

HARYANA STATE BOARD OF TECHNICAL EDUCATION

Notification No. 9733

/HSBTE

Dated: 21.08.2012

Subject: Amended Migration Rules for Polytechnics/Diploma level Institutions.

The amended migration rules for Polytechnics/ Diploma Level Institutions approved by the Board in its 12th Meeting held on 09.08.2012 are hereby notified as under: -

1. TITLE

These rules may be called the migration rules.

2. DEFINITION

- (I) The "Board" means Haryana State Board of Technical Education
- (II) The "Principal" mean the Head of Polytechnic/Institution.
- (III) "Institution" means Government/Aided/ Self Financing Polytechnics which are affiliated to the Board and impart training in any of the Diploma Course or Courses of study for which Diploma certificate is issued by the Board.
- (IV) "Secretary" means the Secretary, Haryana State Board of Technical Education or any other officer of the Haryana Govt. authorized by the State Govt. to perform such functions for the purpose of these rules.
- (V) "Chairman" means Chairman of the Haryana State Board of Technical education.
- (VI) "Semester System Course" means the course in which final examination is held twice a year.
- (VII) "Migration" means permanent transfer of a student from one institution to another institution in the same course of study.

3 DATE OF ENFORCEMENT

These rules will come into force from the date of issue and will supersede all previous rules/ instructions on the subject. The rules will be applicable to all Government Polytechnics/Aided and Self-financing Institution.

4. CONDITIONS UNDER WHICH MIGRATION IS ALLOWED

- (a) (i) Migration shall be allowed from Government/Government Aided Polytechnics to Government/Government Aided Polytechnics and from Self Financing Polytechnics to Self Financing Polytechnics within the sanctioned intake. Migration from Self Financing Polytechnics to Self Financing Polytechnics shall not be allowed within the same District.
 - (ii) Migration shall be allowed in 2nd Semester which shall be effective in the 3rd Semester in Semester system course subject to the availability of the seats in the same course of study, as per AICTE/HSBTE sanctioned intake.
 - (iii) There is no requirement of NOC either from the institution where student is enrolled or from the institution where student seek migration.
 - (iv) Incomplete applications for Migration or the application without requisite fee or the applications before or after the prescribed schedule of the Migration shall be outrightly rejected.
 - (v) Rs. 2000/- will be charged as non refundable migration processing fee for general category & Rs. 500/- for all reserved category including girls from each applicant seeking migration. The fee will be deposited by each applicant in HSBTE account (**PNB A/C No. 3949000102734253**) and the receipt in original shall be attached by the student with the application form.
- (b) Migration will be allowed to eligible students as specified in rule purely on merit basis only against vacant seats in the same course/discipline.
 - (c) The change of branch is allowed in 3rd Semester purely on the merit of 1st semester within the same institute. This exercise shall be done at institutional level. The vacancy shall be notified based on post migration outcome. This shall only be done in branches where curriculum for 1st and 2nd semester is common and eligibility criteria for admission is same.
 - (d) The migration of the students may be considered due to student's or one or more of his parents' ill health/ medical grounds supported by medical

certificate from Medical Board of PGI, Rohtak / Chandigarh or the CMC of the district.

The migration may also be considered on compassionate grounds in exceptional cases for recorded reasons provided that in such case no more than one student per year shall be allowed migration to each institution and no migration shall be allowed in 1st & 2nd Semester. Chairman of the Board has the discretion for the migration of the student on compassionate grounds.

5. COMPETENT AUTHORITY

Financial Commissioner & Principal Secretary to Govt. of Haryana, Technical Education Department and Chairman Haryana State Board of Technical Education shall be the competent authority to approve migration. However, these powers are delegated to Secretary Haryana State Board of Technical Education.

6. ELIGIBILITY FOR MIGRATION

- (I) Only those students whose written applications along with the requisite fee are received by the Haryana State Board of Technical Education within the stipulated time shall be eligible to be considered for migration. However no applicant shall have a claim to be allowed migration as a matter of right.
- (II) The Migration for 3rd Semester in semester system courses is purely on the merit of 1st semester examination. A student having reappear(s) in 1st semester shall not be considered for migration.

7. PROCEDURE TO BE FOLLOWED

- a) Each Principal will circulate and display on their website, the discipline wise vacancy position of the institute and also submit a hard & soft copy of the same to Haryana State Board of Technical Education.
- b) The same shall be uploaded on Board's website www.hsbtte.org and also be displayed on notice boards of all institutions by the concerned principal.

- c) The compiled Institute wise and discipline wise vacancy position shall be made available by the Haryana State Board of Technical Education on the web site.
 - d) The students shall apply for migration to their respective Principals/Board along with requisite fee in the prescribed Performa (**Annexure- I**).
 - e) The Student can opt for maximum two institutions of his/ her choices in order of preference.
 - f) These applications shall be processed by the board and decision shall be hosted on website.
 - g) The students shall be required to report to the migrated institute preferably within one week of start of session for 3rd semester.
 - h) Institutes shall be liable to transfer the record of the students thus migrated within two weeks of start of session such as Personal File of their students, Loan Application/Agreement Bond in any, Sessional Marks of the current session/ Previous year, Attendance record for the current session/Previous year, other certificates, DMCs and all other record.
 - i) The latest student data of the institutions must be updated by the institutes within two weeks of start of session.
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ANNEXURE-I

Application Form for Migration From one Institute to another

The applicant is to deposit the migration fee of Rs. 2000/- (Non Refundable) for general category and Rs. 500/- (Non Refundable) for all reserved categories including girls to the HSBTE, **Punjab National Bank A/C No. 3949000102734253** in the CBS Branch and attach the original receipt.

Receipt No.	Date	Amount

FILL UP THE FOLLOWING IN CAPITAL LETTERS

1. Name _____ 2. Roll No. _____
3. Father's Name _____ 4. Mother's Name _____
5. Branch _____ 6. Semester _____
7. Name of Institute where studying _____

PASTE PHOTO

8. Preferences where migration is sought:

(i) Name of the Institution _____ Institution
Code _____

(ii) Name of the Institution _____ Institution
Code _____

9. Examination(s) Details (**Attach proof**):

Examination	Marks Obtained/ Total Marks	% age of Marks (upto 2 decimals)	Remarks
1 st Semester			

Signature of Student

Signature of Parent/Guardian
(Name & Address)

Signature of Principal
with seal

Instructions for filling the Migration Form

- 1) Migration fees of Rs. 2000/- (Non refundable) for general category and Rs. 500/- for all reserved categories including girls is to be deposited in the ***Punjab National Bank in online account no. 3949000102734253***. Original bank receipt is to be attached with the application form.
- 2) The students seeking fee relaxation must attach the proof for the same otherwise their forms will be rejected.
- 3) Relevant information like Name, Roll no., Father's Name, Mother's Name, Branch, Semester, Name of the Institution studying must be given in the columns 1-7.
- 4) In column 8, the name of the two institutions where migration is sought should be filled in order of preference along with institution code.
- 5) In column 9.
 - The students seeking Migration in 3rd semester must fill the result of 1st semester along with the proof.
- 6) Permanent address of the parent/guardian along with the contact number must be given.
- 7) Documents to be attached: -
 - (I) Original Bank Receipt
 - (II) Proof of result
 - (III) Proof of fee relaxation (if applicable)

Declaration by the student

I ----- S/o/D/o-----R/o----- do hereby declare that the above information given by me is correct and nothing has been concealed by me. I have deposited the requisite fee in the HSBTE A/c. No disciplinary action / punishment has been given to me during my study period in the institution. If the above information supplied by me is found to be false / incorrect / concealed at any stage, my migration may be cancelled and I shall also be liable for disciplinary / penal action.

Date:

Signature of Student

- ❖ In case the student is minor i.e. below the age of 18 yrs, undertaking by the parent/guardian of the student has to be furnished as under:-

Declaration by Parent / Guardian of the Student

I ----- S/o/D/o-----R/o----- do hereby declare that the above information given by my ward is correct and nothing has been concealed. He has deposited the requisite fee in the HSBTE A/c. No disciplinary action / punishment has been given to him during his study period in the institution. If the above information supplied by him is found to be false / incorrect / concealed at any stage, his migration may be cancelled and he shall also be liable for disciplinary / penal action.

Date:

**Signature of Parent/Guardian
(Name & Address)**