

Students can collect PCA form from their O/I's/Tutors Incharges for upcoming examination Feb-2023&submit filled PCA alongwith requisite fee.

The examination fee for Feb-2023 diploma examination is as under:-

Sr.No.	Activity	Last Date
1.	Date of submit PCA form by the student in their institute (i) Exam Fee under Semester system: Rs. 600/- per student per semester (including Regular of Ist , 3 rd , 5 th Sem. and Reappears of all Semester) (ii) Exam Fee under annual System: Rs. 1200/- per student (including Reappears of Diploma Pharmacy Course and Reappears of 1st Year for 2018-batch/2019-batch/2020-batch and 2021 batch)	w.e.f. 15.12.2022 to 16.01.2023 upto 5:00 PM (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	Upto 5:00 PM on 23.01.2023 (Monday)
3.	Last date to submit PCA form of Mercy Chance by the students of 3 Yr. Diploma Courses (Prior to 2017 batch)/4 year part time Diploma Courses (prior to 2015 batch) in their institute with requisite fees of Rs. 1000/- per subject.	Upto 5:00 PM on 23.01.2023 (Monday)
Note 1: Students shall deposit Examination Fee to their Institute as applicable.		

For more details please visit the website :HSBTE.ORG.IN

The following duties are hereby assigned pertaining to HSBTE examination Feb-2023.

Uploading of PCA(Permission cum Admission) Form of Regular/Passout Students including coloured photo and signature on PCA form timely .

App.Sci.

1. Sh. Navoen Pathak Guest Lect. in App.Sci
2. Ms. Monika , Lect. in App.Sci
3. Sh. Virender Singh, Prog.
4. Ms.Naveen Rathi,Lect.in App.Sci
5. Ms. Himangini Kaushik

1st Sem.(ECE)
1st Sem (EE)
1st Sem.(Comp.)
1st Sem(Civil)
1st Year(Mech.)

ECE

- 6.Sh. Bhupinder Kumar, Lect.in ECE
- 7.Ms. Rajkumar Lect. in ECE
- 8 Ms. Seema, Lect. in ECE

Sem./Year
3rd Sem.
5th Sem.
Passout

ELECTRICAL

- 8.Sh. Lalit Kumar Lect. in EE
- 9.Sh. Navneet Kaushik Lect. in EE
- Ms. Renu Bala Lect. in EE

Sem./Year
3rd Sem.
5th Sem.
Passout

COMPUTER

- 9.Sh. Shashj Bhushan ,Lect. In CSE
10. Ms. Sanjeev Kumar Lect. in CSE
11. Sh. Neelam Rani Lect. in CSE

Sem./Year
Passout
3rd Sem.
5th Sem.

CIVIL

12. Ms. Mamta Lect. Civil (Guest Faculty)
- 13.Sh. Sudip Banerjee, Lect./Tutor in Civil
- 14.Sh. Sudip Banerjee,Lect/Tutor in Civil

Sem./Year
Passout
3rd Sem.
5 th Sem

MECHANICAL

- 15.Sh. Ravikant Lect. Mech.
- 16.Sh. Parveen Kumar , Lect.in Mech.
- 17.Sh. Vipin Kumar, Lect.in Mech.

Sem./Year
Passout
3rd Sem.
5th Sem.

Instructions for All O/I's /All above Concerned Staff Members/All Tutors

- 1.All O/I's and tutors must ensure eligible students are appearing in the Feb-2023 Exam.
- 2.Each PCA of students with Photo is properly checked & authenticated by concerned staff members /Tutors and concerned O/I's to avoid the impersonation cases in HSBTE Feb-2023.
- 3.All the above staff members alongwith concerned O/I's will put their full signature on PCA form and write their name underneath their signature in their own hand.
4. They must ensure correct information is to be supplied in the PCA Forms.
- 5.They must ensure the correct deposition of exam fee .
6. They must ensure PCA as "Reappear" of any student who did not fill/submit PCA as regular for any semester in previous exam must not be uploaded.
7. All above Staff members must cross check/verify the subject ID's and Student Particulars filled by the student before uploading on Exam Portal.

8. All Staff members must go through the instructions/Special instructions regarding PCA available on the website :HSBTE.ORG.IN

9. In case of elective subjects the above staff members will fill the optional subjects if any manually in PCA form.

10. All O/I's and Tutors must ensure all the PCA form of students of their department must be submitted and uploaded timely.

11. Detail Instructions available on website :HSBTE.ORG.IN regarding instructions for PCA and instructions under the link Exam Feb-2023 should be strictly followed.

If there is any lapse in performing the above duties then the concerned staff members will be responsible for the same.

Instruction for students:-

1. Student will fill their Active Email- ID and Mobile No. in PCA form

2. Student will be responsible for filling of wrong Email ID and Mobile No.

3. Student will provide only coloured photograph with White/Light background and Roll No. of the student should be digitally printed on the Photograph.

4. The Passout students are required to submit the proof of their identity for submission of PCA Form.

5. Students themselves will be responsible for wrong filling of subject code & any other detail in PCA form.

6. Students should fill their particulars in PCA form correctly.

7. Students can fill maximum 12 subject (Regular + Reappear) in PCA form

8. The candidate must check their Re-appears and correct subject IDs/Subject codes from "Students Marks Register" (SMR) which is available on the website of the Board to ensure the correct subject code while filling reappears in PCA. The subject code will not be edited /corrected once the PCA is submitted. Also students are directed to attach the respective SMR with PCA.

9. Students prior to 2017 Batch are allowed for mercy chance who could not clear their Diploma in the prescribed double duration of time period. Fees for mercy chance cases is Rs. 1000/- Per Subject.

10. The student 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'.

11. No student can fill the subject in PCA form in which he/she have been declared pass with grace marks.

12. All the students are required to fill the particulars in PCA forms such as Name, Father's Name and Mother's Name as per their Matriculation Certificate and paste recent coloured passport size photograph on the PCA form and also attach self attested copy of Matriculation Certificate .

13. Only Students of 2017 ,2018 and 2019 batch can apply for improvement in current exam as per the instructions conveyed vide memo no. 13508/HSBTE dated 17.10.2012.

14. All the students are required to fill subject codes of those Reappear subjects in which they actually have reappear. If a student appears in already passed subjects only earlier performance will be considered.

15. 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.

16. The Students will deposit the examination fees for Feb-2023 examination to the Cashier.

17. Detail Instructions available on website :HSBTE.ORG.IN regarding instructions for PCA and instructions under the link Exam Feb-2023 should be strictly followed.

Student are advised to go through the HSBTE website under the link "Common letter/Instructions for each board exam for filling the subject code in the PCA Form .

WHO CAN APPLY FOR PCA FOR UPCOMING BOARD EXAMINATION

- 1st, 3rd and 5th Sem. regular students (Batch 2022,2021 and 2020 respectively) of Diploma Courses.
- Reappear students of 1st, 2nd, 3rd, 4th, 5th and 6th Sem. of all Diploma Courses for Batches 2017,2018,2019, 2020 and 2021 only.
- Reappears of 1st year of Diploma Courses under Annual Pattern of 2018, 2019,2020 & 2021 Batch.
- Students of 3yr Diploma Courses (prior to 2017batch) can fill PCA in the Institute in **Merchance**.
- Improvement cases as per HSBTE Exam Regulations

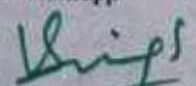
Endst. No. 3433 -35

A copy is forwarded to:-

- All concerned to note. (Through Whatsapp)
- All O/I (Applied Science, Civil, ECE, Meeh. CSE, EE, Exam, Workshop,Office) Through Whatsapp
- Notice Board


Principal
Govt. Polytechnic
Loharu

Dated:- 21.11.2022


Principal
Govt. Polytechnic
Loharu