

From

HARYANA STATE BOARD OF TECHNICAL EDUCATION

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

To

The Principal (s),
All Institutes offering Diploma & Pharmacy Courses

Memo. No. 699/Exam/HSBTE

Dated: 06.08.2025

Subject: Readmission Cases for 1st, 3rd, and 5th Semesters and 2nd-year Diploma in Pharmacy students for the Academic Session 2025-26 commenced w.e.f. 04.08.2025 - 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 2025-26 for the Diploma students of the odd semester in the 1st, 3rd, and 5th Semesters and 2nd-year Diploma in Pharmacy has started **w.e.f. 04.08.2025**. Accordingly, the Institutes are requested to take action regarding readmitting students of the 1st, 3rd, and 5th Semesters and 2nd-year Diploma in Pharmacy 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 **25.08.2025**; 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
(enter details when the student was detained here).


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 are uploaded by the Institute on the HSBTE web portal up to the due date, and the Board will scrutinize the said readmission cases.
- For 1st, 3rd, and 5th Semester students, 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 December 2025 Examination.
- For the 2nd-year Diploma in Pharmacy, 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 2026 Examination.

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


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- 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 **01.09.2025**; 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 **01.09.2025**, 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/-, and 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 1,000/-** 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:**

HARYANA STATE BOARD OF TECHNICAL EDUCATION

PUNB0394900) of the HSBTE **on/ before 01.09.2025**, and the receipt of the same must be submitted to the HSBTE along with the requisite documents.

- For the 1st, 3rd, and 5th Semester students, 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 December 2025 Examination.
- For the 2nd-year Diploma in Pharmacy, 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 2026 Examination.


It is further informed that the student's attendance shall be counted from the commencement of the academic session, i.e., **04.08.2025**. Therefore, the Principals are advised to ensure that for the 1st, 3rd, and 5th Semesters, the concerned student completes a **minimum of 80% attendance** (both in theory and practical combined) or any other conditions laid by the HSBTE Panchkula from time to time. Furthermore, in the case of a Diploma in Pharmacy, the student will complete a **minimum of 75% attendance** (both in theory and practical separately) of each subject or any other condition laid by the Pharmacy Council of India from time to time.


**Controller of Exam
HSBTE, Panchkula**

Endst. No.: 700/Exam/ HSBTE

Dated: 06.08.2025

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


**Controller of Exam
HSBTE, Panchkula**