

From

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

**ATTENTION**

Student may be advised to  
fillup PCA Form after referring  
" Student Marks Register "at  
HSBTE Website

To

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

Memo No: 760 /Exam/HSBTE

Dated: 16/05/2022

**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"><li>Last date to submit PCA form by the student in their institute</li><li><u>Exam Fee under semester system</u> :Rs. 350/- per student per semester (including Pharmacy &amp; Reappears of 1<sup>st</sup>&amp; 2<sup>nd</sup> sem.)</li><li><u>Exam Fee under annual system</u> : Rs. 700/- per student (except Pharmacy )</li></ul>	Upto 20.06.2022 (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 27.06.2022(Monday)
3.	Last date to submit PCA form of <u>Mercy Chance</u> by the students of 3yr Diploma Courses (prior to 2016 batch) / 4yr Part Time Diploma Courses (prior to 2014 batch) in their institute with requisite fee of Rs.1000/- per subject.	Upto 27.06.2022 (Monday)
<b>Note 1: Students shall deposit Examination Fee to their Institute as applicable.</b>		
<b>Note 2: D. Pharmacy students of any batch can apply / fill the PCA Form if he / she is otherwise eligible.</b>		

**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 candidate must check their Re-appears and correct subject IDs / Subject Codes from "Student 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 submitted / uploaded.**

  
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## 2. PCA Schedule for Institutes:

Sr. No.	Activity	Dates
1.	Dates of uploading the PCA data by the institute without late fee	w.e.f 01.06.2022 to 21.06.2022 upto 5.00 pm (Tuesday)
2.	Last date of uploading the PCA data by the institute with late fee of Rs.50/-	28.06.2022 upto 5.00 pm (Tuesday)
3.	Last date of uploading PCA form of <b>Mercy Chance</b> by the institute with requisite fee of Rs.1000/- per subject	28.06.2022 upto 5.00 pm (Tuesday)
4.	Activation of Admit Card Print Option (If full PCA fees is submitted)	To be conveyed later

- 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 "**PCA / Rechecking / Photocopy Fee Detail & Make payment**" at [www.hsbte.com](http://www.hsbte.com) using Net-Banking / Credit Card / Debit Card.
- 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 [www.hsbte.com](http://www.hsbte.com). The username and password for the site is already provided to the institutions.**
- 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 "**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 can 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.

  
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**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 '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.

**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, COMPLETE PERFORMANCE / ATTEMPT IN CURRENT EXAM WILL BE CANCELLED.**

#### 5. SPECIAL INSTRUCTIONS REGARDING PCA

##### I. PCA of Optional Subjects:

In case of Elective subjects the institutes will fill the optional subjects, if any, manually in PCA software.

##### II. Improvement: Only students of 2016, 2017 & 2018 batch can apply for improvement in current exam as per the instructions conveyed vide memo no. 13508/HSBTE dated 17.10.2012.

##### 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 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 / uploaded.
- iii. 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 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> /4<sup>th</sup>/5<sup>th</sup> /6<sup>th</sup> 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.**

  
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- c) No candidate will be allowed to appear in the HSBTE Examination without the online submission of PCA Databy 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) Students of 3yr Diploma Courses (prior to 2016 batch) / 4yr Part Time Diploma Courses (prior to 2014 batch) can fill PCA in their institute in **Mercy Chance**.
- b) 1st Year Annual Pattern, 2<sup>nd</sup>sem, 4<sup>th</sup>sem & 6<sup>th</sup>sem. regular students (Batch 2019, 2020 and 2021) of Diploma Courses.
- c) Reappear of 1st, 2nd, 3rd, 4th, 5th & 6th sem. of all Diploma Courses for Batches 2016, 2017, 2018, 2019, 2020 only.
- d) 1st year & 2<sup>nd</sup> Year Regular students of MSME under Advance Diploma in Tool & Die
- e) Reappears of 1st year of Diploma Courses under Annual Pattern of 2018, 2019 & 2020 Batch.
- f) Regular and reappear of 1st and 2nd year of Diploma in Pharmacy Course for any Batch.
- g) Regular of 2<sup>nd</sup>sem , 4<sup>th</sup>sem & 6<sup>th</sup>sem of MSIL and reappears of all semesters of MSIL
- h) Regular students of Sem. 2 of Level 3, 4 & 5 and reappear of Sem. 1 & 2 of Level 3, 4 & 5 of DVOC Courses
- i) Regular of 2<sup>nd</sup> , 4<sup>th</sup> , 6<sup>th</sup>& 8<sup>th</sup>sem Part Time Diploma students and reappear of 1st to 8th sem. students of Part Time Diploma Courses
- j) Regular and Reappear 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: 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.**



**Controller of Exam  
HSBTE, Panchkula**

Endst. No. 761

/Exam /HSBTE

Dated: 16/05/2022

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



**Controller of Exam  
HSBTE, Panchkula**