

From

The Secretary,  
Haryana State Board of Technical Education,  
Bays No. 7-12, Sector - 4, Panchkula.

To

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

**ATTENTION**

**Student may advice to fill up  
PCA Form after referring  
"Student Marks Register" at  
HSBTE Website**

**Memo No: 292/Exam/HSBTE**

**Dated: 07.09.2021**

**Subject: Instructions regarding PCA for Special Reappear Board Examination w.e.f 17.09.2021**

Instructions regarding PCA for Special Reappear Board Examination are as under:-

**1. PCA Schedule for Students :**

**It may please be noted that no further opportunity shall be given to submit PCA / Examination form even with late fee.**

Sr. No.	Activity	Last Date
1.	Last date to submit PCA form by the student in their institute <u>Exam Fee under semester system</u> : Rs. 350/- per student per semester (including Pharmacy & Reappears of 1 <sup>st</sup> & 2 <sup>nd</sup> sem.) <u>Exam Fee under annual system</u> : Rs. 700/- per student (except Pharmacy)	Upto 10.09.2021 (Friday)
2.	Last date to submit PCA form of Mercy Chance by the students (prior to 2015 batch) in their institute with requisite fee of Rs.1000/- per subject	Upto 10.09.2021 (Friday)

**Note : 1. Students shall deposit Examination Fee to their Institute as applicable.**

**2. PCA Schedule for Institutes:**

Sr. No.	Activity	Dates
1.	Last date of uploading the PCA data by the institute	11.09.2021 upto 5.00 pm (Saturday)
3.	Online Payment Dates of above Examination fee by the institute through Payment Gateway under the link " <b>PCA/ Rechecking/Photocopy Fee Detail &amp; Make Payment</b> " at <a href="http://www.hsbte.com">www.hsbte.com</a>	w.e.f 08.09.2021
4.	Activation of Admit Card Print Option (If full PCA fees is submitted)	w.e.f 14.09.2021

**NOTE:**

**I. The institutes must ensure that for any student, PCA / Examination form should be uploaded only upto 12 subjects (regular + reappears) as per point no. 2 of standing instructions issued by the Board vide memo no. 366-94/Exam dated 27/02/2003.**

**II. 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.**

- 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, 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 with the institutions.**

**NOTE: Institute / student will be fully responsible for uploading of wrong Email ID / Mobile No.**

**3. Following students of all Diploma Courses are eligible to appear in Special Reappear Exam w.e.f 17.09.2021**

- I.** Students who filled PCA / Exam Forms for Reappears in July 2021 and their reappears were carried forward as per UGC guidelines. Such students need not to fill PCA / Examination Exam Form again for same subject ids.
- II.** Students who could not appear in the Exam being conducted by the Board for Final Year/ Semesters and 1<sup>st</sup> & 2<sup>nd</sup> year of Pharmacy from 09-08-2021 to 20-08-2021 for any reasons may fill PCA as reappear by filling the PCA / Examination form along with the requisite fee provided the student has filled PCA as a regular student in Jan 2021 Exam.
- III.** Students who have reappears as detailed below which were carry forwarded as per UGC and could not fill PCA in July 2021 Examination.
  - a) Reappear of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> sem. of all Diploma Courses
  - b) Reappear of 1<sup>st</sup> & 2<sup>nd</sup> year of Diploma in Pharmacy Course.
  - c) Reappear of all semesters of MSIL
  - d) Reappear students of Sem. – 1 & 2 of Level 3, 4 & 5 of DVOC Courses
  - e) Reappear of 1<sup>st</sup> to 8<sup>th</sup> sem. students of Part Time Diploma Courses
  - f) Reappear of Post Diploma in Industrial Safety
- IV.** Students who got reappears in the regular Exams recently conducted by the Board from 09-08-2021 to 20-08-2021 can also fill PCA by depositing requisite fee in their institute.
- V.** The Regular eligible students of 1<sup>st</sup> year & 4<sup>th</sup> Semester who got reappears in any subject or could not fill the PCA Form earlier due to any reasons, can appear in the above said special Exam by filling the PCA / Exam Form along with the requisite Fee.
- VI.** Mercy chance to all the Students prior to 2015 Batch of 3 year Diploma Courses and prior to 2013 Batch of all Part Time batches is allowed and they may appear in the above said special Reappear Exam by filling the PCA / Examination Form to their respective Institute along with the requisite Fee of Rs. 1000/- per subject.
- VII.** Only students of 15, 16 & 17 batch can apply for improvement in current exam as per the instructions conveyed vide memo no. 13508/HSBTE dated 17.10.2012



4. 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 alongwith 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.

**NOTE: Institute / student will be fully responsible for uploading of wrong Email ID / Mobile No.**

5. 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.**

## 6. 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 15, 16 & 17 batch can apply for improvement in current exam as per the instructions conveyed vide memo no. 13508/HSBTE dated 17.10.2012 (copy attached).

### 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 (Jan 2021 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.**

**7. GENERAL INSTRUCTIONS REGARDING UPLOADING OF PCA DATA**

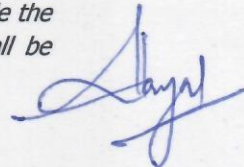
- a) Each Permission Cum Admission Form / Admit Card with photo is to be properly checked and authenticated by the concerned HOD and the Principal of the institute to avoid impersonation cases in the Haryana State Board Diploma Examinations.
- b) **All the students having reappear in 1<sup>st</sup>/2<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.**

- c) No candidate will be allowed to appear in the HSBTE Examination without the online submission of PCA Data by 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.**

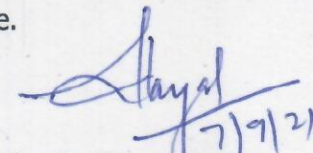
**NOTE:** Attention is invited to Clause 3.2 of Examination Regulations which states that:

*"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."*



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. **IT SHALL BE THE DUTY OF PRINCIPAL AND CONCERNED HOD / OFFICER VERIFYING THE PHOTO THAT PCA-CUM-ADMIT CARD IS NOT ISSUED TO STUDENTS HAVING SAME / DUPLICATE PHOTOS UNDER ANY CIRCUMSTANCES FAILING WHICH THE INSTITUTE ITSELF SHALL BE FULLY RESPONSIBLE AND LIABLE FOR ANY LEGAL CONSEQUENCES.**

The responsibility for the issue of wrong PCA / Admit Card or 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.

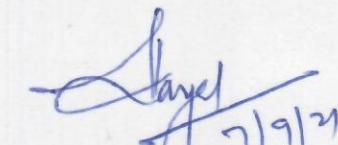


**Controller of Exam  
HSBTE, Panchkula**

**Endst. No. 293 /Exam /HSBTE**

**Dated: 07.09.2021**

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



**Controller of Exam  
HSBTE, Panchkula**

From

The DGTE cum Secretary,  
Haryana State Board of Technical Education,  
Bays No. 7-12, Sector -4,  
Panchkula.

To

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

**Memo No:**13508/HSBTE

**Dated:**17.10.2012

**Subject: Regarding improvement of marks**

I am directed to inform you that a student can improve the marks of his diploma. The conditions for improvement are as under:

- The student who has passed the diploma can improve the marks by taking the improvement chance in maximum any of the four subjects.
- The student can apply for improvement only in those subjects in which he has not taken any grace marks.
- The student can avail the chance of improvement only once within double duration of diploma time.
- The candidate will have to appear in the exam as per the current syllabus.
- No benefit of the grace marks will be given while improving the marks.
- The DMC of the improved marks, if any, will be given to the students only after the submission of original DMC in the parent institute.
- The examination fees for improvement will be Rs. 500/- per paper and the student can fill the PCA form in their parent institute as per the schedule already notified by HSBTE.

-Sd-  
Controller of Exam  
HSBTE, Panchkula