

## Office of Principal Govt. Polytechnic Panchkula

Office order No. 911/286

Dated: 28/03/2025

All the students are hereby directed to submit the PCA/Examination form for upcoming State Board Exam May-2025 latest by 25.04.2025 to their respective class tutors. The PCA forms will be distributed/make available by their respective class tutors to the concerned students, and students are directed to submit the same to their tutors up to 25.04.2025. All class tutors should ensure that the subject name & code filled in PCA form by the student are correct and also ensure that subject in which the student is failing in internal sessional should not be filled in PCA form by the student. The class tutors may ensure that filled PCA forms must be duly signed by them & Demand clerk and countersigned by their respective HOD's or O/I's and they will be submitted to Exam Branch up to 26.04.2025 by 12:00 PM in hard copy.

### **Special instructions to be noted/ implemented Regarding PCA/Exam form:-**

1. All the tutors are hereby directed to ensure the submission of the matriculation certificate by the students along with the PCA Examination forms.
2. All the tutors are also directed to ensure that students can fill up to maximum 12 subjects (regular + Reappear) with the exact subject code of the regular and re-appear papers in which he/she wants to appear in the fore coming HSBTE exams. If the subject code of the paper filled up by the students and email ID and mobile no. is wrong then the students will be solely responsible for it and the students may not be allowed to sit in the concerned exam at that stage.
3. All the tutors are directed to check and verify the uploaded PCA/Examination form before the last date for the upcoming HSBTE Exam May-2025 on HSBTE web-portal (i.e. hsbtehy.in). They are further directed to read the instructions carefully issued by HSBTE vide memo no: 167 /Exam/HSBTE, dated: 27.03.2025 for the compliance of assigned work
4. The student must check their Re-appears and correct subject IDs/subject codes while filling PCA form. The subject code will not be edited/corrected once the PCA submitted/uploaded.
5. **The student will not be promoted to next semester if he/she fails to submit PCA/Examination Form for respective semester exam as per instruction conveyed by the Board vide memo no. 2552/Exam/HSBTE dated 21-03-2017(also available on the website under the link 'common letters/ instruction for Each Board Exam') and such students shall be considered as "Dropped Students".**
6. **As per the attendance rule, the student is required to have a minimum of 70% attendance in theory and practical to appear in semester exam, otherwise the student will be deatined though the student has filled PCA form**
7. The examination fee is Rs.600/- per student per semester (For Regular 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> semester & Reappears of all semester) and Rs.1200/-per student for first year reappears of diploma pharmacy course & reappear of 1<sup>st</sup> year under annual pattern scheme for students of 2019 batch, 2020 batch & 2021 batch. Fees will be submitted in Accounts Branch of the institute through POS machine only. Students will attach the photocopy of receipt of exam fee with PCA/ Examination form.
8. Further regarding subject code & other detail of PCA form are available on HSBTE website. Students are advised to visit the HSBTE website regularly.

  
Principal

Govt. Polytechnic  
Panchkula

Date:- 28/03/2025

Endst. No. 911/1574-1577

A copy of above is forwarded to following for kind information and necessary action please.

1. All HOD & O/I's (Through Email)
2. O/I Website (to host on website)
3. Exam Branch
4. Notice Board

  
Principal

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Panchkula