Office of the Principal, Govt. Polytechnic, Manesar

Office Order no:- 596

Dated.:- 20-11-2023

As per the Memo No 720/Exam/HSBTE dated 17/11/2023, regarding the PCA forms,All the O/I's are requested to receive the blank PCA forms and inform the students about the below given PCA schedule for July.- 2023.

Sr. No.	Filling of PCA form	Date
1	Date to submit PCA form by the student in their institute **Exam Fee under semester system** : Rs.600/- Per student per semester (including Regular of 2nd,4th & 6th Semester & Reappears of all Semester) **Exam fee under Annual system:** Rs 1200/- per student (Including Reappears of Diploma Pharmacy course & Reappears of 1st Year for 2018 batch / 2019 batch / 2020 batch & 2021 batch	Upto 5:00PM on 14/12/2023 (Thursday)
2	Last Date to submit PCA form by the student in their institute With additional late fee of Rs. 50/- Per student per form	Upto 5:00 PM on 21/12/2023 (Thursday)
3	Last Date to submit PCA form of **Mercy Chance** by the students of 3yr diploma Courses **(Prior to 2018 batch)** /4yr part time diploma courses **(Prior to 2016 batch)** in their institute with requisite fee of **Rs.1000/- per Subject**	Upto 5:00 PM on 21/12/2023 (Thursday)

Note:- All the PCA Forms and students photographs should be authenticated by respective tutors/ HOD's.

1. The candidate will not be promoted to next semester if he/she fails to submit PCA /Examination form for the respective semester exam as per instructions conveyed by the board vide memo no. 2552/Exam/HSBTE dated 21/03/2017 (also available on hsbte.org.in) and such students shall be considered as 'Dropped Students'.

2. The students should provide **the latest passport size photograph with white background and printed Roll No** on it on PCA Form. **No selfie or photograph with cap will not be allowed** on PCA form.

3. All the students are hereby informed that **10th mark sheet** (Not 10th Result), **aadhar copy, copy of last result** and **Fees Slip** should be attached and **personal details should be strictly as per 10th certificate.** All subject Code and Name should be filled properly, as the student will be held responsible for any mistake regarding the **subject codes** which he/she is filling in PCA form.

4. Fee of the PCA can be directly deposited to online on **gpmanesar.ac.in/pay fees online** or if any **student want to pay fee by Debit/Credit Card can contact to the cashier.**

5. Students can also pay through online in the following link and get a print out of receipt to be attached with PCA (no screenshot allowed).
   https://www.onlinesbi.sbi/sbicollect/

6. All the HOD's are requested to submit PCA form in exam branch before 30/11/2023 positively for timely updation of PCA forms on HSBTE portal.

Principal
Govt. Polytechnic
Manesar

Endst. No.- 5811

Dated:- 20-11-2023

Copy of above is forwarded to following for information and necessary action.

1. HOD Applied Sc., Auto, Civil, Computer, Electrical, Eltx. and Comm., Mechanical Engg, Mechanical(T&D).
2. All Notice Board/Website
3. Cashier
4. Exam Branch

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