND TECHNOLOGY | DIPLOMA | COMPUTER ENGINEERING | Directorate of Technical Education | 45 | 45 |
| ENGINEERING AND TECHNOLOGY | DIPLOMA | CIVIL ENGINEERING | Directorate of Technical Education | 45 | 45 |

ROHITASH INSTITUTE OF ENGG. & TECHNOLOGY ATELI MANDI

Web Site:- <http://rohitashinstitutions.in/technology/electronics.html>

GREEN COMPUS AND WASTE MANAGEMENT



