

“IMPORTANT STEPS FOR PREPARATION/ISSUANCE OF DIPLOMA’S BEING ISSUED BY HARYANA STATE BOARD OF TECHNICAL EDUCATION, PANCHKULA”

(A) Definition of Diploma :

Diploma is a certificate awarded by HSBTE document certifying the successful completion of a course of study in the polytechnic (s) affiliated with HSBTE. It is issued to a student (s), who has successfully passed out course of study consisting of all semesters

STEPS:-

- 1.) Initially, the concern polytechnic(s) prepare diploma after verification of all relevant information (s) and submit it to the HSBTE Panchkula, duly signed by the concerned Principal.
- 2.) On receipt of diploma from the polytechnics, the same is verified at HSBTE Panchkula from the record in respect of all the semesters in which a student has appeared and successfully qualified.
- 3.) After verification of all relevant information furnished in diploma certificate by the responsible official/Principal of the polytechnic, the same is returned to the concern institute’s after getting it signed from the competent authority at HSBTE, Panchkula for further issuance to the concerned student.
- 4.) No fees is charged neither by polytechnic(s), nor by the HSBTE for preparing and award issuance of Diploma.
- 5.) Diploma is supposed to be issued with in one month (preferably) after completion of the course.

(B) Definition of Duplicate Diploma :-

A duplicate diploma is an exact copy of the form (e.g. size and type of paper, anti-counterfeiting features) and content (e.g. student's name, program of studies, name of polytechnics) of the original diploma, which has previously been issued by HSBTE Panchkula. The only difference between the original and the duplicate diploma, is that the duplicate will have the notation "Duplicate" on it.

A duplicate diploma generally replaces an original diploma that has been lost or destroyed. Like the original document it replaces, the duplicate is a personal document and is not to be given to a third party or to an organization.

STEPS:-

The following steps are taken into considerations for issue of duplicate diploma.

- 1) A request application must be submitted by the applicant and forwarded by the concerned Principal of the polytechnic.
- 2) Application must contain fee of Rs 1000/- deposited with the authorized bank online of the board (Punjab National Bank Sec-17,Chd.) in account No. 0087000111223535.
- 3) Application must enclosed affidavit of amount Rs 10/- duly attested by first class magistrate.
- 4) Application must contain the original FIR.
- 5) Application must enclose the attested photocopy of matric certificate.
- 6) Attested photocopy of original diploma is also required to be enclosed with the application.
- 7) Duplicate diploma is issued preferably with in two weeks after receipt of application with HSBTE.
