

# ARYABHATT INSTITUTE OF TECHNOLOGY

formerly Aryabhat Polytechnic

DIRECTORATE OF TRAINING & TECHNICAL EDUCATION

GOVT. OF NCT OF DELHI

G.T. Karnal Road, New Delhi - 110 033

Phone:(011) 27465281

Web Site : <http://www.abitdelhi.in>

Email: [arybhatpolytechnic@yahoo.com](mailto:arybhatpolytechnic@yahoo.com)

**Manual No. 5 Rules, Regulations, Instructions, Manuals and records for discharging functions.**

## **(I&II) ACADEMIC MATTERS**

Sl. No	Name of Act, Rules, Regulations etc.	Brief gist of contents	Reference number, if any	Price in case of priced publications
1.	<b>Admission Information Bulletin with Application Form for Admission to:-</b>  1. Full time Diploma Programme in Polytechnic  2. Part-time Evening Courses - Diploma Programmes  3. Lateral Admission in 2 <sup>nd</sup> Year Regular Diploma Programmes in Engg. Courses. 4. B.Voc (Construction Technology), B.voc (Refrigeration & Air Condition)	<ul style="list-style-type: none"><li>• Introduction</li><li>• Diploma Level Institutions under DTTE</li><li>• Programmes Offered &amp; Intake Capacity</li><li>• About the Courses</li><li>• Eligibility for Admission</li><li>• Seat Allocation</li><li>• Reservation</li><li>• Break up of Seat Distribution</li><li>• Sale of Information Bulletin &amp; Application Form</li><li>• Sale of Information Bulletin, by Post</li><li>• Availability of Information Bulletin in the Internet</li><li>• Instructions for filling-up &amp; sending the application form</li><li>• Submission of Application Form</li><li>• Admit Card</li><li>• Mode of the test</li><li>• Details of CET 2018</li><li>• Conduct of the tests</li></ul>	<ul style="list-style-type: none"><li>• Document printed by Board of Technical Education</li><li>• Last Bulletin 2018-2019</li></ul>	Freely downloaded on the website <a href="http://www.cetdelhi.nic.in">www.cetdelhi.nic.in</a>

		<ul style="list-style-type: none"> <li>• Method of Selection and Admission</li> <li>• Payment of Fees for Admission</li> <li>• Post Admission Information</li> </ul>		
2.	Curriculum Documents. Designed and Developed by BTE/DTTE for each Diploma Programme	Course Contents, Study Scheme, Evaluation Scheme etc.	Curriculum of all Diploma Courses	Not Applicable

### **(III&IV) ESTABLISHMENT MATTERS**

<b>Sl. No</b>	<b>Name of Act, Rules, Regulations etc.</b>	<b>Brief gist of contents</b>	<b>Reference number, if any</b>	<b>Price in case of priced publicatio</b>
1.	CCS (Leave) Rules	Leave to Govt. employees	Govt. of India's Instructions	Swamy Publicatic
2.	CCS (Conduct) Rules	Code & Conduct of Staff (Teaching/Technical Support Staff, Class IV employees)	Govt. of India's Instructions	Swamy Publicatic
3.	CCS (CCA) Rules	Disciplinary Rules	Govt. of India's Instructions	Swamy Publicatic
4.	Establishment & Advice Rules	Day to Day Service Matters	Govt. of India's Instructions	Swamy Publicatic
5.	FR/SR	Pay Fixation, Accounts Procedures	Govt. of India's Instructions	Swamy Publicatic
6.	CCS (LTC) Rules	LTC benefit to employees	Govt. of India's Instructions	Swamy Publicatic
7.	CCS (M.A.) Rules	Medical facilities to Govt. Staff	Govt. of India & Govt. of Delhi Rules	Swamy Publicatic