

From

The Secretary,  
Haryana State Board of Technical Education,  
Bays 7-12, Sec. 4,  
Panchkula- 134112

To

All Principal(s),  
Govt./Govt. Aided/ Self Financing Polytechnics

**Memo No.:** 3068/Exam/HSBTE

**Dated:** 07.11.2017


**Subject:- Regarding Practical Examination and Rationalization of Sessional /  
Practical Awards –Dec 2017 Examination**

It is informed that:-

1. The external practical exams for all semesters will be conducted from **20.11.2017 to 24.11.2017** in all the Polytechnics/Institutions.
2. In all institutions the external practical exams will be conducted by the respective polytechnic(s), by deputing external subject Experts from Govt. Polytechnics / Govt. Aided Polytechnics / Universities / Industries / Engineering colleges / under intimation to the Board.
3. External Practical marks must be awarded by conducting actual practical followed with viva-voce. The practical award lists and attendance sheets duly signed by the examiners must be retained for record by the institution(s).
4. The internal practical and sessional awards for all branches will be rationalized by the respective Rationalization Committee.
5. The Rationalization Committee shall visit the institutions from **20.11.2017 to 24.11.2017**. The institutions will prepare all the records regarding sessional / practical/ attendance / teacher diary before the visit of the Rationalization Committee to their institute.
6. The institutes must provide all the data regarding practical / sessional / attendance / any other related document to the Rationalization Committee. The Rationalization Committee will check the record of the sessional tests conducted during the semester.
7. The Principals of Govt. / Govt. Society / Govt. Aided, may constitute a Rationalization Committee at their own level to verify the sessional / practical marks awarded before uploading the data on the HSBTE portal.

8. The internal practical and sessional awards after rationalization and external practical awards should be uploaded online on [www.hsbte.com](http://www.hsbte.com) correctly by the institute(s) upto **27.11.2017**. The password is already available with all institute(s) for online uploading the data.

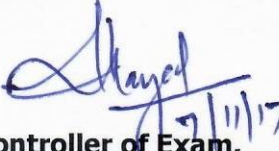
**NOTE: The result of students whose sessional/ practical awards are not rationalized by the Rationalization Committee will not be declared by HSBTE.**

  
**Controller of Exam,  
HSBTE, Panchkula**

**Endst. No.: 3069/Exam/HSBTE**

**Dated: 07.11.2017**

Copy of the above is forwarded to Secretary, HSBTE for information please.

  
**Controller of Exam,  
HSBTE, Panchkula**