

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING  
TELANGANA :: HYDERABAD**

**From:**

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SECRETARY,  
State Board of Technical Education and  
Training,  
S.V. Bhavan, Masab Tank,  
Hyderabad- 500 028, T.G.

**To:**

The Principals of Government,  
Aided and Private Polytechnics in  
Telangana State.

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Sir/Madam

**Sub:-**SBTET-Pre-Exams- April-2025 Diploma Regular End Examinations in C-21 Scheme IV, V and VI Semester (Industrial Training), C-24 Scheme II Semester and ER-2020 I and II Year - Notification Issued - Regarding.

**Ref:-** Academic calendar 2024-25.

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1. With reference to the subject cited above, I furnish here with the detailed Notification inviting applications from the eligible candidates of C-21 Scheme IV, V and VI Semester (Industrial Training), C-24 Scheme II Semester and ER-2020 I and II Year, to appear for the Regular End examinations commencing from 28-04-2025 to 03-05-2025 including C-21 V Semester students who are undergoing Apprenticeship in ALPLA Industry Private Limited.
2. Initially students having attendance above 65% will be allowed to make examination fees payment without condonation and Hall tickets will be generated to the candidates who put up above 75% of attendance to appear for the examination by submitting students' feedback on each Subject teacher through online at SBTET portal before the Hall ticket download.
3. The candidate has to obtain the signature of the concerned Head of Department/Principal before appearing for the examination
4. The regular candidates who intend to appear for the examinations can approach the Polytechnics where they are studying (or) visit [sbtet.telangana.gov.in](http://sbtet.telangana.gov.in) for making fee payment online.
5. The Principals are requested to give the necessary instructions to the Head of Department to sign on the hall ticket after the thorough verification of eligibility. **(Note: Before remitting the fee, the candidates shall ensure the eligibility status, since fee once paid is not refundable or adjusted under any circumstances.)** The Principals of the concerned Polytechnics / Institutions where regular exams are being conducted must ensure that the syllabus should be completed on or before **24-04-2025**.
6. The Candidates who possess 75% of attendance only will be permitted to appear for the Regular Examination. However, the Principals are empowered to condone the shortage of attendance upto 10%, based on Medical Grounds only, on submission of supporting material. For such candidates, the Head of Department of the concerned Branch has to recommend for condonation through online at college login of [sbtet.telangana.gov.in](http://sbtet.telangana.gov.in) and forward to the Principal. The Principal has to approve online all such condonation cases on or before **26-04-2025** so as

to enable the student to make the examination fee payment along with condonation fee through online. Principals are requested NOT to take any DDs towards payment of condonation fee.

**7.** Attendance criteria for fee payment and Hall Ticket generation is shown below for C-21, Scheme IV, and V Semesters.

Sl. No	Attendance 75% as on commencement of exam fee date: 24-04-2025	Fee to be paid in Rs.	Hall ticket (H.T.) generation date
I	$((TAD/90) * 100 \geq 75\%$	650/-	a) After examination fee payment H.T. can be downloaded by submitting <b>student feedback</b> on each subject Teacher online.
II	$((TAD/90) * 100 \geq 65\%$	650/-	a) H.T. can be downloaded on the date on which $(TAD/90 * 100)$ reaches 75% and submitting <b>student feedback</b> on each Subject Teacher online. b) If $(TAD/90 * 100)$ does not reach 75% as on Semester last working day, i.e, 24-04-2025, the candidates have to pay condonation fee of Rs 600/- additionally duly submitting medical Certificate and student feedback on each subject Teacher online to download H.T. c) The HODs & Principals have to approve the candidates who have paid the condonation fee on or before 26-04-2025.
III	$((TAD/90) * 100 < 65\%$	Not eligible	a) The candidate is detained.

**TAD**= Total Attended Days by the student.

**8.** Attendance, fee payment and Hall Ticket generation criteria for ER-2020, I and II Year is shown below.

Sl. No	Attendance % as on commencement of exam fee date: 09-04-2025	Fee to be paid in Rs.	Hall ticket (H.T.) generation date
I	$((TAD/180) * 100 \geq 75\%$	650/-	a) After examination fee payment H.T. can be downloaded by submitting <b>student feedback</b> on each subject Teacher online.
II	$((TAD/180) * 100 \geq 65\%$		a) HT can be downloaded on

		650/-	<p>the date on which ((TAD/180*100) reaches 75% and submitting <b>student feedback</b> on each subject Teacher online.</p> <p>b) If (TAD/180*100) does not reach 75% as on the last working day, i.e, 09-04-2025, the candidates have to pay condonation fee of Rs 600/- additionally duly submitting Medical Certificate and students feedback on each Subject Teacher online, to downloaded H.T.</p> <p>c) The HODs &amp; Principals have to approve the candidates who have paid the condonation fee on or before 26-04-2025.</p>
III	$((TAD/180)*100 < 65\%$	Not eligible	The candidate is <b>detained</b>

**TAD**= Total Attended Days by the student.

- The Percentage of attendance will be calculated with total attended days by the student.
- Initially students having 65% and above will be allowed to make examination fees payment without condonation.
- Students having 75% and above will be allowed to download Hall Tickets immediately after fees payment.
- Students having 65% and above will not be allowed to download Hall Ticket and after he/she attains 75% of attendance, he/she can download Hall Tickets. If his attendance is less than 75% as on last working day, he will be allowed to download Hall ticket after paying the condonation fees.
- If any candidate secures less than 65% attendance as on last working day he will be **Detained** and will not be allowed to make examination fee.
- After last working day of the semester or before the examination date students will be given to downloading Hall Tickets.

- The Principals of the concerned Polytechnics/Institutions where Regular exams are being conducted are requested to ensure that the completion of the syllabus before semester last working day i.e. on or before 24-04-2025 as per the Academic calendar.

#### 10. Schedule of examination fee payment

A	Fee Schedule	
I	Commencement of theory examinations.	<b>28-04-2025 (Monday)</b>
II	Date of commencement for payment of examination fee through online.	<b>15-03-2025 (Saturday)</b>

<b>III</b>	Last date for payment of examination fee without penalty to all candidates.	<b>23-04-2025 (Wednesday)</b>
<b>IV</b>	Last date for payment of examination fee with penalty to all candidates.	<b>25-04-2024 (Friday)</b>
<b>V</b>	Last date for payment of examination fee and submission of application form <b>(UNDER TATKAL SCHEME)</b>	<b>27-04-2025 (Sunday)</b>

<b>B</b>	<b>Fee Details.</b>	
<b>I</b>	Fee for whole or part examination	<b>Rs.650/-</b>
<b>II</b>	Late Fee (penalty)	<b>Rs.400/-</b>
<b>III</b>	Condonation fee	<b>Rs.600/-</b>
<b>IV</b>	Tatkal Fee (Including Examination fee)	<b>Rs.3000/-</b>

<b>C</b>	<b>Fee Details For C-21 VI Semester Industrial Training.</b>	
<b>I</b>	Assessment fee for Industrial Training	<b>650 (Exam Fee) + 600 (Certificate fee) =1250/-</b>
<b>II</b>	Late Fee (penalty)	<b>1250/- (Exam Fee &amp; Certificate fee) + 400/- (Penalty) = 1650/-</b>
<b>III</b>	Tatkal Scheme (Including Examination Fee)	<b>3000/- (Tatkal fee) +600/ (Certificate Fee) =3600</b>

<b>D</b>	<b>Internal/ Sessional Marks Entry for C-21 Scheme IV, V Semesters and C-24, Scheme, II Semester.</b>	
<b>I</b>	Internal/ Sessional Marks entry into the portal will open from	<b>21-04-2025 (Monday)</b>
<b>II</b>	Last date for Internal/ Sessional Marks entry into the portal	<b>09-05-2025 (Friday)</b>
<b>III</b>	Last date with Penalty @Rs.1000	<b>10-05-2025 (Saturday)</b>

<b>E</b>	<b>Practical Marks Entry for C -21 Scheme IV, V Semester and C-24 Scheme II Semester.</b>	
<b>I</b>	Practical Marks entry into the portal will open from	<b>21-04-2025 (Monday)</b>
<b>II</b>	Last date for entry of Practical Marks entry into the portal	<b>09-05-2025 (Friday)</b>
<b>III</b>	Last date with Penalty @Rs.1000	<b>10-05-2025 (Saturday)</b>

<b>F</b>	<b>Schedule of C-21 VI Semester Industrial Training Marks Entry</b>	
<b>I</b>	Date of Commencement Marks entry through	<b>21-04-2025 (Monday)</b>

	Online.	
II	Last date for Marks entry through Online without penalty to all candidates.	<b>09-05-2025 (Friday)</b>
III	Last date for Marks entry through Online with penalty to all candidates.	<b>10-05-2025 (Saturday)</b>

**NOTE:**

- a) Hall tickets to any candidate will be issued subject to submission of feedback form and possessing 75% of attendance as on the last working day.
- b) Acceptance of examination fee does not provide any right to the candidate to demand for the issue of hall ticket.
- c) Detailed Time -Table of examinations will be communicated separately.
- d) Examination fee must be paid through online at SBTET official website [sbtet.telangana.gov.in](http://sbtet.telangana.gov.in) only.
- e) Fee once paid will not be refunded or adjusted under any circumstances.
- f) A student who is not eligible to appear for examination either due to shortage of attendance or other reason shall forfeit the examination fee paid.
- 11.** The Principals are requested to ensure that the Hall tickets will NOT be signed and issued to the candidates who are detained for shortage of attendance even though they paid the examination fee. Colleges can pay examination fee online for bulk students from college login (or) students can pay fee individually from [sbtet.telangana.gov.in](http://sbtet.telangana.gov.in). Transfer of examination centre of the students is not permitted under any circumstances.
- 12.** A copy of this Notification is to be displayed on the Notice board of the Institution for information of the candidates and wide publicity shall be given among the students by circulating a copy of the Notification in the class rooms.
- 13.** For any clarifications please call SBTET help desk +918031404549 during working hours or email to [sbtet-helpdesk@telangana.gov](mailto:sbtet-helpdesk@telangana.gov).

**Instructions to Chief Superintendents/students:**

- A. Students will be allowed in to the examination hall 30 minutes before the commencement of the exam. (Students will not be allowed after scheduled time of examination).
- B. Student should be in the examination hall for complete duration of the examination.

SECRETARY