

OFFICE OF THE PRINCIPAL G.G.N.J.GOV. POLYTECHNIC, JHAJJAR

Office Order No. 1212

Dated:- 17-10-25

Instructions regarding PCA for upcoming State Board.

1. PCA Schedule for Students:

Sr. No.	Filling of PCA Forms	Dates
1.	<ul style="list-style-type: none">Last date to submit PCA form by the student in their instituteExam Fee under semester system :Rs. 650/* per student per semester (including Regular of 1st, 3rd & 5th Sem. & Reappears of all SemesterExam Fee under annual system :Rs. 1300/* per student per year (including Regular & Reappears of Diploma Pharmacy Course & Reappears of 1st year under annual pattern scheme for 2020-batch & 2021batch)	Upto 5.00 PM on 13/11/2025 (Thursday)
2	<ul style="list-style-type: none">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 20/11/25 (Thursday)
<p>Note:1 Mercy Chance is not allowed in Dec-2025 Exam. Hence, the students of 3 years diploma course of 2020 batch onwards (2020 batch-2025 batch) shall fill the PCA form.</p> <p>Note:2 All those students whose photographs 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:</p> <ol style="list-style-type: none">Only colored photographs with white background.The photographs should be clear / visible without borders.The student should not be wearing a cap in the photograph.Roll No must be digitally printed on photograph.Don't submit the photo taken from mobile camera.Makesure the EmailID 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.HOD/O/I 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.		

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 "HSBTE result 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.

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.

Improvement: Students can apply for improvement in current exam.

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

i. As per Examination rules of HSBTE:

a) A candidate who has failed in one or more subjects in sessional(s) (maximum three subjects in a semester) shall be admitted to the succeeding semester/ year, if otherwise eligible. However, such candidates are not allowed in the theory examination of the subjects for which he has failed in sessional.

b) A candidate who has failed in more than three subjects in sessional(s) shall not be allowed to sit in the semester examination and shall not be eligible to fill PCA.

c) The candidate who fails to satisfy the conditions of the eligibility of attendance and sessional marks as per Rule 3.1 (3) (ii & iii) shall not be allowed to sit in the examination and shall be required to repeat that semester/ year as regular candidate in the following year.

All the students having reappear in 1st/2nd/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 MERGED IDs.

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 & Mobile No.

12. All the students having reappear in 1st, 2nd, 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 MERGED IDs.

Note: All HOD/O/I's / Tutors ensure that the PCA form of eligible regular students must be Submitted Upto 13/11/2025 along with the detail of Exam fees.

Principal
G.G.N.J Govt. Polytechnic, Jhajjar

Endst No:-GPJ/

S113

Dated:- 17-10-25

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
G.G.N.J Govt. Polytechnic, Jhajjar

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