

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

From:

Er. A. Pullaiah, M.I.E., M.I.S.T.E., F.I.E.,
SECRETARY,
State Board of Technical Education and
Training, S.V. Bhavan, Masab Tank,
Hyderabad- 500 028.

To:

The Principals of Government and Private
Polytechnics in Telangana State.

Sir/Madam,

Sub:-SBTET-Pre-Exams- December -2025 Diploma Regular End Examinations C-21 Scheme V & VI Semesters Industrial Training and C-24 Scheme I, III Semesters - Notification Issued - Regarding.

Ref:-Academic Calendar 2025-2026.

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 V and VI Semesters (Industrial Training) and C-24 Scheme I, III Semesters to appear for the Regular End examinations commencing from 01-12-2025 to 06-12-2025, including C-21 V Semester students who are undergoing Apprenticeship at ALPLA Industry Private Limited.
2. Initially, students having above 65% attendance will be allowed to make payment for examination fees without condonation. Hall tickets will be generated only for those candidates who put up above 75% percentage of attendance and submit online students' feedback on each Subject teacher at the SBTET portal before the Hall ticket download.
3. After downloading the Hall Ticket from sbtet.telangana.gov.in, 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 their respective Polytechnics (or) visit sbtet.telangana.gov.in for making fee payment online.
5. The Principals are requested to give the necessary instructions to the Heads of Department to sign on the hall ticket after the thorough verification of eligibility. **(Note: Before remitting the fee, the candidates shall ensure their eligibility status, since the fee once paid is not refundable or adjusted under any circumstances.)** The Principals of the concerned Polytechnics / Institutions where regular exams are being conducted are instructed to ensure that the syllabus must be completed on or before **26-11-2025**.
6. 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 up to 10% based on Medical Grounds only, on production of supporting material of such claim. 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 and forward to the Principal, and the Principal has to approve online all such condonation cases on or before 26-11-2025 (last working day) to enable the candidate to make the examination fee payment along with condonation fee through online. Principals are requested NOT to take any Demand Drafts towards payment of the condonation fee.

7. Attendance criteria for fee payment and Hall Ticket generation is as shown below for C-21 Scheme V Semester and C-24 Scheme I, III Semesters.

Sl. No.	Attendance 75% as on the Last working day, i.e., date: 26-11-2025	Fee to be paid in Rs.	Hall ticket (H.T.) generation date
a)	$((TAD/90) * 100 \geq 75\%)$	650/-	a) After the examination fee payment, H.T. can be downloaded by submitting students' feedback on each subject teacher online.
b)	$((TAD/90) * 100 \geq 65\%)$	650/-	a) H.T. can be downloaded on the date on which $(TAD/90 * 100)$ reaches 75% and submit students' feedback on each subject teacher online. b) If $(TAD/90 * 100)$ does not reach 75% as on the Semester's last working day (26-11-2025), the candidates have to pay a condonation fee additionally, duly submitting a medical certificate and students' feedback on each subject teacher online to download H.T.
c)	$((TAD/90) * 100 < 65\%)$	Not eligible	The candidate is detained.

TAD = Total Attended Days by the student.

- The Percentage of attendance will be calculated with the total attended days by the student.
 - Initially, candidates having 65% and above attendance will be allowed to make the examination fees payment without condonation.
 - Candidates having 75% and above attendance will be allowed to download Hall Tickets immediately after fee payment.
 - Candidates having 65% and above attendance will not be allowed to download the Hall Ticket, and after they attain 75% of attendance, they can download the Hall Ticket. If the attendance is less than 75% on the last working day, they will be allowed to download the Hall ticket after paying the condonation fees.
 - If any candidate secures less than 65% attendance as on the last working day, they will be **detained** and will not be allowed to pay the examination fee.
 - After the last working day of the semester or before the examination date, candidates can download their Hall Tickets.
- 8. The Principals of the concerned Polytechnics/institutions where Regular exams are being conducted are requested to ensure that the syllabus is completed before the last working day of the semester, i.e., on or before 26-11-2025, as per the Academic Calendar.**

9. Schedule of examination fee payment

A	Fee Schedule	
I	Commencement of theory examinations.	01-12-2025 (Monday)
II	Date of commencement for payment of the examination fee through online.	01-11-2025 (Saturday)
III	Last date for payment of examination fee without penalty to all candidates.	28-11-2025 (Friday)
IV	Last date for payment of examination fee with a penalty for all candidates.	29-11-2025 (Saturday)
V	Last date for payment of examination fee and submission of application form (UNDER TATKAL SCHEME)	30-11-2025 (Sunday)

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

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

D	Internal/ Sessional Marks Entry for C-21 V Semester and C-24 I, III Semesters	
I	Internal/ Sessional Marks entry into the portal will open on	24-11-2025 (Monday)
II	Last date for Internal/ Sessional Marks entry into the portal	17-12-2025 (Wednesday)
III	Last date with Penalty @Rs.1000	18-12-2025 (Thursday)

E	Practical Marks Entry for C-21 V Semester and C-24 I, III Semesters	
I	Practical Marks' entry into the portal will open on	24-11-2025 (Monday)
II	Last date for Practical Marks entry into the portal	17-12-2025 (Wednesday)
III	Last date with Penalty @Rs 1000	18-12-2025(Thursday)

F	Schedule of Industrial Training marks Entry	
I	Date of Commencement of Marks entry through Online.	24-11-2025 (Monday)
II	Last date for Marks entry through Online without penalty to all candidates.	17-12-2025 (Wednesday)
III	Last date for Marks entry through Online with a penalty for all candidates.	18-12-2025 (Thursday)

NOTE:

- a) Issue of hall tickets to any candidate is subject to the submission of the feedback form and possessing 75% of attendance as on the last working day.
 - b) Acceptance of the examination fee does not provide any right to the candidate to demand the issue of hall ticket.
 - c) A detailed Time Table of examinations will be communicated separately.
 - d) Examination fee must be paid online at the SBTET official website, sbtet.telangana.gov.in, only.
 - e) **Fee once paid will not be refunded or adjusted under any circumstances.**
 - f) A candidate who is not eligible to appear for the examination, either due to a shortage of attendance or any other reason, shall forfeit the examination fee paid.
- 10.** The Principals are requested to ensure that the Hall tickets will NOT be signed and issued to the candidates who are detained for a shortage of attendance, even though they paid the examination fee. Colleges can pay the examination fee online for bulk students from the college login, or candidates can pay the fee individually from sbtet.telangana.gov.in. Transfer of the examination centre for students is not permitted under any circumstances.
 - 11.** A copy of this Notification is to be displayed on the Notice board of the Institution for the information of the candidates, and wide publicity shall be given among the students by circulating a copy of the Notification in the classrooms.
 - 12.** For any clarifications, please call SBTET help desk +91 8031404549 during working hours or email sbtet-helpdesk@telangana.gov.in.

Instructions to Chief Superintendents/candidates:

- A. Candidates should be allowed into the examination hall 30 minutes before the commencement of the exam. Candidates must not be allowed after the scheduled time of the examination.
- B. Candidates should be in the examination hall for the complete duration of the examination.

Digitally signed by

AKUTI PULLAIAH

Date: 29-10-2025

12:17:18

SECRETARY

Copy submitted to:

- 1) System Analyst to enable portal accordingly
- 2) The Post Exams, Academic & Accounts sections in the Board.