

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

AS PER CLAUSE 3, MANDATORY
TO UPLOAD / UPDATE VERIFIED
EMAIL ID & MOBILE NO. OF THE
CANDIDATES

Memo No: 180 /Exam/HSBTE

Dated: 04.11.2020

Subject: Instructions regarding PCA for Next State Board Examination

Instructions for next State Board Exams are as under:-

1. PCA Schedule for Students :

Sr. No.	Activity	Last Date
1.	Last date to submit PCA form by the student in their institute Exam Fee under semester system : Rs. 350/- per student per semester (including Pharmacy & Reappears of 1st & 2nd sem.)	Upto 19.11.2020 (Thursday)
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 25.11.2020 (Wednesday)
3.	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 25.11.2020 (Wednesday)

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

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 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 hsbte.org.in) and such students shall be considered as 'Dropped Students'.**

2. PCA Schedule for Institutes:

Sr. No.	Activity	Dates
1.	Last date of uploading the PCA data by the institute without late fee	20.11.2020 upto 5.00 pm (Friday)
2.	Last date of uploading the PCA data by the institute with late fee of Rs.50/-	26.11.2020 upto 5.00 pm (Thursday)
3.	Online Payment Dates of above Examination fee by the Institute through Payment Gateway under the link " PCA/ Rechecking/Photocopy Fee Detail & Make Payment " at www.hsbte.com	w.e.f 23.11.2020
4.	Last date of uploading PCA form of Mercy Chance by the institute with requisite fee of Rs.1000/- per subject	26.11.2020 upto 5.00 pm (Thursday)

- 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.
- 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 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. The username and password for the site is already with the institutions.

3. Now onwards, 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**".

- 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, the institute can update / correct the email ID / mobile no.
- 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.
- Make sure the Email ID of the student is valid.
- 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.
- 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.

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:

- Only colored photographs with white / light background.
- The photographs should be clear / visible without borders.
- The student should not be wearing a cap in the photograph.
- Roll No must be digitally printed / clearly handwritten on photograph before uploading.
- Don't upload the photo taken from mobile camera.
- 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.
- 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.
- The image file size should be between 10 - 100 kb.

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 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:

- 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. However, as per the UGC guidelines dated 01.05.2020 & 06.07.2020 issued in view of COVID Pandemic, every regular student has been promoted to next semester/year in spite of the no. of reappears.
- 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.
- Institutes must not upload PCA of students in that subject in which they have been declared **pass with Grace Marks**.

NOTE: Final Assessment Exam for Re-appear students of 2018 & 2019 Batch under Annual Pattern of 1st Year will be held in July 2021 after the conduct of 1st Assessment Exam (w.e.f. 01.02.2021) and 2nd Assessment Exam (w.e.f. 22.03.2021) as per the Academic Calender of 1st year Annual Pattern for session 2020-21 issued vide notification no. 121/Exam/HSBTE dated 30.10.2020.

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 1st/2nd/3rd /4th/5th /6th semester should fill the PCA form as per the New Syllabus of that particular subject. Further, vide HSBTE memo no. 1331/Exam/HSBTE dated 07.02.2019, 272 old IDs have been merged with new IDs and care must be taken that PCA of such reappear cases must be filled as per the NEW MERGED IDs.

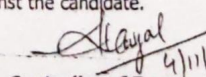
NOTE: INSTITUTES MUST CROSS-CHECK/ VERIFY THE SUBJECT IDS FILLED BY THE STUDENT BEFORE UPLOADING ON EXAM PORTAL FAILING WHICH INSTITUTE / CONCERNED OFFICER SHALL BE RESPONSIBLE FOR ANY SUCH LAPSE.

- 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."

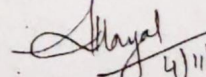
It is requested to ensure strict compliance of above rule and PCA / Admit Card must be issued only to eligible and legitimate students. The responsibility for the issue of PCA / Admit Card to the ineligible candidates shall rest with the Principal of the institute and action for non compliance shall 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. 181 /Exam /HSBTE

Dated: 04.11.2020

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


Controller of Exam
HSBTE, Panchkula