



NUTECH BOARD OF TECHNICAL AND PROFESSIONAL EDUCATION

National University of Technology (NUTECH)



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Title of the Policy	Registration Policy
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Date of Issue	____ Oct 2023
Revision No.	Nil
Applicability	All Affiliated and Constituent Institutes

Introduction

1. NUTEC Board of Technical and Professional Education (NBTPE) was established on 10 Mar 2020. Technical, Vocational Education and Training (TVET) at NUTECH is an important segment of the education system of NUTECH which deals with levels 1-5 (certifications and diplomas) as an integral part of National Vocational Qualification Framework (NVQF).

2. Registration of the students is a process in which all students of affiliated and constituent institutes students registered with NBTPE and consequently NBTPE issue a unique registration number to each candidate.

Aim

3. To formulate registration policy for NBTPE and its “Constituent and Affiliated Institutions” for smooth and standardized functioning of the system.

General Criteria of Candidates Registration

4. General criteria of registration is as followed: -
- a. The affiliated institutes apply for the registration of the candidates within ten days after the commencement of CBT&A or Non CBT&A courses.
 - b. Minimum strength of a course for registration will be 15 candidates, up to maximum seats (allowed in the affiliation of that particular course).
 - c. Nominal roll of the candidates will be sent to NBTPE for scrutiny within one week after the starting date of the respective course.
 - d. No candidate will be registered in the course after the closing date.
 - e. After scrutiny of registration requests, received from the respective institute, NBTPE will issue registration numbers as per the codes given to each institution.
 - f. On receipt of registration numbers from NBTPE, the respective institute will inform the same to the candidates for all future correspondence.
 - g. Registration number will be visible on the portal of the institute.
 - h. NBTPE will adopt following scheme of registration numbers.

N	0	9	2	3	A	B	C	D	V	C	V	0	0	1
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N	-	Represents "NUTECH"
09	-	Represents Course Start Month
23	-	Represents Course Start Year
ABCD	-	Represents Institute (Only 4 x alphabets, already allotted)
D/V	-	Represents Diploma/Vocational
CV	-	Represents Course / Trade (As allotted)

CBT&A Courses

5. Following procedure will be adopted: -
- a. All students who are admitted in CBT&A courses of an affiliate institute would be registered with NBTPE through NVQF registry.
 - b. A dedicated password to access NVQF registry will be provided by NBTPE to the respective affiliated institute.
 - c. After one week of admissions, the affiliated institute will initiate a request for the registration numbers of the candidates along with the detail bio data of every student and same will be uploaded on NVQF registry.
 - d. On receipt of online information of student bio data in NVQF Registry, NBTPE will issue registration number to every student.

Non-CBT&A Courses

6. Registration process for non CBT&A courses are similar to CBT&A courses. However, data will be uploaded on NBTPE (QAB Portal) instead of NVQF Registry. The process will be as follows: -
- a. After one week of admissions, affiliated institute will forward candidate's biodata in tabular form (in soft copy) to NBTPE for the allocation of registration numbers.
 - b. All students who are admitted in Non-CBT&A courses at affiliated and constituent institutes will be registered with NBTPE through NUTECH Information Management System (NIMS).
 - c. NBTPE will allocate registration number to each candidate and send the soft copy to the affiliated institute.
 - d. Same registration number will be used by the candidates for all future assessments and awards of certificates.

RPL Courses

6. Registration process for RPL courses is similar to CBT&A courses. However, registration number allotted manually instead of NVQF Registry. The process will be as follows: -

- a. After one week of admissions, affiliated institute will forward candidate's biodata in tabular form (in soft copy) to NBTPE for the allocation of registration numbers.
- b. All students who are admitted in RPL courses at affiliated and constituent institutes will be registered with NBTPE through NUTECH Information Management System (NIMS).
- c. NBTPE will allocate registration number to each candidate and send the soft copy to the affiliated institute.