

Home

Add New Staff

Delete Staff

Employee Detail

Submit & Save Data

Certificate for updation of staff info

Logout

UNDERTAKING

It is certified that data of Institute faculty being uploaded as on 28/09/2016 is correct and the faculty whosoever are put on examination duty by HSBTE shall be promptly relieved to perform the said duty failing which the penalty imposed by HSBTE or any other punitive action as per rules of the Board shall be binding on the institute.

Submit & Save Data

From

The Secretary,
Haryana State Board of Technical Education,
Bays No. 7-12, Sector -4, Panchkula.

To

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

Memo No: ~~1866~~ /Exam /HSBTE

Dated: 28.09.2016

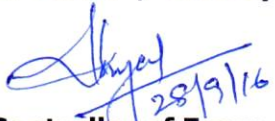
Subject: Detail of the faculty (Teaching and Non-Teaching)

The next State Board Diploma Examinations are scheduled to be held in the month of November / December. The detail of all the faculty (Teaching and Non-Teaching) of the institution along with the designation and their contact numbers has already been uploaded online by the respective institutes on the website www.hsbte.com under the link "**Staff info Entries**" for May 2016 Exam.

In this regard you are **requested to update the latest faculty position in the already uploaded data** by making changes if any (e.g. adding the name of faculty/ deleting the name of faculty/ any other change). The username and the password for the site are already with the institution. **The last date of uploading the information is 17.10.2016.**

1. If details of faculty is not uploaded, the Institute shall not be allowed to upload PCA data/application on www.hsbte.com for which Institute itself shall be responsible.
2. After uploading all the details of faculty, the Institute must click the '**Submit & Save Data**' button under the *Undertaking* as shown in the screenshot attached herewith. **If this button is not clicked, the Institute would not be able to upload PCA data of the eligible students for the upcoming Examination** because Institute would not be able to login the PCA application.
3. The Principal further must ensure that the name of any faculty is not missing in the compiled list.
4. If any staff member is involved in some very important duty and cannot be exempted for examination duty, same must be mentioned in the column of remarks giving reason for the same against their names.

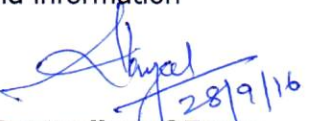
NOTE: For the smooth conduct of Examinations, long leave of any kind including one month Child Care Leave which falls under the competency of Principal of Institute must not be granted by the Principal of Govt. / Govt. Aided / Society Polytechnics during Examination period.


28/9/16
**Controller of Exam
HSBTE, Panchkula**

Endst. No: 1867 /Exam/HSBTE

Dated: 28.09.2016

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


28/9/16
**Controller of Exam
HSBTE, Panchkula**