

HARYANA STATE BOARD OF TECHNICAL EDUCATION

From

The Secretary,
Haryana State Board of Technical Education,
Government Polytechnic Campus, Sector-26,
Panchkula, Haryana -134116

To

The Principal(s),
All Institutes offering Diploma Courses

Memo. No. 47

/Exam/HSBTE

Dated: 24/01/2025

Subject: Readmission Cases for 2nd, 4th, and, 6th Semester students for the Academic Session commencing w.e.f. 20.01.2025 -reg.

As per Examination Rule 2.4 (1), any candidate of the Institution, who remains absent from the Institution for a period exceeding one year from the date of reopening of the Institute, following the examination in which the candidate had failed to appear or pass, shall be disentitled to continue his/her studies in the Institution, without prior written permission of the Secretary, Haryana State Board of Technical Education. However, if the period of absence is less than one year, the Principal of the Institute is competent to allow re-admission.

The Academic Session 2024-25 for the Diploma students of the even semester in the 2nd, 4th, and, 6th Semester is started w.e.f. **20.01.2025**. Accordingly, the Institutes are requested to take action regarding readmitting students of the Diploma in the 2nd, 4th, and, 6th Semester as per the provision given below:-

- 1. Readmission at the Institute level:** (wherein the absence period is less than one year)
 - The readmission cases approved by the Principal at the Institute level should be uploaded to the HSBTE website <https://hsbtehry.in/login> up to **03.02.2025**, after this date, the HSBTE will not approve any readmission. The uploading of the readmission cases shall be done as per the steps mentioned below:-
 - a) **To Detain student:-**
Open Student Management → Open Manage Student → Open Detain Student
(here enter details when the student was detained).



HARYANA STATE BOARD OF TECHNICAL EDUCATION

b) **To Readmit student:-**

Open Student Management → Open Manage Student → Open Student Re-admission (enter the re-admission details of the already detained student here).

- After that, such readmission cases uploaded by the Institute on the HSBTE web portal up to the due date, the Board will scrutinize the said readmission cases.
- Only after scrutiny and acceptance by the HSBTE, the Institute(s) may cross-check the uploaded PCA form from the PCA Register of such re-admitted student(s) after the start of PCA for the June 2025 Examination.

2. **Readmission at the HSBTE level:** (wherein the absence period is more than one year)

- Re-admission cases where the absence period exceeds more than one year should be uploaded to the HSBTE website at <https://hsbtehry.in/login> as per the process explained above up to **10.02.2025**, after this date, the HSBTE will not approve any readmission.
- The Principal of the Institute must submit through email at coe@hsbte.org.in up to **10.02.2025**, the scanned copies of an Institute forwarding letter, student re-admission application for re-admission, Gap-Year Affidavit on Rs.10/- Stamp Paper duly Notarized by the Notary Public, Fee Slip of Rs.1,000/-, any other relevant document.
- As per the decisions taken in the 18th Board Meeting under the Chairmanship of ACSTE held on 10.01.2019, a **fee of Rs.1000/-** is to be charged for such cases where the absence period exceeds more than one year. The fee must be deposited through RTGS in **PNB Account No. 3949000102734253 (IFSC: PUNB0394900)** of the HSBTE **on/ before 10.02.2025**, and the receipt of the same must be submitted to the HSBTE.
- Only after the approval of HSBTE, the Institute(s) can cross-check the uploaded PCA form from the PCA Register of such re-admitted student(s) after the start of PCA for the June 2025 Examination.



HARYANA STATE BOARD OF TECHNICAL EDUCATION

It is further informed that the student's attendance shall be counted from the commencement of the academic session i.e., **20.01.2025**. Therefore, the Principals are hereby advised to ensure that the students complete the criteria of a **minimum 70% attendance** (both in theory and practical separately) of each subject or any other conditions laid by the HSBTE Panchkula from time to time.



Controller of Exam
HSBTE, Panchkula

Dated: 24/01/2025

Endst. No.: 48

/Exam/ HSBTE

A copy of the above is forwarded to the Secretary, HSBTE for kind information, please.


Controller of Exam
HSBTE, Panchkula