



Office of the Principal Govt. Polytechnic Education Society, Manesar

(On NH-8, Near NSG Camp, Manesar, Gurugram)

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Office Order No.: 460

Dated: 25/09/2024

Subject: Instructions for form filling regarding 1st year re-appear Diploma students of 2018/2019/2020/2021 Batches (except pharmacy)

Attention is invited to the instructions regarding 1st year re-appears under Annual Pattern vide Memo No 1961/Exam/HSBTE dated 05.09.19 issued by the Board.

In this regard it is submitted that till Dec.-2023 Exam, the students who have reappear in 1<sup>st</sup> year subject ids were appeared as per annual pattern scheme in 1<sup>st</sup> & 2<sup>nd</sup> Reappear Internal Assessment Exams of Annual Pattern and were taken once in an academic session in odd semester by HSBTE. The average of internal 1<sup>st</sup> & 2<sup>nd</sup> Reappear Assessment exam was counted for Dec/Jan External Theory Exam as well as May/June External Theory Exam. These assessments were not freeze by the Board for the next academic session and the students who have reappear in these subjects of 1st year have to appear again in both assessments prior to Final External Theory Exam.

It is again brought to the notice of all departments that w.e.f. Dec.-2024 Hsbte Exam, 2018-2021 batch students who have been Reappears in 1<sup>st</sup> year subject id of Annual pattern schemed will have to appear in the internal Assessment Exams and Final Exam of that particular subject as per below mentioned instructions:-

- The detailed evaluation scheme for the 1<sup>st</sup> year (except Pharmacy) w.e.f. Dec.-2024 Exam is as under:

Component	percentage of Syllabus to be Included (as specified in curriculum)	Type of Assessment in Theory Subjects	Weightage Of marks	Passing Criterion
Theory	40%	Reappear Assessment 1 <sup>st</sup> + 2 <sup>nd</sup>	40%	<ul style="list-style-type: none"><li>25% of final exam (minimum 15 marks)</li><li>40% combined in Internal Assessment And Final Exam</li></ul>
	60%	Final Theory Exam	60%	
Practical		Internal	As specified in curriculum	40% separately in Internal & external practical

- Reappear Internal Assessment Exam (combined of 1<sup>st</sup> + 2<sup>nd</sup> Internal Assessments) of 40 marks out of 40 % syllabus as defined in curriculum for 1<sup>st</sup> and 2<sup>nd</sup> Assessments Exam will be conducted ONCE at institutional level in Odd Semester w.e.f. December 2024 Exam.

- For 2018 batch students- As the 2018 batch students fall in mercy chance category and there are many students who were not able to complete the diploma in the prescribed time limit of 6 years, the students shall be given a last chance to appear in the internal assessment Exam to be conducted in Dec 2024 Exam thereafter the Maximum marks obtained in internal assessment Exam of reappear subject ids conducted from Dec 2018 Exam to Dec 2024 Exam will be freeze by the HSBTE. However Last chance to appear in internal assessment exam for 2018 batch students is provided in Dec 2024 Exam (if mercy chance is approved).

- For 2019/2020/2021 batch students- Last eligible chance to appear in internal assessment exam for 2019, 2020 and 2021 batch prior completion of double duration shall be provided up to Dec 2024, Dec 2025 and Dec 2026 respectively. However after completing six year i.e. double of the prescribed duration (3years diploma is required to be completed in 6 years) the Maximum marks obtained in internal assessment



component as tabulated above.

- In this regard, it is to informed to the 1<sup>st</sup> year students of 2018/2019/2020/2021-batch (having re-appear in 1<sup>st</sup> year) that they have to appear in the Reappear Internal Assessment Exam w.e.f.14.10.2024 to 18.10.2024 and Final Exam of 1<sup>st</sup> year in the month of December 2024 respectively.
- So as per instructions of HSBTE combined assessment exam of 1<sup>st</sup> + 2<sup>nd</sup> Internal Assessments of 40 marks out of 40 % syllabus as defined in curriculum for 1<sup>st</sup> and 2<sup>nd</sup> Assessments Exam will be conducted once for which students have to submit the APPLICATION FORM FOR ANNUAL PATTERN ASSESSMENT FORM (available to website of institution) for the subjects in which they have reappear and want to appear for assessment exam in exam branch upto 7.10.2024 positively.

Further, it is clarified that the PCA of 1<sup>st</sup> year Re-appear students under Annual Pattern shall be filled in Oct/ Nov-2024 before the Final board Exams.

Principal  
Govt. polytechnic  
Manesar

Endst no: 4255

dated: 25/09/2024

A copy of the above is forwarded to the following for information and necessary action:

1. All O/I Applied Science/Auto/Civil/Comp/Elect/ECE/ Mech/T&D
- ✓ 2. O/I website (To upload notice & application form on website)
3. Notice board
4. Exam branch

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