

OFFICE OF THE PRINCIPAL, CH. BANSILAL GOVT. POLYTECHNIC, BHIWANI

Office Notice No.:- 07

Dated :-06-01-2022

All the HOD's/Officiating In charges of their respective departments are hereby directed to submit PCA forms of their regular/reappear of 3rd and 5th semester only and reappear/mercy chance of 1st year and passed out students upto 18/01/2022 in the exam branch to avoid last minute rush for February -2022 HSBTE Examination as per the schedule received from HSBTE through mail dated 29-12-2021 via Memo No- 497. They must ensure that PCA form should be completed in all respect along with two passport size photographs with white background of students with Roll No. (One photo pasted on PCA should be attested by respective tutor of their class, other should staple with PCA form & PCA form must be signed by concerned HOD/Officiating In charge). No PCA form will be submitted without signature of HOD's/OI's for reappear of regular students.

In case of pass out/Mercy Chance, PCA forms must be submitted by the students directly to exam Branch .

Note: - Tutor / OI In charge must ensure the following points:-

1. No PCA form will be accepted without depositing semester fee. The photocopy of receipt must be attached with PCA form.
 2. Instead of writing reappear exam in PCA form, subject code along with subject name must be filled.
 3. All Columns must be filled by students.
 4. In case of optional subjects tutor must ensure that it should be mentioned in PCA form.
 5. The students who are vaccinated may submit PCA form in person after taking proper covid -protection in a staggered way. The students who are not vaccinated need not come to the institute, however they may submit PCA form through vaccinated person / online to their respective tutors. They are also advised to get vaccinated.
- The students are advised to fill the PCA form after checking "Student Mark Register" at HSBTE website.(HSBTE.ORG.IN) and attached the copy with PCA form.

Principal
Ch. Bansilal Govt. Polytechnic
Bhiwani

Endst. No. 64

Dated:-06-01-2022

Copy of the above is forwarded to following for information and necessary action: -

1. O/I Applied/Civil Engg./Mechanical Engg./Computer Engg./I&C/Food Technology /F.T.
2. O/I Exam/ O/I website to upload on website/Cashier
3. Notice Board

Principal
Ch. Bansilal Govt. Polytechnic
Bhiwani