

HARYANA STATE BOARD OF TECHNICAL EDUCATION

Notification No. 835

/HSBTE

Dated: 10.05.19

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

The amended migration rules for Polytechnics / Diploma Level Institutions approved by Board in its 8th Governing Council meeting held on 23.04.19 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 for Diploma programmes.
- (IV) "Secretary" means the Secretary, Haryana State Board of Technical Education.
- (V) "Chairman" means Chairman of the Haryana State Board of Technical Education.
- (VI) "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 shall come into force from the date of issue and will supersede all pervious rules/ Instructions on the subject. The rules shall be applicable to all Government Polytechnics, Government Aided Polytechnics and Self- Financing Polytechnics.

4. CONDITIONS FOR MIGRATION

- (a) (i) Migration shall be allowed from Government / Government Aided Polytechnics (Aided Courses) to Government/ Government Aided

Polytechnics (Aided Courses) and from Self Financing Polytechnics/ Government Aided Polytechnics (Self Financing Courses) to Self Financing Polytechnics/ Government Aided Polytechnics (Self Financing Courses) within the sanctioned intake.

- (ii) Migration from Self Financing Polytechnics to Self Financing Polytechnics shall not be allowed within the same District. No Objection certificate is to be obtained from both the Self Financing Polytechnics.
- (iii) Rs. 3000/- will be charged as non refundable migration processing fee for general category and Rs. 750/- for all reserved categories including girls from each applicant seeking migration. The fee shall be deposited by each applicant through challan available on hsbte website under the fee code 'MIFEE' in Punjab National Bank A/C No. 3949000102734253 and the original receipt shall be attached by the student with the application form.

(b) GROUNDS/CRITERIA FOR MIGRATION:

- (i) On merit basis of 1st year against vacant seats in 3rd semester in the same course/ discipline.
- (ii) 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 Chief Medical Officer/ Senior Medical Officer of the District or any other Govt. Hospital of the State.
- (iii) The migration may also be considered on compassionate/ administrative/exceptional grounds for recorded reasons.
- (iv) In general, the migration shall not be allowed in the 1st year.

(c) CHANGE OF BRANCH:

The change of Branch is allowed in 3rd semester purely on the merit of 1st year result within the same institute subject to availability of seat as per sanctioned intake. This shall be done in branches where curriculum for 1st year is common and eligibility criteria for admission is same. This exercise shall be done at institutional level under intimation to the Board. The vacancy shall be notified post any change of branch.

5. COMPETENT AUTHORITY

Secretary, Haryana State Board of Technical Education shall be the competent authority to approve migration.

6. ELIGIBILITY FOR MIGRATION

Only those students whose written applications alongwith the recommendation of the respective Principal and requisite fee/documents 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.

7. PROCEDURE TO BE FOLLOWED

- a) The branch-wise vacancy status in 2nd year (start) shall be made available by all Principals on respective websites/hsbte website immediately after the closure date of LEET admissions (16th August).
- b) The student shall apply for migration to his/her respective Principal alongwith requisite fee/documents in the prescribed Proforma **(Annexure- I)** by 20th August as per availability of seats.
- c) The student can opt for maximum two institutions of his/her choice in order of preference.
- d) The applications shall be forwarded online by the respective Principal to the Board. No applications received after 24th August shall be considered.
- e) The applications will be processed by the Board and decision shall be displayed on hsbte website / conveyed to all concerned by 5th September.
- f) The students shall be required to report to the migrated institute within one week of issue of migration orders.
- g) Institutes shall be liable to transfer the record of the students thus migrated within two weeks of migration such as Personal File of the student, Sessional Marks of the current session/Previous year, Attendance record for the current session/Previous year, other certificates, DMCs and all other record.

- h) The latest student data must be updated by the institutes within two weeks of migration.

NOTE:

- (i) Migration shall be allowed as per the notified schedule subject to the availability of the seats in the same course of study, as per AICTE/ HSBTE sanctioned intake.
- (ii) Incomplete application for migration without requisite fee/ without the recommendation of the Principal / without requisite documents/ applications received before or after the prescribed schedule shall be outrightly rejected.

Instructions for filling the Migration Form

1. Migration fees (Non refundable) of Rs. 3000/- for general category and Rs. 750/- for all reserved categories including girls is to be deposited through challan available on hsbte website under the fee code 'MIFEE' in **Punjab National Bank A/C No. 3949000102734253** and the original receipt is to be attached with the application form.
2. The students seeking fee relaxation must attach the proof 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 column 1-7.
4. In column 8, name of the two institutions where migration is sought should be filled in order of preference alongwith institution code.
5. In column 9, the Student seeking Migration in 3rd Semester must fill the result of 1st Year 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)
 - (IV) Medical certificate (if applicable)
 - (V) No Objection certificates (for self financing polytechnics)

ANNEXURE-I

Application Form for Migration from one Institute to another

The applicant is to deposit the migration fee (Non refundable) of Rs. 3000/- for general category and Rs. 750/- for all reserved categories including girls is to be deposited through challan available on hsbte website under the fee code 'MIFEE' in Punjab National Bank A/C No. 3949000102734253 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 _____

8. Preference where migration is sought:

(i) Name of the Institution & Code _____

(ii) Name of the Institution & Code _____

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

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



10. Complete Postal Address along with PIN: _____

11. Contact Mobile No.: _____

Signature of Student

Signature of Parent/
Guardian (Name & Address)

Signature of Principal
with seal

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 Account. 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 Mr./Ms. _____ is correct and nothing has been concealed. He has deposited the requisite fee in the HSBTE Account. 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 ,