Office Order No. 501   Dated:- 17-05-23

Instructions regarding PCA for upcoming State Board.

1. PCA Schedule for Students:

Sr. No.	Filling of PCA Forms	Dates
1.	• Date to submit PCA form by the student in their institute • Exam Fee under semester system: Rs. 600/- per student per semester (including Regular of 2nd, 4th & 6th Sem. & Reappears of all Semester) • Exam Fee under annual system : Rs. 1200/- per student (including Reappears of Diploma Pharmacy Course & Reappears of 1st year for 2018-batch / 2019-batch / 2020- batch & 2021 batch)	Upto 5.00 PM On 05.06.2023 (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	Up to 5.00 PM on 15.06.2023 (Thursday)
3.	Last date to submit PCA form of Mercy Chance by the students of 3yr Diploma Courses (prior to 2017 batch) in their institute with requisite fee of Rs 1000/- per subject	Up to 5.00 PM on 22.06.2023 (Thursday)

Note:

The HOD/Tutor must ensure that for any student, PCA / Examination form should be uploaded only upto 12 subjects (regular + reappears) as per point no. 2 of standing instructions issued by the Board vide memo no. 366-94/Exam dated 27/02/2003. Tutor must ensure that not upload PCA of students in that subject in which they have been declared passed.

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 the website under the link 'Common Letters / Instructions for Each Board Exam') and such students shall be considered as 'Dropped Students.

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 tutor ensure that the students fills the right codes. The subject code will not be edited/corrected once the PCA submitted. All HOD/O/I's ensure that the "Student MarksRegister"(SMR) must be attach with PCA form.

PCA of following cases are not to be filled/uploaded under any circumstances:

As per Examination rules of HSBTE, students who do not fill regular PCA (Dropped Semester) are not promoted to next semester as per instruction conveyed vide memo no.2552 /Exam/HSBTE dt. 21.03.2017.PCA as "Reappear" of such students who did not fill / submit PCA as "Regular" for any semester in previous Exam must not be uploaded. If any such case is observed at any stage, complete performance/Attempt in the current Exam shall be cancelled and Institute / Students shall be liable and responsible for any legal consequences.

All HOD/ O/I's ensure that PCA of the students, whose readmission case after gap period of 1 year or more has not been approved by the Board, must not be applied / uploaded.

All those students whose photograph have not been uploaded in the Central Database of the Photographs of HSBTE must be uploaded by the Institutes under the link ' Upload Photo' in the PCA portal of HSBTE as per the Instructions given under:

1. Only colored photographs with white background.
2. The photographs should be clear / visible without borders.
3. The student should not be wearing a cap in the photograph.
4. Roll No must be digitally printed on photograph.
5. Don't submit the photo taken from mobile camera.
6. Institutes are directed to ensure that correct photo of each student is uploaded. if duplicate photo or wrong photos are found at any stage, complete performance/ attempt in current exam will be cancelled
7. Improvement: Only students of 2017, 2018 & 2019 batch can apply for improvement in current exam as per the instructions conveyed vide memo no. 13508/HSBTE dated 17.10.2012.
8. Make sure the Email ID of the student is valid in the PCA. Mobile No. of student should be activated and valid because any communication from HSBTE will be sent on this Registered Mobile Number (RMN). The length of Mobile No. should be 10 digits. Don't add +91 or 0 (zero) before the 10 digit mobile no. Please don't upload the Mobile No. i.e. 9999999999, 0000000000 etc.

NOTE: Student will be fully responsible for uploading of wrong EmailID / Mobile No.

9. GENERALINSTRUCTIONS REGARDINGUPLOADING OF PCA DATA

a) Each Permission Cum Admission Form / Admit Card with photo is to be properly checked and authenticated by the concerned HOD and the Principal of the institute to avoid impersonation cases in the HaryanaState Board Diploma Examinations.

b) All the students having reappear in 1st./2"d/3rd /4th/5th /6th semester should fill the PCA form as per the New Syllabus of that particular subject. Further, HSBTE time to time has merged many old Subject IDs with New Subject IDs and care must be taken that PCA of such reappear cases must be filled as per the NEW MERGEDIDs.

10.All HOD/O/I's ensure that submit the PCA forms of the students who have deposited their current semester fee .

11.Student will be fully responsible for uploading of wrong Email ID I Mobile No.

12.All the students having reappear in 1st./2"d/3rd /4th/5th /6th semester should fill the PCA form as per the New Syllabus of that particular subject. Further, HSBTE time to time has merged many old Subject IDs with New Subject IDs and care must be taken that PCA of such reappear cases must be filled as per the NEWMERGEDIDs

Note: All HOD/O/I's / Tutors ensure that the PCA form of eligible regular students must be Submitted Upto 05/06/2023 along with the detail of Exam fees.

Information about Branch-wise & Semester-wise Subject Codes as applicable under various Schemes sent by HSBTE is attached.

Principal
Govt. Polytechnic, Jhajjar

Endst No:-GPJ/ 2944   Dated:- 17-05-23
A copy of the above is forwarded to the following for information and necessary action.
1. All HOD/ O/I's Ceramic, Civil, Computer, Electrical, ECE, Mechanical, App. Sci
2. O/I Exam   3. O/I Cash   4. O/I Web site 5. Cashier   6. Institute Notice Board

Principal
Govt. Polytechnic, Jhajjar