

Procedure for issuing of D.M.C. (s)

- 1. DMC's of regular students are prepared by HSBTE and send to respective colleges for the signature of Principal. Further these DMC's are brought back to exam branch and checked from the result sheets and after checking, signature stamp of Additional Secretary is put on and send for approval to Additional Secretary. Then they are issued to respective colleges.**
- 2. DMC's of reappear students are prepared by the respective colleges and brought to HSBTE for checking and verification. These DMC's are checked thoroughly. After checking, signature stamp of Additional Secretary is put on them and send for approval to Additional Secretary. After approval, DMC's are issued to respective colleges.**

Procedure for issuing NOC's

- 1. Students/Colleges applied to HSBTE for NOC.**
- 2. Documents attached are Fee of Rs. 300/- in HSBTE account, copy of provisional certificate or Diploma Certificate.**
- 3. NOC prepared on computer, checked with Provisional/ Diploma Certificate.**
- 4. Send to Additional Secretary for signature**
- 5. After signature, NOC issued to Student/college.**

Procedure for verification of D.M.C. (s)

- 1. After receiving application from the concerned department/ company/office, the record is checked from the result sheets.**
- 2. Stamp and signature of Additional Secretary is put on the certificate and send to the concerned department/ company/office by post.**

Procedure for awarding Grace Marks

- 1. Students admitted before 2007 may approval College and apply for the same.**
- 2. Colleges bring the Grace cases of reappear students to HSBTE office.**
- 3. These cases are updated in the respective result sheets and signed by the Assistant Secretary.**
- 4. Then send to Additional Secretary for the signature and approval.**
- 5. Grace to regular students are given by HSBTE it self as per norms.**

Procedure for issue of Duplicate D.M.C. (s)

- 1. Students applied for Duplicate DMC's in HSBTE office directly or through College Principal.**
- 2. Documents attached with application are details of Semester, marks, session, Original FIR, affidavit of Rs. 10/- and fee deposited in HSBTE account i.e. 500/- Rs. per DMC.**
- 3. These are prepared through result sheet present in HSBTE record.**
- 4. Prepared and checked DMC's send to Additional Secretary for signature.**
- 5. After signature issued to the concerned student.**

Process for issue of No Objection Certificate

- (i) Fee Rs. 300/- to be deposited with Punjab National Bank in the Account No. 0087000111223535 of Haryana State Board of Technical Education.**
- (ii) Attested copy of Provisional Certificate or Original Diploma Certificate.**