HARYANA STATE BOARD OF TECHNICAL EDUCATION

Notification No. 13 /Exam/HSBTE **Dated: 18.03.2025**

Subject: Revised Institute-to-Institute Migration Rules for the Polytechnics/Diploma level Institutes – reg.

In supersession to the HSBTE Notification No. 835/ HSBTE, dated 10.05.2019, the amended Institute-to-Institute migration rules for the Polytechnics/Diploma level Institutes are hereby notified as follows: -

1. TITLE

These rules may be called the **Institute-to-Institute migration rules.**

2. DEFINITION

(i) The '**Board**' refers to the Haryana State Board of Technical Education.

(ii) The '**Principal**' refers to the Head of the Polytechnic or Institution.

(iii) The '**Institution**' refers to Government, Aided, or Self-Financing Polytechnics affiliated with the Board for Diploma programs.

(iv) The '**Secretary**' refers to the Secretary of the Haryana State Board of Technical Education.

(v) The '**Chairman**' refers to the Chairman of the Haryana State Board of Technical Education.

(vi) '**Migration**' means the permanent transfer of a student from one Institute to another within the same course or discipline of study.

3. DATE OF ENFORCEMENT

These rules shall come into effect from the date of issue and will supersede all previous rules and instructions on the subject. They shall apply to all the Government Polytechnics, Government-Aided Polytechnics, and Self-Financing Polytechnics.

4. CONDITIONS/CRITERIA

(a) CONDITIONS

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

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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) The Institute-to-Institute migration from Self-Financing Polytechnics to Self-Financing Polytechnics shall not be allowed within the same district. A No-Objection certificate is to be obtained from both the Self-Financing Polytechnics for the Institute-to-Institute migration.

(iii) A non-refundable fee will be charged from each applicant seeking Institute-to-Institute migration, for which **Rs. 3,000/-** from the general category students and **Rs. 750/-** for all reserved category students, including girl students shall be charged. The requisite fee will be deposited by the applicant through a challan available on the HSBTE website **hsbte.org.in** under the fee code '**MIFEE**' in the HSBTE Punjab National Bank A/C No. **3949000102734253**, and the original receipt of the same shall be attached by the student along with the application form.

(b) CRITERIA

(i) The Institute-to-Institute migration of the students admitted in the **1st Year** will be considered **in the 2nd year (3rd/4th semester)** based on the merit of the 1st year result against the vacant seats in the same course or discipline of study.

(ii) The Institute-to-Institute migration of the students admitted directly in the **2nd year** under the Lateral Entry scheme (DET-L) will be considered **in the 3rd/4th semester** based on the merit of qualifying examination result and against the vacant seats in the same course or discipline of study.

(iii) The Institute-to-Institute migration of the students shall be considered due to the student's or his/her parent's ill physical health/medical grounds supported by a medical certificate issued from the Chief Medical Officer/ Senior Medical Officer of the Government Hospital of the District, or any other Government Hospital of the Haryana State.

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(iv) The Institute-to-Institute migration shall also be considered on compassionate/administrative/exceptional grounds for recorded reasons.

(v) In general, the Institute-to-Institute migration shall not be allowed in the 1st year.

(c) COMPETENT AUTHORITY

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

5. ELIGIBILITY

Only those students whose written applications, along with the **recommendations** of the respective Principal and requisite fee/documents are received by the Board within the stipulated time shall be eligible to be considered for the Institute-to-Institute migration. However, no applicant shall have a claim to be allowed Institute-to-Institute migration as a matter of right.

6. PROCEDURE TO BE FOLLOWED

(i) The branch-wise vacancy status of the seats in the 2nd year (3rd/4th semester) at the start of the academic session shall be made available by all the Principals on the respective websites and HSBTE, immediately after the closure date of the Lateral Entry scheme (DET-L) admissions (for 3rd Semester)/ within 15 days from the start of the Academic session (for 4th Semester).

(ii) The student shall apply for the Institute-to-Institute migration to his/her respective Institute Principal along with the requisite fee/documents in the prescribed performa (Annexure-1) **within one month from the start of the Academic session**. Further, no applications received after this shall be considered by the Board.

(iii) The student can opt for a maximum of two Institutes of his/her choice in order of preference for the Institute-to-Institute migration.

(iv) The Institute-to-Institute migration applications shall be forwarded online by the respective Principal to the Board.

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(v) The applications will be processed by the Board and as per the availability of seats in the borrowing Institute, and the Board decision shall be displayed on the HSBTE website or will be conveyed to all concerned accordingly.

(vi) The students shall be required to report to the migrated Institute within one week of the issue of Institute-to-Institute migration orders.

(vii) The Institutes shall be liable to transfer the record of the migrated students within two weeks of the Institute-to-Institute migration, such as the personal file of the student, sessional marks of the current session/previous year, the attendance record for the current session/previous year, other certificates, DMCs, and all other relevant records.

(viii) The borrowing Institute must update the latest student data within two weeks of Institute-to-Institute migration.

NOTE:

(i) The Institute-to-Institute migration shall be allowed as per the notified schedule, subject to the availability of the seats in the same course of study, as per the AICTE/HSBTE sanctioned intake.

(ii) The incomplete applications for the Institute-to-Institute migration without the requisite fee, without the recommendation of the Principal, without the requisite documents, or applications received before or after the prescribed schedule shall be outright rejected.

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Assistant Secretary, Examination
for Secretary, HSBTE, Panchkula

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Instructions for filling up the Institute-to-Institute Migration Form

1. The processing non-refundable fee will be deposited by each applicant seeking Institute-to-Institute migration for which **Rs. 3,000/-** from the general category students, and **Rs. 750/-** for all reserved category students, including girl students needs to be deposited to the Board account. The fee shall be deposited by the applicant through a challan available on the HSBTE website under the fee code '**MIFEE**' in the Punjab National Bank A/C No. **3949000102734253**, and the original receipt of the same shall be attached by the student with the application form.
2. The students seeking fee relaxation must submit the category proof otherwise their forms will be rejected.
3. The relevant information like Name, Roll No., Father's Name, Mother's Name, Branch, Semester, and Name of the Institution studying must be given in columns from **1 to 7**.
4. In column 8, the names of the two Institutes where the Institute-to-Institute migration is sought should be filled in order of preference.
5. In column 9, the student seeking Institute-to-Institute migration in the 2nd year (3rd/4th semester) must fill in the result of 1st year along with copy of the HSBTE result proof.
6. The permanent address of the parent/guardian along with the contact information must be provided.
7. The necessary documents to be attached to the Institute-to-Institute migration application are as follows: -
   (i) Original fee receipt of the Bank,
   (ii) Proof of the HSBTE result,
   (iii) Proof of Institute-to-Institute migration fee relaxation (if applicable),
   (iv) Medical certificate (if applicable), or
   (v) No-Objection certificate (for self-financing Polytechnics)

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ANNEXURE-I

APPLICATION FORM FOR THE INSTITUTE-TO-INSTITUTE MIGRATION

The processing non-refundable fee will be deposited by the applicant seeking Institute-to-Institute migration, **Rs. 3,000/-** from the general category students and **Rs. 750/-** for all reserved category students, including girl students. The fee shall be deposited by the applicant through a challan available on the HSBTE website under the fee code '**MIFEE**' in the Punjab National Bank A/C No. **3949000102734253**, and the original receipt of the same shall be attached by the student with this application form.

Receipt No.	Date	Amount

FILL UP THE FOLLOWING INFORMATION IN CAPITAL LETTERS

1. Name _____
2. Roll No. _____
3. Father's Name _____
4. Mother's Name _____
5. Branch _____
6. Semester _____
7. Name of Institute currently studying _____
8. Preference where migration is sought:
   (i) Name of the Institute and Code _____
   (ii) Name of the Institution and Code _____
9. Examination (s) Details (Attach proof):

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

10. Complete Postal Address along with PIN Code _____
11. Mobile No. _____

PASTE RECENT PHOTOGRAPH OF STUDENT

Signature of Student

Signature of Parent/Guardian with Name and address

Signature of Principal with Institute seal

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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 Institute-to-Institute migration requisite fee in the HSBTE Account. Further, no disciplinary action/ punishment has been given to me during my study period at the Institute. If the above information supplied by me is found to be false/ incorrect/ concealed at any stage, my Institute-to-Institute migration may be cancelled and I shall also be liable for disciplinary or penal action as deemed fit by the Board.

Date: **Signature of Student**

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

Declaration by the 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/ She has deposited the requisite fee in the HSBTE Account and further no disciplinary action/ punishment has been given to him during his study period in the Institute. If the above information supplied by me is found to be false/ incorrect/ concealed at any stage, my son/daughter's Institute-to-Institute migration may be cancelled and he/she shall also be liable for disciplinary/ penal action as deemed fit by the Board.

Date:

Signature of Parent/ Guardian
with Name and Address