



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:- 479

Dated:- 21-10-2026

As per the Memo No 887/Exam/HSBTE dated 16/10/2026, 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.-2026.

Sr. No.	Filling of PCA form	Date
1	Last Date to submit PCA form by the student in their institute Exam Fee under semester system: Rs.650/- Per student per semester (including Regular of 1 st , 3 rd & 5 th Semester & Reappears of all Semester) Exam fee under Annual system: Rs 1300/- per student per year (including Reappears of Diploma Pharmacy course & Reappears of 1 st Year under annual pattern scheme for 2021 batch)	Started w.e.f. 16/10/2026 Upto 5:00PM on 18/11/2026 (Wednesday)
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 26/11/2026 (Thursday)
3	Note 1: Mercy Chance is allowed in Dec-2026 Exam subject to the condition that student of any batch in <u>maximum of 05 numbers of reappear subject.</u> 2. Improvement: Students can apply for improvement in current exam.	Started w.e.f. 16/10/2026 Upto 5:00PM on 18/11/2026 (Wednesday)

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.
- 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).
1. (<https://www.onlinesbi.sbi/sbicollect/>) 2. (<https://www.gpmanesar.ac.in/>)
- All the regular students are informed submit your filled PCA form their respective tutor/HOD's.
- All the Reappear students(Any Batch up to 2023) are informed submit your filled PCA form Exam Branch.

O/C Principal
Govt. Polytechnic
Manesar

Endst. No.- 5118 to 5129.

Dated:- 21-10-2026

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

O/C Principal
Govt. Polytechnic
Manesar

Institute Vision

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