

OFFICE OF PRINCIPAL, GOVERNMENT POLYTECHNIC, SIRSA

Notice No: 173

Dated: 17.11.2023

Sub: Instructions regarding PCA for upcoming State Board Examination.

It is for the information of all the students (**regular + reappear**) that the HSBTE has notified the schedule for the submission of PCA forms for the upcoming examinations. **The PCA form submitted through email will not be accepted.** The brief detail of schedule is as under:

S N	Exam Fee detail for PCA form	Last Date to deposit PCA form
1	Without Late Fee : Exam fee under Semester system: Rs 600/- per semester per student (for Regular of 1 st , 3 rd & 5 th semester & Reappears of all Semester) Exam fee under Annual system: Rs 1200/- per student (for Reappear of 1 st year for 2018, 2019, 2020 & 2021 Batch students)	14.12.2023 (upto 05:00 PM)
2	With Late fee : Rs 50/- per student per PCA form	21.12.2023 (upto 05:00 PM)
3	Mercy Chance : Rs 1000/- per subject (for Students prior to 2018 Batch)	21.12.2023 (upto 05:00 PM)

Note: All the regular students are advised to submit the PCA form to the respective Class Tutor by **01.12.2023** so that forms can be uploaded in time on the website.

Other Important Instructions:

1. The Examination fee must be deposited **ONLINE** through State Bank Collect. Select the **option Examination Fee → PCA Fee under Govt. Polytechnic, Sirsa** (www.onlinesbi.sbi). After successful payment, note down their reference number.
2. The regular student will not be promoted to the next semester if he / she fails to submit their PCA form for the respective regular class (vide memo no: 2552/Exam/HSBTE dated: 21/03/2017).
3. Students can apply upto maximum **12 theory subjects** of regular & reappear.
4. The **reappear students** will submit the PCA form after getting attested from the respective HOD along with self-attested copy of 10th certificate and proof of exam fee deposited/ reference number.
5. Students having re-appear in 1st/ 2nd/ 3rd/ 4th/ 5th/ 6th semester should fill the PCA form as per the new syllabus / subject codes as some of the old ID's have been merged into new ID's.
6. The students having re-appear in practical subjects of any semester also need to apply for that particular subject/ semester with exam fee.
7. The students can avail the chance of **improvement** only **once** within double duration of Diploma time or once after double duration with Mercy chance students in maximum **four subjects** with requisite fees of Rs. **1000/-** per subject.
8. **Students must carry a VALID Photo ID proof along with admit card while appearing in the examination.**
9. The students are advised not to carry books, bags, money and mobile etc during the Examination. The Institute authority will not be responsible for loss of bags, money and mobile etc of candidates'.
10. The students are advised to refer the "Student Marks Register" (www.hsbte.org.in) while filling the PCA form. The students themselves will be responsible in case of any delay in this regard.
11. Students are directed to visit HSBTE web site (www.hsbte.org.in) time to time for the detailed information & updates.

Notice Board (Institute / Hostel I / II)

Principal

Endst. No: GPS/EXAMS/ 7452

Date: 17.11.2023

CC:

1. TPO
2. HOD (App Sci / Agri / Civil / Comp / Elect / Elex / Mech Engg) **to direct the respective Class Tutor to check and authenticate the PCA forms (Photo , Roll No, Student's name, Father's Name, Mother's Name, valid contact no, valid email ID) and motivate the students to submit the PCA form at the earliest by 01.12.2023.**
3. Workshop Superintendent
4. O/I (Exam/ Website)
5. Cashier. He is advised to collect the fee for G.P. Sirsa, Govt. Polytechnic, Dhangar (2016 Batch) and SBS Polytechnic separately and deposit the same to the bank account of HSBTE through separate challans as per the directions of HSBTE.

Principal