

From

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

To

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

Memo No: 344

/Exam/HSBTE

Dated: 20.03.2026

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. 650/- per student per semester (including Regular of 2nd, 4th & 6th Sem. & Reappears of all Semester)<u>Exam Fee under annual system</u> : Rs. 1300/- per student per year (including Regular & Reappears of Diploma Pharmacy Course & Reappears of 1st year under annual pattern scheme for 2020-batch & 2021 batch)	Upto 5.00 PM on 24.04.2026 (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 30.04.2026 (Thursday)

Note 1: Students shall deposit Examination Fee to their Institute as applicable.

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.

Note 3: Mercy Chance is not allowed in May-2026 Exam. Hence, the students of 3 years Diploma course of 2020 Batch onwards (2020 batch-2025 Batch) and the students of 4 year Part time course of 2018 batch onwards shall fill the PCA form only.

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.

2. PCA Schedule for Institutes:

Sr. No.	Activity	Dates
1.	Dates of uploading the PCA data by the institute without late fee	PCA uploading started w.e.f 24.03.2026 to 25.04.2026 upto 5.00 pm (Saturday)
2.	Last date of uploading the PCA data by the institute with late fee of Rs.50/-	01.05.2026 upto 5.00 pm (Friday)
3.	Activation of Admit Card Print Option (If full PCA fees is submitted)	w.e.f. 12.05.2026

- a) The PCA fees will be calculated by HSBTE strictly on the basis of the date on which PCA Form / Data is uploaded online by the institute. **Overcharging of Examination Fees by the Institutes is strictly prohibited.**
- b) Payment of Examination Fee must not be deposited through Challan. To facilitate institutions in easy deposition of fees and to expedite the reconciliation of fees, PCA fee will be deposited through Payment Gateway **under the link "Manage Student/PCA Form List/select student PCA approved list/Pay Now"** at <https://hsbtehry.in> using Net-Banking / Credit Card / Debit Card after submitting all the PCA forms. System will calculate total fees as per the PCA filled by the institute then Institute will have option to pay the same.
- c) **To avoid the last-minute rush as well as imposition of late fee, the institutes are advised to upload the PCA data on daily basis at <https://hsbtehry.in>. The username and password for the site will be provided to the institutions through email.**
- d) **Must ensure to upload the PCA data upto cut-off date after that no further request for correction / uploading will be entertained by the Board under any circumstances. All the institutes must also ensure to take a printout of PCA data uploaded on HSBTE portal and crosscheck the same for correction / missing entry, if any. Any excuse of CLERICAL ERROR or mistake by data entry operator shall not be acceptable.**
3. It shall be **mandatory** for each institution to upload / update **verified email ID & Mobile No. of each candidate** in the PCA Application under the link Student PCA Form/UPLOAD PHOTO.
- a) At the link "**UPLOAD PHOTO**", if the photo of the student has already been uploaded, only email ID and mobile no. are editable. If uploaded email ID / mobile no. is wrong / Changed, the institute can update / correct the email ID / mobile no.
- b) At the link "**UPLOAD PHOTO**" ", if the photo of the student is **NOT** uploaded, the institute must fill all the requisite details along with uploading of the photo as per prescribed instructions mentioned hereunder at **Clause 4**
- c) Make sure the Email ID of the student is valid.
- d) 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.
- e) Please don't upload the Mobile No. i.e. 9999999999, 0000000000 etc.

NOTE: Institute / student will be fully responsible for uploading of wrong Email ID / Mobile No.

4. 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 Student PCA Form/UPLOAD PHOTO in the PCA portal of HSBTE as per the Instructions given under:

1. Only colored photographs with white / light 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 / clearly handwritten on photograph before uploading.
5. Don't upload the photo taken from mobile camera.
6. Take the passport size Photo of student and scan it on the scanner in the jpg format. Before saving, first crop the image and thereafter click 'Save' button.
7. Open the saved image file in 'Paint Application' and resize the image in 140 x 170 pixels (Horizontal – 140 pixels, Vertical – 170 pixels). Save the image file and upload.
8. The image file size should be between 10 – 100 kb (not greater than 200 kb).

NOTE: ***INSTITUTES ARE DIRECTED TO ENSURE THAT CORRECT PHOTO OF EACH STUDENT IS UPLOADED. IF DUPLICATE PHOTO OR WRONG PHOTOS ARE FOUND AT ANY STAGE THEN INSTITUTE SHALL BE PENALIZED WITH 1000 RS./PER STUDENT FOR WRONG PHOTO AND IN REPEATED WRONG PHOTO UPLOADING, SHALL BE ISSUED WARNING FOR NEGLIGENCE & SUITABLE ACTION SHALL BE TAKEN AS PER INSTRUCTIONS ISSUED BY HSBTE VIDE MEMO NO.133/HSBTE/CERT DATED 18.09.2025(AVAILABLE ON HSBTE WEBSITE UNDER THE LINK STUDENT CORNER)***

5. SPECIAL INSTRUCTIONS REGARDING PCA

I. PCA of Optional Subjects:

In case of Elective subjects the institutes will fill the correct optional subject Name/Ids on PCA software. Kindly ensure the same prior final submission by the concerned institute. In any case no correction will be entertained by the Board in this regard at any stage.

II. Improvement: Students can apply for improvement in current exam.

III. 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 & ii) 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.

Institute is strictly instructed to ensure not to upload the PCA of such students as above.

- ii. 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.**
- iii. 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.
- iv. Institutes must not upload PCA of students in that subject in which they have been declared **pass with Grace Marks**.

THE INSTITUTE SHALL BE LIABLE AND RESPONSIBLE FOR NON COMPLIANCE OF ANY OF THE ABOVE SPECIAL INSTRUCTIONS.

6. GENERAL INSTRUCTIONS REGARDING UPLOADING 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 Haryana State Board Diploma Examinations.
- b) **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: INSTITUTES MUST CROSS-CHECK/ VERIFY THE SUBJECT IDS FILLED BY THE STUDENT BEFORE UPLOADING ON EXAM PORTAL FAILING WHICH INSTITUTE /CONCERNED OFFICER SHALL BE RESPONSIBLE FOR ANY SUCH LAPSE.

- c) No candidate will be allowed to appear in the HSBTE Examination without the online submission of PCA Data by the institute.
- d) **The Computer Generated PCA / Admit Card with photo duly attested by the Principal/Head of the Institute must be carried by the candidate at the time of exam.**

7. WHO CAN APPLY FOR PCA FOR UPCOMING BOARD EXAMINATION

- a) 2nd sem, 4th sem & 6th sem regular students (Batch 2025, 2024 and 2023 respectively) of Diploma Courses.
- b) Reappear students of 1st, 2nd, 3rd, 4th, 5th & 6th sem. of all Diploma Courses for Batches 2020, 2021, 2022, 2023, 2024 and 2025 only.
- c) Reappear students of 1st year of Diploma Courses under Annual Pattern of 2020 & 2021 Batch.
- d) Regular students of 1st and 2nd year (Batch 2025 & 2024) and Reappear students of 1st and 2nd year of Diploma in Pharmacy Course for any Batch.
- e) Regular students of 2nd sem, 4thsem & 6th sem. and Reappear of all semesters of MSIL
- f) 1st year, 2nd year, 3rd year & 4th year Regular and Reappear students of MSME under Advance Diploma in Tool & Die (annual pattern)
- g) Regular students of Sem. 2 of Level 3, 4 & 5 and reappear of Sem. 1 & 2 of Level 3, 4 & 5 of DVOC Courses.
- h) Regular and Reappear students of Skill Diploma in Printing and Packaging.
- i) Regular students of 2nd, 4th, 6th & 8th sem and reappear students of 1st to 8th sem. of Part Time Diploma Courses
- j) Regular and Reappear students of Post Diploma in Industrial Safety
- k) Improvement cases as per HSBTE Exam Regulations

NOTE: Attention is invited to Clause 3.2 of Examination Regulations which states that:

"Before the submission of the Examination Forms the institution shall ensure that the candidate fulfils all the eligibility conditions for appearing in examination as mentioned in Rule 3.1. The institutes also ensure that only the eligible and legitimate candidates who are admitted as per the affiliated programmes / courses and sanctioned intake approved by the Board shall submit the examination form. If at any stage it is found that he/she is not legitimate then the Board has the power to cancel his/her examination form/result and also has the power to take appropriate action against the defaulting institute. Mere filling of PCA Form does not entitle the candidates to appear in the examination. Only eligible and legitimate candidates shall be allowed to appear in the HSBTE Examination."

8. It is requested to ensure strict compliance of Clause 3.2 of Examination Regulations and PCA / Admit Card must be issued only to eligible and legitimate students. The responsibility for the issue of wrong PCA / Admit Card to any ineligible candidates shall rest with the Principal of the institute and action for non compliance shall be initiated against the Principal or the Institute even to the extent of Disaffiliation besides the appropriate action against the candidate.

NOTE:

- a) Admit Card of any two or more students cannot have same photo. It shall be the duty of the Principal and concerned HOD / officer verifying the Photo that PCA-Cum-Admit card having wrong / same Photos or blur photo is not issued to students under any circumstances failing which Institute itself shall be fully responsible and liable for any consequences.
- b) The institutes also ensure that only the eligible and legitimate candidates who are admitted as per the affiliated programmes / courses and sanctioned intake approved by the Board shall submit the examination form. If at any stage it is found that he/she is not legitimate then the Board has the power to cancel his/her examination form/result and also has the power to take appropriate action against the defaulting institute.


**Controller of Exam
HSBTE, Panchkula**

Endst. No. 345 /Exam /HSBTE

Dated: 20.03.2026

A copy of the above is forwarded to the Secretary, HSBTE for information please.


**Controller of Exam
HSBTE, Panchkula**