

Regd.

**Top Priority  
Nov./Dec. 2009  
Examination Matter:**

**From**

**The Secretary,  
Haryana State Board of Technical Education,  
Bays No. 7-12, Sector-4, Panchkula**

**To**

**All the Principals of Govt./Govt. Aided/Self Financing Polytechnics**

**Memo No.: 16029 /HSBTE  
Dated: 15.10.09**

**Subject: State Board Diploma Examination is to be held in Nov./Dec. 2009.**

The next State Board Diploma Examination will be start w.e.f. 05.12.09. The schedule for various activities required to be attended prior to the start of the State Board Examination is as per detail given below:

1. All the results of State Board Examination held in June/July 2009 declared and sent to respective Principals. Principals may ensure that the results have been received and conveyed to students. In case, any of the result has not received by the Principal, the same may be collected by deputing an official from the Institute without any further delay.
2. Any discrepancy found in the result or pointed out by the student may be got rectified immediately, by deputing special messenger / official.
3. All the pending DMCs upto June/July 2009 examination must be cleared by the October end and submitted to Additional Secretary (HSBTE) office for scrutiny and signature immediately, so that the same can be issued to the students.
4. **Schedule of submission of Permission cum admission (PCA) form:**  
**Fee to be deposited in the "PNB A/C No. 0087000111223535 of S.B.T.E. Haryana ".**

(i) Without late fee	27.10.09
(ii) With late fee Rs. 10/- ( upto 7 days)	03.11.09
(iii) With late fee of Rs. 50/- ( upto first 7 days)	10.11..09
(iv) With late fee of Rs. 500/-	upto three working days prior to start of theory exam.
(v) With late fee of Rs. 1000/-	upto three working days prior to start of candidates exam.

**The permission cum admission forms including colored photos are to be properly checked and authenticated by the HOD and the Principal of the Institute to avoid impersonation cases in the Haryana State Board Diploma Examinations.**

**NOTE:**

**\* Examination fees is to be collected and is to be deposited in the A/C of HSBTE as per schedule given above other wise concern Principal will be responsible for the same.**

**\*\* Principal of the institution must verify the eligibility of students appearing in the examination in order to avoid the ineligible candidate for appearing in the exams.**

**5. Date of Practical Examination From 21.11.09 to 28.11.09**

**6. PCA Lists:**

The list of students appearing in the examination must be supplied to this office strictly as per the dates mentioned below:

Sr. No.	Name of Institute.	Date of Receipt of PCA Forms List in the Directorate/ HSBTE Office
1.	1. Government Polytechnic, Ambala City 2. Kalpana Chawla Govt. Polytechnic for Women, Ambala City 3. Government Polytechnic for Women, Faridabad. 4. Government Polytechnic, Hisar 5. Government Polytechnic, Jhajjar 6. Government Polytechnic, Adampur 7. Government Polytechnic, Manesar 8. Government Polytechnic, Narnaul 9. Government Polytechnic, Nilokheri 10. Institute of Hotel Mgmt. & Catering, Panipat. 11. Government Polytechnic, Sirsa 12. Government Polytechnic for Women, Sirsa 13. Government Polytechnic, Sonapat 14. Government Polytechnic, Uttawar 15. Government Polytechnic, Loharu 16. Government Polytechnic, Narwana Jind 17. Ch. Devi Lal Govt. Polytechnic, Nathusari Chopta (Sirsa). 18. Govt. Polytechnic Meham (Rohtak) 19. Govt. Polytechnic Sampla (Rohtak) 20. Ch. Bansi Lal Govt. Polytechnic Bhiwani 21. Govt. Polytechnic for Women, Morni Hills (Panchkula) 22. Govt. Polytechnic Chika (Kaithal) Camp Office at GP Nilokheri 23. Govt. Polytechnic Lisana (Rewari) Camp Office at GP Narnaul (Mahendergarh)	11.11.09
2.	1. Seth Jai Parkash Polytechnic, Damla (Yamuna Nagar) 2. BPS Mahila Polytechnic, Khanpur Kalan, Sonapat 3. Chhotu Ram Polytechnic, Rohtak. 4. Govt. Polytechnic Sanghi (Rohtak) Camp Office at CRP Rohtak. 5. Vaish Technical Institute, Rohtak. 6. Hindu Institute of Technology, Sonapat. 7. P.D.M, Sarai, Aurangabad. 8. Hindu College of Pharmacy, Sonapat. 9. Janta College of Pharmacy, Butana 10. Gandhi College of Pharmacy,	12.11.09

	<p>Karnal.</p> <ol style="list-style-type: none"> <li>11. Lord Shiva College of Pharmacy, Sirsa</li> <li>12. Dehat Vikas College of Pharmacy, Tigaon. (Faridabad)</li> <li>13. M.M Institute of Hotel Mgmt. &amp; Catering, Mulana</li> <li>14. SDIMLT, Jhajjar</li> <li>15. Yashvir Memorial Technical Institute, Bhambhewa (Jind)</li> <li>16. BS Anagpuria Institute of Pharmacy, Alampur, Ballabgarh</li> <li>17. Bharat Institute of Pharmacy, Babain, Kurukshetra.</li> <li>18. Jan Nayak Ch. Devi Lal Diploma College of Pharmacy, Sirsa</li> <li>19. Swami Devi Dayal Institute of Pharmacy, Goalpura, Barwala</li> </ol>	
3.	<ol style="list-style-type: none"> <li>1. Jan Nayak Ch Devi Lal Polytechnic, Sirsa</li> <li>2. Janta Polytechnic, Butana</li> <li>3. PDM Institute of Engg. &amp; Tech., Karsindhu, Safidon, Jind</li> <li>4. Tagore Institute of Research &amp; Technology, Jamalpur, Gurgaon.</li> <li>5. Seth Haribaksh Lohia Jai Ram Mahila Poly., Lohar Majra, Kkr.</li> <li>6. Shri Krishna Polytechnic, Kurukshetra</li> <li>7. BITS College of Polytechnic, Village Sarsa, Ghogra, Bhiwani</li> <li>8. M.M. Pharmacy College, Mulana</li> <li>9. Shanti Niketan Institute of Engg. And Technology, Ladwa, Hisar</li> <li>10. Shri Sai Institute of Engg. And Technology, Tamaspura (Jhajjar)</li> <li>11. SD Shanti Niketan Institute of Engg. &amp; Tech, Ladwa, Hisar</li> <li>12. Tirupati College of Pharmacy, Ratia (Fatehabad)</li> <li>13. BITS Polytechnic Meham road, Paluwas, Bhiwani</li> <li>14. RKSD College of Pharmacy Kaithal</li> <li>15. MM Polytechnic, Fatehabad</li> </ol>	13.11.09
4.	<ol style="list-style-type: none"> <li>1. Ganpati Polytechnic for Engg. Bilaspur, Tehsil Jagadhari, YamunaNagar</li> <li>2. Shree Ram Institute of Tech. Edu., Mouli, Panchkula</li> <li>3. Bhagwan Parshu Ram Polytechnic, Masana Kurukshetra</li> <li>4. Swami Devi Dayal College of Tech. Edu. Barwala Panchkula</li> <li>5. Sh. Chhotu Ram Polytechnic, gohian, Jind</li> <li>6. SGN Polytechnic Chourmastpur, Ambala</li> <li>7. MD Polytechnic Neemri Wali, Bhiwani</li> <li>8. Sh. Ganesh Polytechnic Bilaspur, Jagadhari</li> <li>9. Shri Balaji Instt of Engg. &amp; Tech.</li> </ol>	16.11.09

	<p>Delhi road Sampla, Rohtak</p> <p>10. Balaji College of Engg., Loharu road, Bhiwani</p> <p>11. Sri, Balaji Instt. of Tech. Tosham road, Hisar.</p> <p>12. Sheetal Polytechnic, Kilo, V &amp; P.O. Kilo, Rohtak</p> <p>13. DPG Polytechnic, Sec-34, near Hero Honda Chowk, Gurgaon</p> <p>14. RCM Polytechnic M.P. Majra, Beri, Jhajjar</p> <p>15. Guru Dronacharya Polytechnic, Vill. Bhuna, Distt.</p> <p>16. PDM College of Diploma Engg. &amp; Tech., Karsindhu, Safindon, Distt. Jind.</p> <p>17. KRN Institute of Technology, vill. Khairi, P.O. Bodla, Distt. Kurukshetra</p> <p>18. CDRZ Polytechnic, Beri, Distt. Jhajjar.</p> <p>19. Adarsh Polytechnic, Brahmanwas-Julana, Distt. Jind, Haryana.</p> <p>20. SBCM Institute of Engg. &amp; Tech, Tosham Road, Ladwa, Hisar</p>	
5.	<p>1. Shree Ram Mulakh College of Technical Education, Vill. Bhurewala, Tehsil Naraingarh, Distt. Ambala</p> <p>2. Mukhi Polytechnic, Ward-12, Vishnu Nagar, Gohana, Sonapat</p> <p>3. Apex. Polytechnic &amp; Engg college, Biokhera, Tehsil Tohana, Fatehabad.</p> <p>4. Shivalik Polytechnic, Vill. Kalaser Tehsil Chhachhrauli, Yamuna Nagar</p> <p>5. Green Wood Polytechnic Meerut Highway road, Vill. Ranwar, Karnal.</p> <p>6. Jind Polytechnic College, Jind.</p> <p>7. Swami Vivekanand Polytechnic College vill. Hundewala, Opp. Sector-18, Huda, Jagadhari, YamunaNagar</p> <p>8. Gurukulam Institute for Technical Edcation, Vill. Kohra-Bhura, Tehsil Naraingarh, Distt. Ambala</p> <p>9. Shivalik Polytechnic Vill. Aliyaspur, P.O. Zaffarpur, Dosarka- sadhaura road, Distt. Ambala</p> <p>10. Gyan Ganga Polytechnic, Salpani Khurd near Heenga Kheri, Jhansa road, Kurukshetra</p> <p>11. Bharat Institute of Technology &amp; Management, Kurukshetra jhansa road, Dhurala, Distt. Kurukshetra.</p> <p>12. Yamuna Polytechnic for Engg. Vill. Gadholi, P.O. Gadholi, Tehsil Jagadhari, Distt. Yamuna Nagar.</p> <p>13. Maa Sharda Institution for Polytechnic, Adj. Sec- 18, HUDA, Jagadhari, Distt. YamunaNagar</p> <p>14. Institute for Polytechnic and Research, Vill Panjeto, Jagadhari,</p>	17.11.09

	<p>Distt. Yamunanagar.</p> <p>15. Institute of Vertex Tech. 52<sup>nd</sup> milestone, SK road, Radaur, Distt. YamunaNagar.</p> <p>16. Shri Balaji Polytechnic, Radaur, Bubka road, radaur, Distt. YamunaNagar.</p> <p>17. Uklana Polytechnic &amp; Engg. College, Uklana, Tehsil Uklana, Distt. Hisar.</p> <p>18. SBS Institute of Technology, Odhan road, kalanwali, Distt. Sirsa</p> <p>19. Maa Saraswati Polytechnic college VPO. Bhawdin, Distt. Sirsa</p> <p>20. Rajendra Polytechnic, 4<sup>th</sup> Mile stone , Hisar road, sirsa.</p>	
6.	<p>1. Ambition Instituion of Polytechnic, VPO. Moriwala, Distt. Sirsa.</p> <p>2. Kalpana Chawla Institute of Engg. &amp; Tech, 14<sup>th</sup> mile stone, Hisar-sirsa, NH-10, Chikanwas, Hisar.</p> <p>3. Polytechnic Education &amp; Training Institute, 9<sup>th</sup> milestone, Kaithal road, Kurukshetra.</p> <p>4. Karan Institute of Technical Education, Vill. Gharadshi, Dhand road, Kurukshetra.</p> <p>5. Swami Vivekanand Institute of Tech. VPO. Udana, Tehsil Indri, Distt. Karnal.</p> <p>6. Mangalmay Institute of Engg. &amp; Tech., 7<sup>th</sup> milestone, Indri road, Karnal, Haryana.</p> <p>7. Vidyawati Institute of Tech., Vill. Brass, Tehsil Nissing, Distt. Karnal.</p> <p>8. Saraswati Institute of Tech. Vill. Chammu, Tehsil Ismailabad, Distt. Kurukshetra</p> <p>9. Sardar Kewal Singh Polytechnic, VPO. Kirmuch, Kurukshetra</p> <p>10. P.M. Institute of Engg. &amp; Tech., Vill. Tharia (Kami), Distt. Sonapat.</p> <p>11. JKP Polytechnic, Rattangarh, Distt. Sonapat.</p> <p>12. Paliwal Institute of Engg. &amp; Tech., Alupur, Panipat.</p> <p>13. Modern Institute of Tech., VPO. Lakhan Majra, Tehsil Meham, Distt. Rohtak.</p> <p>14. Vikramaditya Polytechnic, VPO. Morkheri - Tehsil Sampla, Distt. Rohtak.</p> <p>15. L.R. Institute of Tech. &amp; Mgt., Vill. Deeghot, Tehsil Hodal, Distt. Faridabad.</p> <p>16. METIS Institute of Polytechnic, Anta, Tehsil Safindon, Distt. Jind.</p> <p>17. Dev Polytechnic college, Vill. Dheen Tehsil Barara Distt. Ambala</p> <p>18. National College of Polytechnic, Ambala road, Jagadhari, Distt. YamunaNagar.</p>	18.11.09

7.	<ol style="list-style-type: none"> <li>1. Jai Polytechnic, Shahabad- Barara Highway, Adhoi, Distt. Ambala</li> <li>2. Prabhu Dyal Polytechnic, 10th Milestone, Kaithal road, Kurukshetra</li> <li>3. S.S. College of Polytechnic, VPO. Newal Distt Karnal</li> <li>4. NCR Polytechnic, Vill. Kulassi Tehsil Bahadurgarh Distt. Jhajjar</li> <li>5. BCM Polytechnic Vill. Raiya Jhajjar.</li> <li>6. Aryans Institue of Technology, Sadhaura (Rajpur) Distt. Yamunanagar</li> <li>7. SD Polytechnic for Engineering Tangali Mullana, Ambala</li> <li>8. Shree Markandeshwar Polytechnic, Vill. Lotni near Ismailabad, Kurukshetra</li> <li>9. Guru Nanak Polytechnic College, Tohana, Hisar</li> <li>10. Ashtvinayak Institute of Technology, Vill. Kharkali, Ladwa, Tehsil. Thanesar, Distt. Kurukshetra</li> <li>11. Haryana Polytechnic Institute Vill. Lohar Majra, Tehsil Pehowa, P.O. Kamoda, Pehowaroad, Kurukshetra.</li> <li>12. E-max Polytechnic College, Vill. Gola, PO Bhadauli, Distt. Ambala.</li> <li>13. Jat College of Polytechnic, Kaithal</li> <li>14. Dr. Bhim Rao Ambedkar Institute of Technology Vill. Fatehpur, Distt. Kaithal.</li> <li>15. HSM Institute of Engg. &amp; Technology, Vill. Pathri, Tehsil Israna, Distt. Panipat.</li> <li>16. Krishna Polytechnic College Bhil Chhapper, YamunaNagar</li> <li>17. Techno Apex Polytechnic, Vill. Gorgarh, Tehsil Indri, Distt. Karnal</li> <li>18. Bhartiya Polytechnic, Mohindergarh</li> <li>19. Inder Prastha College VPO (Pundri) Ahemadpur Pundri, Kaithal</li> <li>20. Indology Institute of Engg. &amp; Tech., Vill. Seenk, Tehsil Israna, Distt. Panipat.</li> <li>21. Shri Ram Polytechnic, 4KM Stone Refinery road, Rajapur, Panipat.</li> <li>22. P.R.B.S. College of Polytechnic VPO Khatod, Tehsil &amp; Distt. Mohindergarh.</li> <li>23. Bhagwan Mahaveer Institute of Polytechnic, Vill. Jagdhispur, Distt. Sonapat.</li> <li>24. Shree Shyam Polytechnic Krishan Nagar, Tehsil Narnaul, Distt. Mohindergarh</li> </ol>	19.11.09
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The Principal of the Institute may kindly ensure that correct information is to be supplied in the PCA lists so that the examination could be conducted in a proper

and smooth manner. One list is to be supplied year-wise, branch wise duly binded etc. complete in all respect. Detainees list must also be supplied along with hard copy and through E-mail.

**7. Sessional Marks**

The Principal of the Institute must submit the certified copy of Sessional marks and practical marks along with soft copy of result sheet on CD up to 26.10.09 at the HSBTE Office. **As per the decision taken in the meeting held on 11.09.08 under the Chairmanship of W/DTE three tests must be conducted to award the Sessionals on the basis of these test. These three Sessionals must be got signed by the students as well as from the concerned Tutors/Lecturers. Moreover Sessionals must be displayed on the notice board of the Institutions as well as of hostel. Parents of the students are also to be informed at every cost.**

**8. Submission the list of re-appear students detail:**

In case of reappear, the result sheet must be batch wise. Before sending the CD, O/I exam should personally check each and every result sheet in order to avoid any further error at Exam branch level. O/I exam shall be personally responsible for any delay in submission of CD after 26.10.09 because the processing of result totally depend on the timely submission of CD and hard copy of the result sheet.

Principals should submit the details or list of re-appear students who are to appear in Nov/Dec 2009 examination, having full details regarding theory/Practical Examination in which candidates are reappearing as per their P.C.A. forms and the certified list with soft copy must reach this office before 26.10.09.

**9. Appointment of internal flying squad:**

The internal flying squad is to be constituted preferably amongst the senior faculty members by the Principal at his own level for checking of examination Centre on daily basis in both the shifts without fail. Principals must send the name of internal flying squad before the start of the examination and daily report by E-mail.

**10. Collection of Question Papers:**

Respective Principals are hereby instructed that a comprehensive list of all identities of question papers needed by them along-with its quantity must be Collected and ensure that adequate quantity and the required no. of Id's of the questions papers have been received by them. No body is authorized to multiply the Question papers or obtain it from other Instt. In this regard, instructions shall be issued.

**11. Name of staff for external examination duty:**

The Principals must also send the names of officers for out side examination duty i.e. 1. Superintendent, 2. Dy. Suptd., 3. Invigilators. In case the names are not

sent, the undersigned shall be at liberty to appoint any person from the institute and no change shall be made later on.

**12. Use of unfair means by the candidate in the State Board Diploma Examination.**

A copy of rules regarding Rules of unfair means have already been sent vide this office memo no. 7497-7533, Exam. dated 13-9-2005 for information and implementation also available on Website ([www.techeduhry.nic.in](http://www.techeduhry.nic.in)). Please ensure that this information are briefed to the students appearing in exams before commencement of exams. The invigilator and Suptd. Exam. ensure that they must sign the copying helping material used by the candidate in the unfair-means during the examination. In some cases, the UMC material is already found in the desk or nearby the candidate, due to non-cleanliness of the room and sitting arrangement. The Superintendent Exam must ensure in both the shifts i.e. Morning & Evening shift that the cleaning of sitting benches/arrangements and rooms must be cleaned properly and no discriminating material remains. It is also mentioned that O/I exam must ensure that the addresses and Institution name are completed in all aspects. **Principals are requested to make aware the students regarding UMC Rules through notice boards, banners, class tutors etc.**

**13. Unused/ Blank Answer Sheet:**

The Invigilator must get cross the unused /blank pages of the each answer book of each student in every condition. Action will be initiated against the invigilator if they don't follow these instructions. Simultaneously the evaluators are also instructed that if they found any uncrossed page in the answer book while checking/marking they must inform the exam branch immediately so that action may be initiated against the concerned Invigilator/ Exam staff. The invigilators are to write their name, designation and department in capital letters on the challan form.

**8. Receipt/ Dispatch of Answer Sheets Packet/ Bundle.**

Every Controller/Principal and Suptd. Exam should ensure that each bundle of answer sheet is received by this office or TMC centers intact in all respects. It is serious offence to temper the bundle in any respect and delayed in sending to this office. Action will be initiated for any delay and if bundle is not intact with proper sealing etc. Every collecting centre is to adhere these Instructions strictly.

- (i) Reappear papers/Regular papers are to be segregated and to be packed in the separate packets before sealing them into final bundle.
- (ii) All UMC's are to be sent separately in sealed envelop, in no circumstances UMC's are to be put into answer sheets bundles.
- (iii) The center closing statement along with the Performa (enclosed) is to be sent after center closing.
- (iv) The Nodal/Lead Polytechnic should send these bundles to their TMC centers.

- (v) A copy of the challan list of absentee is to be e-mail on daily basis at per the following address.

[jde2@hry.nic.in](mailto:jde2@hry.nic.in)

All the Principals are requested to ensure that all these instructions are complied and implemented without any lapse. Moreover the whole staff of the Institute may be informed well in advance to abide these instructions so that any lapse may not occur during the examinations.

DA: as above

**Controller of Exam  
For Secretary, HSBTE,  
Panchkula.**

Endst. No. 16030-31

/Exam..

Dated: 15.10.09

1. A copy of the above is forwarded to the P.A. to D.T.E. for the kind information of W/D.T.E.
2. Additional Secretary

**Controller of Exam  
For Secretary, HSBTE,  
Panchkula.**