



GOVERNMENT OF ASSAM
DIRECTORATE OF TECHNICAL EDUCATION, ASSAM
KAHILIPARA, GUWAHATI, PIN: 781019
Website: <https://dte.assam.gov.in> E-mail: dte.assam@gov.in

**ADMISSION RULES FOR ADMISSION INTO THE
3-YEARS DIPLOMA ENGINEERING/ TECHNOLOGY
COURSES IN THE STATE POLYTECHNICS OF ASSAM.**

**ISSUED BY THE
STATE COUNCIL FOR TECHNICAL EDUCATION, ASSAM
DIRECTORATE OF TECHNICAL EDUCATION, ASSAM**

ADMISSION RULES FOR ADMISSION IN TO THE STATE POLYTECHNICS OF ASSAM

[For all the Diploma in Engineering/ Technology courses except Modern office Management Course of PCPS Girls' Polytechnic, Guwahati]

The following rules are framed for the purpose of regulating admission of students into Diploma courses in the State Polytechnics of Assam: -

- (i) These rules may be called the State Polytechnics of Assam Regulation of Admission into Diploma Courses.
- (ii) They shall come into force on the date of publication and shall be applicable from the academic session 2022-23 to regulate the admission of the students into the State Polytechnics of Assam.

1. Admission into 1st semester

a. Eligibility criteria: -

The following conditions must be fulfilled:

I. Residential proof:

- a) The candidate must be a permanent resident of Assam. [Except son/daughter of Central Govt. Employees].
- b) To avail Central Govt. Employee quota- The candidate **must not be a Permanent Resident of Assam**. The wards of employees who are posted in Assam for less than 20 (Twenty) years before the last date fixed for submitting application are eligible to apply.

II. Qualification in Polytechnic Admission Test (PAT) of the concerned year.

III. Educational Qualification: -

The candidate must have passed the H.S.L.C. or its equivalent examination in a single sitting (without grace marks in Science and Mathematics and also has to pass both theory and practical/ Internal Assessment individually) with Mathematics and Science as compulsory subjects with minimum of:

i)	40% of average marks in Mathematics and Science - for General candidates.
ii)	35% of average marks in Mathematics and Science - for SC candidates.
iii)	33% of average marks in Mathematics and Science - for ST candidates.

IV. Compartmental candidates will not be eligible.

V Maximum age limit:

- a) Maximum age of the candidate is 20 years 6 months as on the 31st day of December of the year in which the admission is sought for.

- b) Provided that the maximum age limit is relax able by 3 years in case of candidate belonging to the SC/ST(P)/ST(H) category and 5 years in case of Person with Disability.

2. Mode of Selection of CCandidates: -

- a) The candidates who qualify in the PAT test as per rules for admission in to 1st Semester Diploma courses shall have to apply to the DTE in an online Counseling Format (to be available in the website of the Directorate of Technical Education, Assam: www.dte.assam.gov.in) giving their preference of Institute(s) and branch(s) as per the Educational Notice to be published by the DTE, Assam.
- b) The Directorate of Technical Education, Assam shall prepare the counseling list immediately after receiving the preference of institute and branch as per choice of the candidates.

3. Counselling Process: -

a)	Allotment of Polytechnic institute and Branch of Engineering of a candidate will be determined on the basis of merit marks of PAT and preference given by the candidate at the time of online counseling form fill-up.
b)	If a candidate belonging to Schedule Tribes (Plain/Hill) / Schedule Caste is admitted into the Unreserved Category by virtue of his/her merit alone, he/she must be fulfilling all the required criteria of unreserved category including Entry Level Education Qualification, Age Limit etc.
c)	For Person with Disability: Candidate must be fulfilling all the criteria of his/her caste category including Entry educational qualifying marks etc. except maximum age limit.
d)	For admission against Caste/Category /quota: candidates must fulfill all the eligibility criteria and shall have to submit required certificates from the respective competent authorities as mentioned in Annexure- I
e)	For Sports quota and N.C.C. quota: Candidates must fulfil all the criteria of his/her caste category and selection of such candidates must be required from the Selection Committee.
f)	If any candidate fails to specify his/her category at the time of online form fill-up, he/she will be considered as falling under unreserved category.
g)	Candidates once admitted to one category cannot be considered to other category again.
h)	If the seats under reserved category remain vacant for want of eligible candidates (if any), then such seats shall be filled up in order of merit from the candidates of unreserved category in the last round of Counseling (Spot Counseling).

4. Documents to be **SCANNED AND UPLOADED** for the online counseling process in (to be available) the website of the Directorate of Technical Education, Assam: www.dte.assam.gov.in

I	Scanned copies of Mark Sheets of qualifying examinations passed.
II	Scanned copies of Pass Certificates of qualifying examinations passed. If Pass Certificate is not available, then Certificate issued by Head of the institution where last studied has to be scanned & uploaded.
III	Scanned copies of Age proof (Admit Card or Certificate of the Board/University having age details)
IV	Character certificate from the Head of the Institutions where last studied.

V	If a candidate has a history of discontinued study period, he/she has to upload a Gap Certificate as per Annexure-IV .
VI	A candidate shall have to fill up and upload undertaking as per Annexure-V .

5. In addition to the documents mentioned at Point No.4 above, a Candidate (if belonging to a particular Caste/Category) is required to scan and upload the following certificate(s) as applicable **as per Annexure-I**

5. Admission Committee

The Admission Committee for the purpose of selection of candidates for admission into the 1st semester Diploma courses shall consist of the following members.

Director of Technical Education, Assam	Chairperson
Controller of Examinations, SCTE, Assam	Member Secretary
Joint Director of Technical Education, Assam	Member
Principal of all the Govt. Polytechnics of Assam	Member
Deputy Controller of Examinations, SCTE, Assam	Member
Assistant Controller of Examinations, SCTE, Assam	Member
Representative of Higher Education (Technical) Department, Govt. of Assam (Not below the rank of Deputy Secretary)	Member
Representative of WPT and BC Department, Govt. of Assam (Not below the rank of Deputy Secretary)	Member

6. The committee for Sports and NCC quota selection: -

The eligible candidates shall be selected by a Committee consisting of the following members: -

DTE, Assam	Chairperson
Director of Sports or his representative	Member
Director of NCC or his representative	Member
One Principal of Polytechnics on rotation basis	Member
Controller of Examinations	Member Secretary

8. Counselling Committee

Director of Technical Education, Assam	Chairman
Controller of Examinations, SCTE, Assam	Member Secretary
One Principal from Polytechnic	Co-Chairman
Joint Director of Technical Education, Assam	Member
Deputy Controller of Examinations, SCTE, Assam	Member
Assistant Controller of Examinations, SCTE, Assam	Member
One HOD from Polytechnic	Member
One Assistant/Associate Professor from Engineering College	Member

9. Admission.

- a. After selection for provisional admission, the selected candidates shall have to report physically to the concerned polytechnic for Final Admission into the allotted courses within the stipulated time and date as per notification to be published by the DTE Assam/Concerned Principal.
- b. No admission will be allowed unless the candidate is found to be physically fit. In this connection, at the time of final admission the candidates have to submit to the Concerned Principal of Polytechnic (where he/she is selected for Final Admission), a Fitness Certificate issued by authority of Medical College/ Civil Hospital.
- c. The candidates must have to bring their original Certificates/Testimonials to the Office of the Principal of the respective Polytechnics at the time of admission along with all requisite fees etc.

10. Surrender of seat after last date of Admission.

- a) Any candidate who wants to surrender his /her seat shall have to fill up an undertaking as per **Annexure- VI**.
- b) The amount of fees paid by the candidate at the time of admission shall be refunded after deduction of 10% of the total amount of paid fees if the candidate surrenders his/her seat before the last date of admission as fixed by DTE.

11. Forfeiture of seat.

- a. Any candidate who fails to upload "Acceptance letter" (format to be available in the website: www.dte.assam.gov.in) after final allotment of seat within a stipulated time frame to be notified in the said website, shall automatically forfeit his/her candidature.
- b. Any candidate who fails to get admission in the allotted institute within a stipulated time frame to be notified in the said website, shall automatically forfeit his/her allotted seat.
- c. Any candidate, as reported by the Principal of the concerned college, failing to attend his/her classes regularly at a stretch for a period of 10 (ten) days after admission without proper information and justified ground shall forfeit his/her seat automatically and no further communication shall be made to the candidate in this regard and the seat shall be regarded as a vacant seat.

However, prayer for retaining his/her seat may be considered only if the application regarding his/her absence is received by the Principal of the concerned institute within the period of 10 (ten) days of absence. The application with justified ground of his/her absence must be signed by the candidate and parents/guardian with proper documentary evidence.

- d. If at any stage during and after the process of selection/admission, it is found that a candidate or his/her parents/guardian has/have furnished a false statement in the Application or if the Certificate, Marks sheet, Permanent Resident Certificate (PRC) and other documents furnished with the Application are found to be false or fabricated, the seat, allotted to such applicant shall be forfeited forthwith without any refund of any fees etc. paid in this regard and criminal proceedings shall be initiated against such candidates and/or his/her parents.

12. Subsequent Counseling process and Filling up of the Vacant Seats.

- I. Subsequent counseling rounds as may be required shall be held to fill up the vacant seats after the initial round of counseling.
- II. In case of non-availability of eligible candidates from TGLC/Ex-TGLC Category/Moran Community/Koch-Rajbangsi Community/ Tai-Ahom Community and Chutia Community quota, such vacant seats shall be filled up from the OBC/MOBC category.
- III. If any reserved category seat cannot be filled up from the concerned reserved category due to non-availability of eligible candidate in that particular category, then the vacant seat shall be filled up from the un-reserved candidate in order of merit.

13. Transfer.

Transfer from one Polytechnic to another Polytechnic shall be strictly guided in accordance with the DTE Regulation from time to time (as per Annexure-VII).

14. Lateral Entry [Vide Govt. letter No. ATE.211/2008/4, dated 12/11/2008.

- a) Entry Qualification:
Industrial Training Institute (ITI) passed students having minimum Educational Qualification H.S.L.C. passed with the age minimum age limit 17 years and maximum 25 years. For SC/ST additional 3 years as per existing norms of Polytechnic.
- b) Provisional selected list will be supplied by the Directorate of Employment and Craftsmen Training, Assam for admission into the Bridge Course to be started before the 3rd Semester Course in Polytechnics. Bridge Course will cover the papers of Physics, Chemistry and Mathematics.
- c) The Directorate of Technical Education, Assam will admit the students to the Polytechnics of Assam against the 10% of intake capacity of each branch from the provisional selected list supplied by the Directorate of Employment and craftsmen Training, Assam.

Note:- Candidate once admitted through Polytechnic Admission Test shall not be allowed to take admission into any Polytechnic under the Directorate of Technical Education through Lateral Entry.

15. RE-ADMISSION OF STUDENTS IN THE POLYTECHNIC (Office Memorandum no. TE(Ex) Adm-2/2018/3461) dated Guwahati the 12/07/2018:

- I. a) A 1st semester student who leaves the institute with due permission from the Principal after completion of the requirement for appearing the 1st semester examination may be admitted subject to availability of seats after a break of not more than two subsequent semesters on payment of prescribed admission fees.

- b) A dis-collegiate student (2nd semester and above) may be allowed for re-admission provided the student fulfills the criteria of 20% attendance in each subject (both theory and practical)
 - c) For above students on health grounds, medical certificate issued by a registered medical officer not below the rank of Joint Director of Health Services.
- II. Such re-admitted student must take admission in the same branch and same Institute. No Institute transfer and branch transfer shall be allowed. The Principal of each Polytechnic shall verify and allow the students to take re-admission accordingly.
16. i) A student must clear all subjects of 1st semester for admission into 5th semester and similarly must clear all subject of 2nd semester to take admission into 6th semester.
- ii) Those students who are not allowed to take admission in 5th semester/6th semester as per clause 16 (i) above, can reappear in re-test of the subjects of lower semesters as per existing norms.
17. Maximum permissible period for completion of Diploma course by a student shall be 6 (six) academic calendar years from the date of admission.
18. An internal student of an Institute, shall be permitted to appear in semester examination as
- a) **Regular Student:** Who has attended at least 75% of classes held in each of the theory and practical subject individually.
 - b) **Non-Collegiate Student:** Who has attended at least 60% of classes as held in the theory and practical subject individually and can prove the genuine ground of his less attendance. Such student must pay a fee fixed by the institute authority called “Non-Collegiate fee” along with examination fee.
 - c) Any candidate who is an internal student but has attended less than 60% of classes in any one or more subjects on theory and/or practical shall not be eligible to appear in the respective semester examination and termed as “**Dis-Collegiate student**”.
 - d) **Dis-Collegiate student** will have to repeat the semester by taking admission in the next session.

19. Anti-Ragging Measures:

Ragging is completely banned in the institutes. On the date of orientation, each of the selected students and their parents shall be required to submit an affidavit in accordance with the AICTE regulations on “Curbing the menace of ragging in higher educational institutions, 2009”. Copy of the said Regulation shall be provided to the candidates selected at the time of admission.

20. SPECIAL NOTE:

- I. In case of any doubt regarding clarification of any clause of these rules during the counselling period then the decision of the Admission Committee regarding the clarification of that particular clause shall be final.
- II. The above rules may be amended from time to time as per Government as well as AICTE guidelines.

S.No.	Category	Certificate /Documents required to be scanned & uploaded
I	Scheduled Tribes (Hills), Scheduled Tribes (Plains)	The Original Caste Certificate issued by the Concerned D.C.
II	Scheduled Caste	The Original Caste Certificate issued by the Concerned D.C.
III	Other Backward Classes/ More Other Backward Classes (OBC/MOBC) Non-Creamy Layer (NCL) including TGLC/Ex-TGLC/Moran/Tai-Ahom/Koch-Rajbangsi/ Chutia. [Candidates from Creamy Layer of OBC/MOBC are advised to mentioned their category as General].	<ol style="list-style-type: none"> 1. The Original Caste Certificate of OBC/MOBC issued by the concerned D.C. 2. Non-Creamy Layer status issued by the Concerned D.C.
V	Son/daughter of Tea Garden/ Ex-Tea Garden Labour Community/ Tribes (TGLX/Ex6TGLC) included within OBC/MOBC Non-Creamy Layer	<ol style="list-style-type: none"> 1. The Original Caste Certificate of OBC/MOBC mentioning the specific TGLC/Ex-TGLC issued by the concerned D.C. 2. Non-Creamy Layer status issued by the Concerned D.C.
VI	Moran community included within OBC/MOBC Non-Creamy Layer	<ol style="list-style-type: none"> 1. The Original Caste Certificate of OBC/MOBC mentioning the community as Moran issued by the concerned D.C. 2. Non-Creamy Layer (NCL) status issued by the concerned D.C.
VII	Koch-Rajbangshi community included within OBC/MOBC Non Creamy Layer	<ol style="list-style-type: none"> 1. The Original Caste Certificate of OBC/MOBC mentioning the community as Koch Rajbangshi issued by the concerned DC 2. Non Creamy Layer (NCL) status issued by the concerned D.C.
VIII	Tai-Ahom community included within OBC/MOBC Non Creamy Layer Community	<ol style="list-style-type: none"> 1. The Original Caste Certificate of OBC/MOBC mentioning the community as Tai-Ahom issued by the concerned D.C. 2. Non Creamy Layer (NCL) status issued by the concerned D.C.
IX	Chutia community included within OBC/MOBC Non Creamy Layer Community	<ol style="list-style-type: none"> 1. The Original Caste Certificate of OBC/MOBC mentioning the community as Chutia issued by the concerned D.C. 2. Non Creamy Layer (NCL) status issued by the concerned D.C.
X	Grandson/Grand daughter of Freedom Fighter (FF)	<ol style="list-style-type: none"> 1. Freedom Fighter Certificate from the Home & Political Department to the Govt. of Assam. 2. A direct relationship certificate of the candidate with the freedom fighter from the Deputy Commissioner or his authorized official of the district where the freedom

		fighter belongs to, if applied against the category of Freedom Fighter.
XI	Son/Daughter of Retired Defense Person	Certificate from the Director, Rajyik Sainik Board , Assam.
XII	Sports quota	Certificate from Director of Sports , Assam and proof of representing the State at district/state/national/international level if applied against Sport quota .
XIII	N.C.C. quota	Certificate from the Commanding Officer, National Cadets Corps or higher level .
XIV	For Sons/Daughters of Central Govt. Employees and of Central Government Public Sector undertakings. (Posted in Assam for less than twenty years before the last date fixed for submitting application.)	<ol style="list-style-type: none"> 1. Permanent Resident Certificate is required from the concerned State authorities outside Assam. Certificate regarding the service of father/mother of the candidate from the concerned authority located in Assam as per Annexure-II
XV	Persons with Disabilities (PwD) (Not separate reservation over and above other reservation) If a candidate belongs to reserved categories such as SC/ST/OBC/ MOBC or General category, he/ she shall be adjusted against the category to which he/she belongs.	Identity Card as Differently-Abled issued by Social Welfare Department . Minimum disability 40% and not exceeding 80% .
XVI	Economically Weaker Sections (EWSs) purely meant for General Category .	Candidates are advised to go through the Govt. Of Assam, Personnel Department's Office Memorandum No. ABP.07/2019/4, dated 10-04-2019, and have to upload valid EWS certificate and also produce the same during the counseling process
XVII	Tuition Fee Waiver (TFW)	The Original Annual Income Certificate issued by the authority not below the Rank of Revenue Circle Officer.

Instructions: -

SIGNATURE OF IDENTIFYING AUTHORITY (ANY ONE OF THE FOLLOWING IDENTIFYING AUTHORITY) IS A MUST IN THE CASTE CERTIFICATE.	
ST [P]/ ST[H]	President/Vice President of All Assam Tribal Sangha/District Unit of Assam Tribal Sangha
SC	<ol style="list-style-type: none"> Chairman of Sub-Divisional Scheduled Caste Dev. Board. President /Vice President of the Assam Anusuchit Jati Parishad. President of District Level Assam Anusuchit Jati Parishad. President/ Vice President of All Assam Mali Samaj. President of District Committee of All Assam Mali Samaj. President of Sub- Divisional Committee All Assam Mali Samaj. President/Secretary of All Assam Scheduled Caste Dhobi People Welfare Council.
OBC/MOBC [Including TGLC/Ex-TGLC/ Koch-Rajbanshi/Tai-Ahom/Chutia]	<ol style="list-style-type: none"> Chairman of Sub-Divisional Dev. Board for the Welfare of the Other Backward Classes Respective Sub-Division. Member of All Assam State Advisory Council for the Welfare of the Other Backward Classes within the respective District to which the Member belongs. President/Secretary of All Assam Other Backward Class Association within the jurisdiction concerned. President/Secretary of District./sub-/divisional Other Backward Classes Association the respective jurisdiction.
MORAN	Assam Moran Sabha

CERTIFICATE OF EMPLOYMENT OF PARENT OF THE APPLICANT

(For son/daughter of Central Govt. Employee)

(To be given by the Head of the Government or Public Office/Organization in Assam, if the applicant is not a Permanent Resident of Assam but his/her parent is working in such offices etc. in Assam, at the time of submission of Application).

Certified that Shri/Smti

.....

Son/daughter of Shri/Late.....

has been serving in (name of office) and
residing at(place) , Assam from(date)
tofor years and he/she is a permanent resident in the district of
.....of the State, India.

Office Address

.....

.....

Signature :

Designation :

Date :

Seal of the Office

A. Declaration

(For the candidate unable to submit the PRC at the time of Counseling)

I, Shri/Smti. _____
son/daughter of _____ an inhabitant of
vill/town _____ Mouza _____
P.O. _____ P.S. _____
District _____, hereby certify that I am a permanent resident of
Assam and I have applied for PRC, the application receipt of which is enclosed herewith. I
shall submit PRC at the time of admission.

Date: _____

Signature _____

Name of the candidate _____

GAP CERTIFICATE

This is to certify that Shri/Smti _____
son/daughter of Shri/Smti/Late _____ an
inhabitant of village/town _____
Mouza _____ P.O. _____
P.S. _____ District _____ State
_____ is not involved in any unlawful activities since completion
of his HSLC (10+) / HSSLC (12+) till date. This certificate shall be applicable for
educational purpose only.

Date:

Signature: _____

(Office Seal)

Name :

Notary / Ward Member of Municipality
or GP /Officer In-Charge of PS
(Officer's Seal)

DECLARATION FORM

(TO BE SUBMITTED AT THE TIME OF COUNSELING)

DECLARATION BY THE APPLICANT

I hereby declare that the entries in the On Line Application Form have been filled up by me and the entries made are correct to best of my knowledge and belief. I agree that if there is any wrong information in the statement given, in the mark sheets and certificates attached, I may not be allowed admission and in the event of my being admitted, my admission may be cancelled by authority concerned at any time.

I do hereby promise that in the event of my being admitted to the Polytechnic, I shall abide by all rules and discipline of the institution.

Date

Place

Signature of the Applicant

DECLARATION BY THE PARENT/GUARDIAN

I hereby declare that I shall be fully responsible for conduct and all financial liabilities that the ward incurs during his/her studentship in the Polytechnic.

.....

.....

The Signature of the Gazetted Officer in presence
of whom the parent/guardian put his/her signature.

Signature of the Parent/Guardian

Designation of the Officer

Seal of Office

APPLICATION FOR SEAT SURRENDER

Academic Session:

To
The Principal,
Name of College/Polytechnic:

Sir/Madam,

Respectfully, I submit that I want to withdraw my admission from your esteemed Institute. Please allow me to surrender my seat and refund the fee deposited amount after deductions as per Directorate of Technical Education of Assam rules. My admission details are as follows:-

1. Name of the Programme: (like Diploma in Engineering/ B.TECH./MCA. etc.)
2. Name of the Student (Mr./Ms.) (In Block Letters):
3. Father's Name (In Block Letters):
4. Course/Branch Allotted:
5. College/Polytechnic Allotted:
6. Registration ID /Roll no.....
7. Category of Admission: Gen./SC/ST/OBC/ PWD/ Others(NCC/SPORTS/RDP/CGE/FF) etc.: :.....
(Tick the appropriate) Tution Fee Waiver/EWS/Lateral entry/:.....
8. Date of Allotment of Seat:
(Attach copy of allotment letter)
9. Date of request for seat withdrawn :.....
10. Reason for Withdrawal of Seat:

Detail of Admission Fee Deposited:

Mode of Payment (Cash/Online/Draft/Credit Card/Debit Card)

.....

Amount of fee Deposited: Receipt Number & Date :

(Attach proof / Receipt of fee deposit)

11. Name on which refund of fee :
Required (by
Draft/RTGS/NEFT) IFSC code
Account No..... (Attach
cancelled cheque / photocopy of cancelled cheque)

12. Address where Cheque / Draft to be sent:

Mobile Number : Telephone Number

(Signature of Student)**(Signature of Parents/ Guardian)**

Date.....

Date.....

GUIDELINES FOR INSTITUTIONAL TRANSFER FOR THE FIRST YEAR STUDENTS OF ALL GOVT. ENGINEERING COLLEGES AND POLYTECHNICS OF ASSAM UNDER DIRECTORATE OF TECHNICAL EDUCATION, ASSAM.

REASONS FOR ADOPTION OF GUIDELINES FOR INSTITUTIONAL TRANSFER: -

1. To follow the guideline of All India Council for Technical Education and National Board of Accreditation (N.B. A) requirement.
2. To develop the newly established Govt. Engineering Colleges and Polytechnics of Assam.

The following guidelines should be followed w.e.f. 22/03/2022 for the transfer of First Year students of All Govt. Engineering Colleges and Polytechnics of Assam under Directorate of Technical Education, Assam.

As per the AICTE guideline and NBA requirement (subject to changes from time to time) the transfer of the student is to be considered only after maintaining 75% of student's intake branch wise. The AICTE guidelines on the basis of the decision of Hon'ble High Court, Karnataka vide WP No. 18423-427/2000, dated 7-2-2001.

1. Maintaining 75% of the intake capacity in a Branch the concerned institute may forward application for institute transfer within 15 days from the start of 2nd semester classes in their parent Institutions/Colleges. The Head of the Institution will have to notify accordingly based on the notice and guidelines issued by the Director of Technical Education, Assam.
2. The institutional transfer process will be completed in the 2nd semester and students are to join in the institute where he/she is transferred before the 1st day of commencement of 3rd semester.
3. The Institute/College will constitute a Transfer Committee at the institute level with the following members: Head Of the Institution, Head of the Department /Senior Faculties of each branch. A Medical Officer may also be engaged (if necessary) from the Medical College/ nearby Civil Hospital.

The institute level transfer committee shall screen the applications on priority basis of :- Merit Rank of CEE (for Engineering Colleges and Merit Marks of PAT (for Polytechnics).

(ii) The institute level transfer committee also shall screen the application as per norms shown in the present Guidelines.

4. The Head of the Institution will forward evaluated applications with justifications to the Directorate of Technical Education, Assam.
5. The Core Committee of Directorate of Technical Education, Assam will prepare the final list of transfer subject to information of vacancy received from the institute/College on the basis of priority as well as maintaining the present guidelines.

Important Note: 1 :-

- a) Inter institute/College transfer will be as "No Branch" basis and branch should be allotted by respective institute/college within two weeks of commence of 3rd semester class with the recommendation of the institute level transfer committee.
- b) Intra Institute branch transfer will be done by institute/college with the recommendation of the institute level transfer committee. Branch change shall be strictly according to the Merit Marks of PAT and Rank of CEE.
- c) The process of branch transfer should be completed within two weeks of commence of 3rd semester class with the recommendation of the institute level transfer committee.

Important Note: - 2.

The following categories of students are not eligible for Institute Transfer/Branch Transfer owing to administrative and academic reasons.

- i) Students admitted in Assam Textile Institute, Guwahati.
 - ii) Students admitted in Modern Office Management and Architecture Assistantship in PCPS, Girls' Polytechnic, Guwahati.
 - iii) Students admitted in Textile Design Branch in Residential Girls' Polytechnic, Golaghat.
 - iv) The lateral entry/ EWS Category/T.F.W. as the seats are supernumerary.
 - v) Sports/N.C.C. / Central Govt. Employee (Freedom Fighter/Retired Defence Person quota.
6. In extra ordinary situation the concerned authority i.e. Director of Technical Education, Assam and concerned Principals of both the institutes/Colleges may take appropriate action, if necessary.
7. The above mentioned guideline may subject to change as and when decided by authority with the recommendation of the concerned committee.



Director of Technical Education, Assam,
Kahilipara, Guwahati-19.

Memo No. TE(Ex) Admn-6/2018/

Dated Guwahati, the _____

Copy for information to:-

1. The Commissioner & Secretary to the Govt. of Assam,
Higher Education (Technical) Education Department, Dispur, Guwahati-6.
2. The Secretary to the Govt. of Assam,
Higher Education (Technical) Education Department, Dispur, Guwahati-6.
3. The Principal, All Government Polytechnics of Assam.

Director of Technical Education, Assam,
Kahilipara, Guwahati-19

