

# OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC LOHARU

Office order No. 232

Dated: 03/04/25

Students can collect PCA form from their O/T's/Tutors Incharges for upcoming examination May-June-2025 & submit filled PCA alongwith requisite fee upto 01.05.2025 (without late fee) and 08.05.2025 with late fees and Mercy Chance students filled PCA alongwith fee upto 08.05.2025.

The examination fee for HSBTE Exam May-June-2025

Exam fees under Semester System:

Rs. 600/- per student per semester (Including Regular of 2nd, 4th and 6<sup>th</sup> Sem and Reappear of all semester) \*

Exam fees under Annual System:

Rs.1200/- per student per year for (Reappear of 1st appear for 2019,2020,2021 Batches)

Rs.1000/- per subject for mercy chance prior to 2019 Batch

For more details please visit the website : [HSBTE.ORG.IN](http://HSBTE.ORG.IN)

The following duties are hereby assigned pertaining to HSBTE examination May-June-2025.

**Submission and Uploading/verifying of PCA(Permission cum Admission) Form of Regular/Passout Students including coloured photo and signature on PCA form upto cut off date.**

## App.Sci.

- 1.Ms. Monika Lect. in App.Sci
- 2.Sh. Sonu Dhawan , Lect. in App.Sci
- 3.Sh. Sonu Dhawan , Lect. in App.Sci
4. Mr.Rajkumar ,Lect.in ECE
5. Ms. Himangini Kaushik, Lect. in App. Sci
6. Sh. Naveen Pathak, Guest Lect. In App.Sci

2ndSem.(EE)  
2ndSem (CSE)  
2nd Sem.(DMLT.)  
2nd Sem(ECE)  
2nd.(Civil.)  
2nd Sem (Mech.)

## ECE

- 7.Sh. Bhupinder Kumar, Lect.in ECE
8. Sh. Revti Raman Lect. in ECE
- 8.Ms. Rajkumar Lect. in ECE

Sem./Year  
Passout  
4th Sem.  
6th Sem.

## ELECTRICAL

09. Ms. Renu Bala Lect. in EE
- 10.Sh. Navneet Kaushik Lect. in EE
- 11.Ms. Renu Bala Lect. in EE

Sem./Year  
6th Sem.  
4thSem.  
Passout

## COMPUTER

- 12.Sh. Virender PROGG., Lect. In CSE
13. Ms. ~~Sanjeev~~ Kumar Lect. in CSE
14. Sh. Neelam Rani Lect. in CSE

NR, lect in CSE  
SB, lect. in CSE

Sem./Year  
Passout  
4th Sem.  
6th Sem.

## CIVIL

15. Mr. Sudip Banerjee Lect. Civil
- 16.Sh. Sh. Dhernj, Guest Lect.
- 17.Sh. Sh.Sachin , Guest Lect.

Sem./Year  
Passout  
4th Sem.  
6th Sem

## MECHANICAL

- 18.Sh. Ravikant Lect.in Mech.
- 19.Sh Parveen Kumar , Lect.in Mech.
- 20.Sh. Vipin Kumar Lect.in Mech.

Sem./Year  
Passout  
6th Sem.  
4th Sem.

## DMLT

21. Ms. Naveen Rathee Lect. in App.Sci

4<sup>th</sup> Sem,

**Instructions for All O/T's /All above Concerned Staff PCA/Admit cardineligible Members/All Tutors**

1.All concerned O/T's and tutors/ concerned staff members must ensure eligible & legitimate candidates are to be uploaded on portal the responsibility for issue of wrong PCA/Admit card to any ineligible candidates shall rest with concerned O/I & Tutors of the institute .

2.Each PCA of students with Photo is properly checked & authenticated by concerned staff members /Tutors/O/T's to avoid the impersonation cases in HSBTE May-June-2025.

3.All the concerned staff members/Tutors / O/T's must put their full signature on PCA form and write their name underneath their signature in their own hand.

4. Tutors /concerned staff members must ensure correct information is to be supplied in the PCA Forms.

5. Tutors/ concerned staff members must ensure the correct deposition of exam fee .

6.Tutors/ concerned staff members must ensure that PCA as "Reappear" of any student who did not fill/submit PCA as regular for any semester in previous exam should not be uploaded.

7. Tutors/ concerned staff members must cross check/verify the subject ID's and Student Particulars filled by the student before uploading on Exam Portal they must go through the updated branch wise, Semester wise identity available on HSBTE WEBSITE DATED 27.03.2025..



8. Tutors/ concerned staff members must go through the instructions/general/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 software.
  10. All O/T's and Tutors/concerned staff members must ensure all the PCA form of students of their department must be submitted and uploaded timely.
  11. Tutors/ concerned staff members must check the proof of identity of Passout students before accepting the PCA form.
  12. Detail Instructions available on website :HSBTE.ORG.IN regarding instructions for PCA and instructions under the link Exam common letter/ instructions for board Examination should be strictly followed.
  13. All tutors/above concerned staff members who have been put on duty of PCA uploading are directed to verify the PCA submitted /uploaded by them with PCA Register/Print out available in exam branch before the last date of PCA uploading for institute.
  14. All the tutors/concerned staff members who are put on duty of receiving PCA form from Pass out students must cross check the paper code filled by the students from master register available in exam branch before uploading the PCA.
- 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. And students are advised to refer branch wise & semester wise subject code available on HSBTE WEBSITE.
  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 2019 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. Students can apply for improvement in current exam as per latest instructions issued vide memo no. 167/HSBTE dated 27.03.205.
  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/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.
  16. The Students will deposit the examination fees through SBI Collect only for May-June-2025 examination and attach the original self attested receipt alongwith PCA form.
  17. Detail Instructions available on website :HSBTE.ORG.IN regarding instructions for PCA should be strictly followed.
- Students are also advised to follow the instructions available on HSBTE website under the link "Common letter/Instructions for each board exam."

**WHO CAN APPLY FOR PCA FOR UPCOMING BOARD EXAMINATION**

- cc) 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Sem. regular students (Batch 2024, 2023 and 2022 respectively) of Diploma Courses.
- dd) Reappear students of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Sem. of all Diploma Courses for Batches 2019, 2020, 2021 and 2022 only.
- ee) Reappears of 1st year of Diploma Courses under Annual Pattern of 2019, 2020 & 2021 Batch.
- ff) Students of 3yr Diploma Courses (prior to 2018batch) can fill PCA in the Institute in Mercy Chance.
- gg) Improvement cases as per HSBTE Exam Regulations

Endst. No.

1249-51

A copy is forwarded to:-

1. All concerned to note.
2. All O/I (Applied Science, Civil, ECE, Mech. CSE, EE, Exam, DMLT Website)
3. Notice Board

Principal  
Govt. Polytechnic  
Loharu

Dated:-

Principal  
Govt. Polytechnic  
Loharu