

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. 147/Exam/HSBTE

Dated: 07.03.2023

Subject: Instructions regarding Readmission Cases for 2nd, 4th and 6th Semesters Diploma students commencing w.e.f. 06.03.2023, for Academic Session 2022-23 excluding pharmacy courses

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 2022-23 for students admitted in 2nd, 4th & 6th semester Diploma is started **w.e.f. 06.03.2023**. Accordingly, Institutes are requested to take action regarding readmitting students of Diploma in 2nd, 4th and 6th Semester (Excluding Pharmacy courses) as per the provision given below:-

1. Readmission at Institute level: (where absence period is less than one year)

- Readmission cases where absence period is less than one year shall be done at Institute level upto **22.03.2023** and will be approved by the Principal at Institute level. These readmission cases should be uploaded at www.hsbte.com under the link "**Readmission**" (*link for uploading details under link **READMISSION** will be activated after declaration of Re-evaluation result of February 2023 Exam and same shall be informed to the institutes accordingly.*) However, the compiled list of such readmitted students at Institutes shall be emailed to HSBTE coe@hsbte.org.in latest by **24.03.2023 upto 5.00 pm** in the format as per attachment & only these students will be considered for uploading under the link "**Readmission**".
- Thereafter, such re-admission cases uploaded by the Institute will be scrutinized by HSBTE.
- Only after scrutiny & acceptance by HSBTE, the institute(s) can cross check the uploaded PCA form from the PCA Register of such re-admitted student(s).

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

- Re-admission cases where the absence period exceeds more than one year should be forwarded to HSBTE at email coe@hsbte.org.in latest upto **22.03.2023 along with all the relevant documents** after that no readmission will be approved by HSBTE (*link for uploading details under link **READMISSION** will be activated after declaration of Re-evaluation result of February 2023 Exam and same shall be informed to the institutes accordingly.*) However, the compiled list of such students shall be emailed to HSBTE coe@hsbte.org.in latest by **24.03.2023 upto 5.00 pm** in the format as per attachment & only these students will be considered for uploading under the link "**Readmission**" whose Readmission cases will be approved by HSBTE.
- As per the decisions taken in 18th Board Meeting under the Chairmanship of ACSTE held on 10.01.2019, a fee of Rs 1000/- is being 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 HSBTE and the receipt must be submitted to 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).

It is also clarified that attendance of the students shall be counted from the commencement of the session i.e. **06.03.2023** & therefore Principals may be advised to ensure that the concerned student will complete the minimum 70% attendance (both in theory and practical separately) of each subject.


**Controller of Exam
HSBTE, Panchkula**

Endst. No.: 148/Exam/ HSBTE

Dated: 07.03.2023

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


**Controller of Exam
HSBTE, Panchkula**

