

From

The Secretary,
Haryana State Board of Technical Education,
Government Polytechnic Campus, Sec 26
Panchkula.

ATTENTION

Student may be advised to
fillup PCA Form after referring
" Student Marks Register "at
HSBTE Website

To

All the Principal (s),
Govt. / Govt. Aided / Self Financing Polytechnics.

Memo No: 760 /Exam/HSBTE

Dated: 16/05/2022

Subject: Instructions regarding PCA for upcoming State Board Examination

Instructions for upcoming State Board Exams are as under:-

1. PCA Schedule for Students :

Sr. No.	Activity	Last Date
1.	<ul style="list-style-type: none">Last date to submit PCA form by the student in their institute<u>Exam Fee under semester system</u> :Rs. 350/- per student per semester (Including Pharmacy & Reappears of 1st& 2nd sem.)<u>Exam Fee under annual system</u> : Rs. 700/- per student (except Pharmacy)	Upto 20.06.2022 (Monday)
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 27.06.2022(Monday)
3.	Last date to submit PCA form of <u>Mercy Chance</u> by the students of 3yr Diploma Courses (prior to 2016 batch) / 4yr Part Time Diploma Courses (prior to 2014 batch) in their Institute with requisite fee of Rs.1000/- per subject.	Upto 27.06.2022 (Monday)

Note 1: Students shall deposit Examination Fee to their Institute as applicable.
Note 2: D. Pharmacy students of any batch can apply / fill the PCA Form if he / she is otherwise eligible.

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 candidate must check their Re-appears and correct subject IDs / Subject Codes from "Student Marks Register"(SMR) which is available on the website of the Board to ensure the correct subject code while filling reappears in PCA.)*
The subject code will not be edited / corrected once the PCA submitted / uploaded.