



Govt. Polytechnic Education Society, Manesar

(On NH-8, near NSG Camp, Manesar, Gurugram)
(Ph. - 0124-2337243, Website-www.gpmanesar.ac.in)

Office order no: 267

dated: 5/11/2020

As per directions received from HSBTE through Email regarding filling of PCA forms, the institute must upload the PCA forms of all students for regular and re-appear subjects including Mercy Chance. (Copy of instruction is attached)

Therefore, All the HODs are requested to collect the PCA forms of 3rd sem and 5th semester students including the students having reappear in their subjects. Further the reappear should also be mentioned along with regular PCA form of all the classes (3rd sem and 5th sem). Now as per the recent communication by the board re-appear subjects should also be mentioned along with regular PCA form for on roll candidates (**eligible and legitimate students**).

Therefore all the HODs are requested to collect the PCA forms of their respective regular students (3rd sem and 5th sem) along with their re-appear subjects mentioned in the PCA form digitally/ manually as possible. Further, HODs are requested to get the completely filled PCA form from students on their respective department Email ID and make a folder with name viz. Auto 3rd sem, Mech 5th sem and so on for each class. All such files (PCA forms) of students should be saved in the folder with roll number only and send the hard copy to the exam branch after cross checking the PCA form as per the special instruction issued by board and signing each form by the respective HOD/ tutors.

For MERCY (prior to 2015 batch) and ONLY REAPPEAR(2015,2016,2017 batch) candidates:

All those students who are not on our roll having re-appear and who wants to avail mercy chance should directly send the filled PCA form physically in the institute or digitally to exam branch email ID examgpmanesar@yahoo.com by attaching the fee details in PDF format alongwith PCA form in single file saving the file with their roll number

FEE DETAILS: All students should pay exam fee as per PCA instructions issued by board as per memo no 180/ Exam/HSBTE dated: 4/11/2020 in account as given and attach a copy of transaction details along with PCA form .

Account number:	035801000923
Account name:	PRINCIPAL GOVT. POLYTECHNIC MANESAR FEE ACCOUNT
IFSC code:	ICIC0000358
Customer ID:	543426816
Name of bank:	ICICI
Branch:	Manesar

Important note:

- Examination FEE is to be charged from the students for filling the PCA forms as per memo no 180/ Exam/HSBTE dated: 4/11/2020.
- The students must not be allowed to appear in more than 12 theory papers (regular+ reappear). So, all concerned are requested to check the paper code before accepting the PCA form.
- As per clause 3 vide memo no 180/ Exam/HSBTE dated: 4/11/2020 valid email ID of candidate and activated mobile number is mandatory to be filled by the candidate without which PCA form cannot be uploaded on Portal.
- The candidate will not be promoted to next semester if he/ she fail to submit the PCA form for the respective semester exam as per instructions by board.
- An excel sheet having the student's details like name , father's name, roll no, branch email id , phone number, amount paid UTR number/ transaction number , date and time of transaction e.t.c. is also being circulated with PCA form. All HODs are requested to kindly submit these details along with PCA form in hard copy as well soft copy to exam branch timely.
- Final assessment exam for reappear students of 2018 and 2019 batch under annual pattern of 1st year will be held in July 2021 after conduct of 1st assessment exam (w.e.f. 1/2/2021) and 2nd assessment exam (w.e.f. 22/3/2021) as per academic calendar for 1st year annual pattern for session 2020-21

Principal
Govt. Polytechnic
Manesar

Endst no: 3067

dated: 5/11/2020

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

1. HODs Applied/ Auto/ Civil/ Comp/Elect/ ECE/ Mech
2. Notice board
3. O/I cash/website
4. Exam branch

Principal
Govt. Polytechnic
Manesar

Institute Vision

- To be a center of excellence imparting Technical Education and producing highly trained Diploma Engineers.