**Notice No.****Dated:****Subject:- Instruction regarding PCA for Next State Board Examination.**

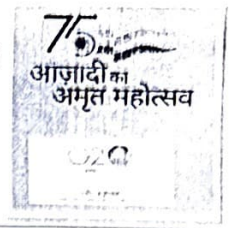
Instructions for Next State Board Exam scheduled are as under:-

PCA Schedule for the Students:

S	ACTIVITY	Last Date
1	Last date to submit PCA form by the students without late fee. <u>Exam Fees under semester system: Rs. 650/-per student per semester (including Regular of 1st, 3rd & 5th sem. & Reappear of all Semester)</u> <u>Exam Fees under Annual system: Rs. 1300/-per student per year</u> (Including Regular & Reappears of Diploma Course & Reappears of 1st year for 2020 & 2021 Batch)	Upto 20.11.2025 (Time: 01:00 PM) (Thursday)
2	Last date to submit PCA form by the students with additional late fee of Rs. 50/- per students per form	Upto 5:00 PM on 26.11.205 (Wednesday)
3	<u>Mercy chance is not allowed in the Dec.- 2025 Exam</u>	

Note: 1. Student shall deposit examination fee to the institute as applicable.

1. The candidate can apply only upto **12 subjects maximum (Regular + Re-appear)**.
 2. Student must submit their PCA form to the respective branches personally.
 3. 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 hsbte.org.in) and such students shall be considered as 'Dropped Students'.
- a) A candidate who has failed in one or more subject in sessional (Maximum Three subjects in a semester shall be admitted to the succeeding semester/year if otherwise eligible however such candidate are not allowed in the theory examination of the subject for which he has failed in sessional.
- b) A candidate who has failed more than three subject shall not be allowed to seat in the semester examination shall not be eligible to fill PCA.
1. The candidate must attach their Result photocopy and 10th DMC.
 2. The candidate must mention valid E-mail ID, Mobile No. and Date of Birth in PCA Form.
 3. All O/I (section) are requested to verify that correct photo of each student is attached with the PCA form. It shall be duty of concerned HOD /Officer Incharge verifying the photo that PCA-cum-Admit card is not issued to such students under any circumstances.
 4. **Improvement: Student can apply for improvement in current exam as per the latest instructions conveyed vide memo. No. 863 HSBTE dated:16.10.2025.**
 5. Improvement: Only Students of 17, 18 & 19 batch can apply for improvement in current exam as per the instructions conveyed vide memo no. 13508/HSBTE dated 17.10.2012.
 6. PCA of following cases are not to be filled/uploaded under any circumstances:
 7. 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 "re-appear" of such student who do not fill / submit PCA as regular student for any semester in previous examination must not be accepted. If any such case is observed at any stage, complete performance / attempt in current examination shall be cancelled and student shall be liable and responsible for any legal consequences.
 8. 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.
 9. Students must not fill PCA in that subjects in which they have been declared pass with Grace Marks.



GENERAL INSTRUCTIONS REGARDING UPLOADING OF PCA DATA

- Each Permission Cum Admission Form / Admit Card with photo is to be properly checked and authenticated by the concerned HOD to avoid impersonation cases in the Haryana State Board Diploma Examinations.
- 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, vide HSBTE memo no. 1331/Exam/ HSBTE/ dated 07.02.2019, 272 old IDs been merged with new IDs and care must be taken that PCA of such reappear cases must be filled as per the NEW MERGED IDs.

NOTE: HOD MUST CORSS-CHECK/ VERIFY THE SUBJECT IDS FILLED BY THE STUDENTS BEFORE SUBMITTING TO EXAM OFFICE

WHO CAN APPLY FOR PCA FOR UPCOMING BOARD EXAMINATION

- 1st, 3rd, & 5th Sem., regular students (Batch 2023, 2024 & 2025) of Diploma course.
- Reappear of 1st, 2nd, 3rd, 4th, 5th & 6th sem. Of all Diploma course for batches 2020, 2021, 2022, 2023 & 2024 only.
- Reappear of 1st year of Diploma course under Annual Pattern of 2020 & 2021 Batches.
- Improvement case as per HSBTE Exam Regulations.

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

"Before the submission of the Examinations Forms the institute shall ensure that the candidate fulfils all the eligibility conditions for appearing in examination as mentioned in Rule 3.1 The institute also ensure that only the eligible and legitimate candidates who are admitted as per the affiliated programme / 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 has the power to take appropriate action against the defaulting institute. Mere filling of PCA Form does not entitle the candidate to appear in the examination. Only eligible and legitimate candidate shall be allowed to appear in the HSBTE Examination."

It is requested to ensure strict compliance of above rule and PCA / Admit Card must be issued only to eligible and legitimate students. The responsibility for the filling of PCA the ineligible candidates shall rest with the HOD.

All O/I (section) are further requested to submit PCA form with their Fee receipt of their concerned branch to exam office on regular basis.

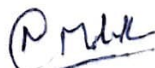
O/I Exam
D.B.S.C.R. Govt. Polytechnic,
Sampla (Rohtak)

Endst. No. 381 - 388

Date:- 27/10/21

A copy of above is forwarded to following via whatsapp/E-mail, for kind information and necessary action please.

- (1) O/I (Archit. Asst., Chemical Engg., Civil Engg, Computer Engg., ECE, Mechanical Engg.,)
- (2) O/I Exam
- ☒ (3) O/I Website with a request to upload on website of Institute.
- (4) Notice Board


O/I Exam
D.B.S.C.R. Govt. Polytechnic,
Sampla (Rohtak)