



Govt. Polytechnic Education Society, Manesar

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

Through E-Mail/Whatsapp

Office Order no:- 5/6

Dated:- 16-10-2025

As per the Memo No 863/Exam/HSBTE dated 16/10/2025, 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 Dec.-2025.

Sr. No.	Filling of PCA form	Date
1	Last Date to submit PCA form by the student in their institute <u>Exam Fee under semester system:</u> Rs.650/- Per student per semester (including Regular of 1 st , 3 rd , & 5 th Semester & Reappears of all Semester) <u>Exam fee under Annual system:</u> Rs 1300/- per student per year (including Reappears of Diploma Pharmacy course & Reappears of 1 st Year under annual pattern scheme for 2020 batch & 2021 batch)	Upto 5:00PM on 20/11/2025 (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 26/11/2025 (Wednesday)
3	Note 1: Mercy Chance is not allowed in Dec-2025 Exam. Hence, the students of 3 years Diploma course of 2020 Batch onwards (2020 batch-2025 Batch). 2. Improvement: Students can apply for improvement in current exam.	

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

- 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'.
- The student should not fill **more than 12 subjects (regular+reappear)** as per instruction issued by HSBTE.
- 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.
- 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.
- Fee of the PCA can be deposited by Debit/Credit Card on fees counter. Students can contact to the cashier for regarding any query.
- All the HOD's are requested to submit PCA form in exam branch before 07/11/2025 (Friday) positively for timely updation of PCA forms on HSBTE portal.

Principal

Govt. Polytechnic
Manesar

Dated:- 16-10-2025

Endst. No.- 5276 to 5281

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

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

Principal

Govt. Polytechnic
Manesar

Institute Vision

- ❖ To be a centre of excellence imparting Technical Education and producing highly trained Diploma Engineers,