



# Govt. Polytechnic Education Society, Manesar

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

Office order no: 150

dated:

As per the communication/ Email received from HSBTE, State Govt. has decided that no exams of any diploma course shall be held. Now, as per the directions received from HSBTE, the institute must upload the PCA forms of all students for regular and re-appear subjects including Mercy Chance.

**The result of only those students shall be declared who's PCA/ Examination form is uploaded by the institute**

Therefore, All the HODs are requested to collect the PCA forms of 1st year, 4<sup>th</sup> sem, 6<sup>th</sup> 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 (1<sup>st</sup> year, 4<sup>th</sup> sem and 6<sup>th</sup> sem).

As per the previous practice, vide o/o no: 138 dated 16/6/2020, only regular students of 6<sup>th</sup> sem PCA form has been filled digitally.

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.

Again, therefore all the HODs are requested to collect the PCA forms of their respective regular students (1<sup>st</sup> year, 4<sup>th</sup> sem and 6<sup>th</sup> sem) along with their re-appear subjects mentioned in the PCA form digitally. 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 1<sup>st</sup> year, Mech 1<sup>st</sup> year, mech 4<sup>th</sup> 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 soft copy to the exam branch Email ID [examgpmanesar@yahoo.com](mailto:examgpmanesar@yahoo.com) or in any soft manner till 7/7/2020.

**For MERCY /ONLY REAPPEAR candidate:**

All those students who are not on our roll having reappear, mercy chance should directly send the filled PCA form digitally to exam branch email ID [examgpmanesar@yahoo.com](mailto:examgpmanesar@yahoo.com).

**Important note:**

- No examination FEE is to be charged from the students for filling the PCA forms.
- PCA forms beyond the last date shall not be accepted due to shortage of time as result is to be processed urgently. So that students can seek further admission.
- The students must not be allowed to appear in more than 12 theory papers (regular+ reappear).so, All concerned are requested to check before accepting the PCA form.
- As the PCA fee is to be refunded. So, O/I cash is requested to take necessary action to refund the PCA Fees received so far.

Principal  
Govt. Polytechnic  
Manesar

Endst no: 1327

dated: 3/7/20

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

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Principal  
Govt. Polytechnic  
Manesar

## Institute Vision

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