

Subject: Instructions regarding Revised PCA Schedule for upcoming State Board Examination

TO BE TREATED AS MOST URGENT

To

The Principals of all Institutions offering Diploma Courses (including Pharmacy)

R/Sir/Ma'am

It has been observed by the Board that while filling the PCA form by institutions for the JULY -2023 Exam on the new Examination Software ICOP, many PCA issues are facing by the institutions while uploading the data. In view of these, PCA schedule is hereby revised and can be filled up to 19.06.2023 (for students without late fee) and up to 20.06.2023 for uploading by institutions.

In this regard, it is again intimated that at this stage we are considering/approving the PCA status on the basis of Institute request only, as Feb 2023 Exam result is not updated on the New Exam Software ICOP due to some technical reasons. In view of this all the Principals of the institutions are requested to fill up/upload the PCA form of the Students as per the result available with them.

Therefore it is reminded again and retreated as under that as per Examination Rules (available on HSBTE website) which is also mentioned at point no.7 & 5(III) in PCA instructions for July 2023 Exam issued vide Memo no. 331/Exam/Hsbte dated 15.05.2023:-

"3.2 SUBMISSION OF EXAMINATION FORMS : Every candidate will have to submit his / her examination fee to the Secretary, Haryana State Board of Technical Education through the Principal of the Institution last attended on or before the last date intimated by the HSBTE to the Principal of the affiliated Institutions. However, the submission of Examination Form shall not entitle the candidate for the issuance of examination Roll number.

The responsibility for the issue of roll number slips to the eligible candidates shall rest with the Principal of the Institute and in the case of any roll number issued to the ineligible candidate; action shall be initiated against the Principal/defaulting institute even upto the disaffiliation besides the appropriate action against the candidate.

NOTE: 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 has 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. "

5 SPECIAL INSTRUCTIONS REGARDING PCA

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

i. 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 the 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.

ii. 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 /

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

Regards
COE, HSBTE

D.A Attached Memo No. 354/Exam/HSBTE

Dated:-15/06/2023

Endst. No. 1476

Dated:- 16-06-23

A copy is forwarded to the following information and n.a.

1. All O/I's (Civil/Mech/EE/ECE/Comp/App.Sci) for compliance
2. O/I Website/Exam
3. All concerned tutors/staff members (vide order no. 244 dated 19.05.2023) put on duty of uploading PCA to note please for compliance .
4. Notice Board

All staff members to note plz -



Principal
Govt. Polytechnic Lehar



1) : चक्रवाल विचार
मन्त्रालय के कार्यालय

REVISED PCA SCHEDULE

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: 354 /Exam/HSBTE Dated: 15.06.2023

Subject: Instructions regarding Revised PCA Schedule for upcoming State Board Examination

In continuation of this office Memo No. 331/Exam/HSBTE dated 15.05.2023 on the above cited subject, following is hereby informed for immediate necessary action.

Due to Introduction of New Examination software ICOP , Institutions are facing many problem / PCA issues, accordingly PCA date is hereby extended as below:

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 InstituteExam Fee under semester system :Rs. 600/- per student per semester (Including Regular of 2nd, 4th & 6th Sem. & Reappears of all Semester)Exam Fee under annual system : Rs. 1200/- per student per year (including Regular & Reappears of Diploma Pharmacy Course & Reappears of 1st year under annual pattern scheme for 2018-batch / 2019-batch / 2020-batch & 2021 batch)	Upto 5.00 PM on 19.06.2023 (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 22.06.2023 (Thursday)
3.	Last date to submit PCA form of Mercy Chance by the students of 3yr Diploma Courses (prior to 2017 batch) / 4yr Part Time Diploma Courses (prior to 2015 batch) in their institute with requisite fee of Rs.1000/- per subject.	Upto 5.00 PM on 22.06.2023 (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:

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	Upto 5.00 PM on 20.06.2023 (Tuesday)
2.	Last date of uploading the PCA data by the Institute with late fee of Rs.50/-	Upto 5.00 pm on 23.06.2023 (Friday)
3.	Last date of uploading PCA form of Mercy Chance by the institute with requisite fee of Rs.1000/- per subject	Upto 5.00 pm on 23.06.2023 (Friday)
4.	Activation of Admit Card Print Option (If full PCA fees is submitted)	To be conveyed later


Rest of the instructions as already conveyed vide office Memo No. 331/Exam/HSBTE dated 15.05.2023 may please be strictly followed.


Controller of Exam
HSBTE, Panchkula

Endst. No.355 /Exam /HSBTE

Dated: 15.06.2023

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


Controller of Exam
HSBTE, Panchkula