

# Office of the Principal, Govt. Polytechnic, Manesar

Through E-Mail/Whatsapp

Dated:- 19-04-2024

Office Order no:- 214

As per the Memo No 316/Exam/HSBTE dated 18/04/2024, 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-2024.

Sr. No.	Filling of PCA form	Date
1	Date to submit PCA form by the student in their institute <u>Exam Fee under semester system</u> : Rs.600/- Per student per semester (including Regular of 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester & Reappears of all Semester) <u>Exam fee under Annual system</u> : Rs 1200/- per student (including Reappears of Diploma Pharmacy course & Reappears of 1 <sup>st</sup> Year for 2018 batch / 2019 batch / 2020 batch & 2021 batch	Upto 5:00PM on 24/05/2024 (Friday)
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 31/05/2024 ( Friday )
3	Note: Mercy Chance is not allowed in the June/July2024 Exam. Hence, the students of 3 years Diploma course of 2018 Batch onwards (2018 batch- 2023 Batch) and the students of 4 year Part time course of 2016 batch onwards can fill the PCA form.	

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 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 10<sup>th</sup> mark sheet (Not 10<sup>th</sup> Result), aadhar copy, copy of last result and Fees Slip should be attached and personal details should be strictly as per 10<sup>th</sup> 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 directly deposited to online on [gpmanesar.ac.in/pay\\_fees\\_online](http://gpmanesar.ac.in/pay_fees_online) or if any student want to pay fee by Debit/Credit Card can contact to the cashier.
- 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/>
- All the HOD's are requested to submit PCA form in exam branch before 10/05/2024 (Friday) positively for timely updation of PCA forms on HSBTE portal.

Principal  
Govt. Polytechnic  
Manesar

Endst. No.- 1792

Dated:- 19-04-2024

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

## Instructions regarding PCA/ Examination Form for June/July 2024 HSBTE Exams

### PCA / Exam Form Schedule for Students

Sr. No.	Activity	Last Date
1.	<ul style="list-style-type: none"><li>Last date to submit PCA form by the student in their institute</li><li><u>Exam Fee under semester system</u> :Rs. 600/- per student per semester (including Regular of 2<sup>nd</sup>, 4<sup>th</sup> &amp; 6<sup>th</sup> Sem. &amp; Reappears of all Semester)</li><li><u>Exam Fee under annual system</u> : Rs. 1200/- per student per year (including Regular &amp; Reappears of Diploma Pharmacy Course &amp; Reappears of 1st year under annual pattern scheme for 2018-batch / 2019-batch / 2020-batch &amp; 2021 batch)</li></ul>	Started w.e.f. 19.04.2024 Upto 5.00 PM on 24.05.2024 (Friday)
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 31.05.2024 (Friday)
<b>Note 1: Students shall deposit Examination Fee to their Institute as applicable.</b>		
<b>Note 2: Reappear students of D. Pharmacy of any batch (who must be appeared as regular in that particular year) can apply / fill the PCA Form if he / she is otherwise eligible.</b>		
<b>Note 3: Mercy Chance is not allowed in the June/July2024 Exam. Hence, the students of 3 years Diploma course of 2018 Batch onwards (2018 batch-2023 Batch) and the students of 4 year Part time course of 2016 batch onwards can fill the PCA form.</b>		

#### **NOTE:**

- I. The institutes must ensure that for any student, PCA / Examination form should be uploaded only upto 12 subjects (regular + reappears) as per instructions already issued by the Board . (Available on the website under the link 'Common Letters / Instructions for Each Board Exam' ).**
- II. 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 dt. 21.03.2017 (also available on the website under the link 'Common Letters / Instructions for Each Board Exam') and such students shall be considered as 'Dropped Students'.**
- III. The subject code will not be edited / corrected once the PCA submitted / uploaded.**

#### **Exam Fee Calculation**

**Example 1 :** Let a student having 03 Reappears in 5<sup>th</sup> semester, 02 reappears in 4<sup>th</sup> semester and 01 reappear in 2<sup>nd</sup> semester, his/ her Exam Fees shall be calculated as below:

S.No.	Exam	Exam Fee
1.	03 Reappear of 5 <sup>th</sup> Sem.	600/-
2.	02 Reappear of 4 <sup>th</sup> Sem	600/-
3.	01 Reappear of 2 <sup>nd</sup> sem.	600/-
<b>Total Exam Fee</b>		<b>1800/-</b>



**Example 2:** Let a Regular student of 6<sup>th</sup> Semester has 03 reappears in 1<sup>st</sup> year (Annual Pattern) and 02 reappears in 3<sup>rd</sup> semester, and 01 Reappear in 4<sup>th</sup> semester his/ her Exam Fees shall be calculated as below:

S.No.	Exam	Exam Fee
1.	All Regular Subjects of 6 <sup>th</sup> sem.	600/-
2.	03 Reappear of 1 <sup>st</sup> Year ( Annual Pattern)	1200/-
3.	02 Reappear of 3 <sup>rd</sup> sem.	600/-
4	01 Reappear of 4 <sup>th</sup> sem.	600/-
<b>Total Exam Fee</b>		3000/-

**Example 3:** Let a Regular student of 2<sup>nd</sup> year (Diploma in Pharmacy) has 02 reappears in 1<sup>st</sup> year his/ her Exam Fees shall be calculated as below:

S.No.	Exam	Exam Fee
1.	All Regular Subjects of 2 <sup>nd</sup> year	1200/-
2.	02 Reappear of 1 <sup>st</sup> Year	1200/-
<b>Total Exam Fee</b>		2400/-

#### WHO CAN APPLY FOR PCA FOR UPCOMING BOARD EXAMINATION

- 2<sup>nd</sup>sem, 4<sup>th</sup> sem & 6<sup>th</sup>sem regular students (Batch 2023, 2022, and 2021 respectively) of Diploma Courses.
- Reappear students of 1st, 2nd, 3rd, 4th, 5th & 6th sem. of all Diploma Courses for Batches 2018, 2019, 2020, 2021, 2022 and 2023 only.
- Reappear students of 1st year of Diploma Courses under Annual Pattern of 2018, 2019, 2020 & 2021 Batch.
- Regular students of 1st and 2nd year (Batch 2023 & 2022) and Reappear students of 1st and 2nd year of Diploma in Pharmacy Course for any Batch.
- Regular students of 2nd sem, 4<sup>th</sup>sem & 6<sup>th</sup> sem. and reappear of all semesters of MSIL
- 1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year & 4<sup>th</sup> year Regular and Reappear students of MSME under Advance Diploma in Tool & Die (annual pattern)
- Regular students of Sem. 2 of Level 3, 4 & 5 and reappear of Sem. 1 & 2 of Level 3, 4 & 5 of DVOC Courses.
- Regular and Reappear students of Skill Diploma in Printing and Packaging
- Regular students of 2nd , 4th , 6th & 8th sem and reappear students of 1st to 8th sem. of Part Time Diploma Courses
- Regular and Reappear students of Post Diploma in Industrial Safety.
- Improvement cases as per HSBTE Exam Regulations