



# Govt. Polytechnic Education Society

Meham (Rohtak)

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Office order No. 153

Dated: 31/3/25

In reference to the email received from COE, HSBTE Panchkula on dated 27/03/2025, all the students are hereby directed to submit the HSBTE May/June-2025 PCA form between 28.03.2025 & 01.05.2025. The PCA forms will be distributed by their respective class tutors to the concerned students on 28.03.2025 onwards and students are directed to submit the same to their tutors up to 01.05.2025. **The class tutors may ensure that duly filled hardcopy of PCA forms must be duly signed by them and countersigned by their respective O/I's.** For pass out batches the deputed faculty will sign the duly filled PCA forms. After that these faculty will submit the PCA forms to Exam Branch on regular basis with last date on 01.05.2025 by 05:00 PM.

## Further points to be noted/ implemented:-

1. All the tutor's are directed to ensure two passport size colored photographs with roll no printed on photo upto 01.05.2025 along with the **verified / valid email ID, Mobile no. and Adhaar No.** of each student. Further the photographs of the students must have white/ light background with roll no. of the student printed on the photograph.
2. All the tutors are hereby directed to ensure the submission of the matriculation certificate by the students along with the PCA forms especially for 1<sup>st</sup> Year D-Pharmacy students and all Diploma Reappear students.
3. All the tutors are also directed to ensure that students can fill upto maximum 12 subjects with the exact code of the regular and re-appear papers in which he/she wants to appear in the forth coming HSBTE exams. If the code of the paper filled up by the students and email ID, mobile no. and Adhaar no. is wrong then the students and tutor will be solely responsible for it and the students may not be allowed to sit in the concerned exam at that stage.
4. All the tutors must go through the instructions / Special instructions regarding PCA available on under the link "**Exam May/June 2025**" on website :- [www.hsbte.org.in](http://www.hsbte.org.in)
5. The examination fee for May/June-2025 diploma examination is as under:-
  - i). **Exam Fees under Semester System:- Rs. 600/-** per Student per Semester of 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Semester Regular/Re-appear of all semester.
  - ii). **Exam Fees under Annual Pattern System:- Rs.1200/-** per Student per year (including Regular & Reappears of Diploma Pharmacy Course & Reappears of 1<sup>st</sup> year for under Annual pattern system (students of batch 2019,2020 & 2021 Reappear students).

## Treat it as most urgent.

The class tutors are as follows:-

| S. No. | Class            | Sem/ Year           | Tutor's Name             | Remarks   |
|--------|------------------|---------------------|--------------------------|---|
| 1.     | Civil Engg.      | 2 <sup>nd</sup> Sem | Sh. Vinod Balhara (G/WI) | The Respective class tutors will distribute/ make available on the institute website PCA form on 28.03.2025 to their concerned class students and collects the same up to 01.05.2025 by 10:00 |
| 2.     | Computer Engg.   | 2 <sup>nd</sup> Sem | Sh. Parveen (G/WI)       |   |
| 3.     | Electrical Engg. | 2 <sup>nd</sup> Sem | Sh. Satish Siwach (G/WI) |   |
| 4.     | Mechanical Engg. | 2 <sup>nd</sup> Sem | Sh. Jagdeep Sangwan (GF) |   |
| 5.     | DMLT             | 2 <sup>nd</sup> Sem | Sh. Jaidev (GF)          |   |
| 6.     | Civil Engg.      | 4 <sup>th</sup> Sem | Ms. Manju (GF)           |   |
| 7.     | Electrical Engg. | 4 <sup>th</sup> Sem | Sh. Amit Khatri (G/WI)   |   |
| 8.     | Computer Engg.   | 4 <sup>th</sup> Sem | Ms. Sucheta (GF)         |   |



Page 2 of 2

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|--|--------------------------------|----------------------|----------------------------------|----------------|
| 9.   | Mechanical Engg.               | 4 <sup>th</sup> Sem  | Sh. Amit Phogat (GF)             | AM positively. |
| 10.  | DMLT                           | 4 <sup>th</sup> Sem  | Ms. Sonia (GF)                   |                |
| 11.  | Civil Engg.                    | 6 <sup>th</sup> Sem  | Sh. Parveen Beniwal (GF)         |                |
| 12.  | Electrical Engg.               | 6 <sup>th</sup> Sem  | Sh. Ashok (GF)                   |                |
| 13.  | Computer Engg.                 | 6 <sup>th</sup> Sem  | Ms. Madhu Madhan (GF)            |                |
| 14.  | Mechanical Engg.               | 6 <sup>th</sup> Sem  | Ms. Preeti (GF)                  |                |
| 15.  | DMLT                           | 6 <sup>th</sup> Sem  | Sh. Rajiv (Lab Assistant)        |                |
| 16.  | D-Pharmacy                     | 1 <sup>st</sup> Year | Ms. Alka, Lecturer               |                |
| 17.  | D-Pharmacy                     | 2 <sup>nd</sup> Year |                                  |                |
| <p><b>1. RE-APPEAR (2018, 2019, 2020 &amp; 2021 Batch).</b></p> <p><b>2. REAPPEAR OF ANNUAL PATTERN (2018, 2019, 2020 &amp; 2021 Batch).</b></p> <p><b>3. Reappear of D-Pharmacy (2021 &amp; 2022 Batch)</b></p> |                                |                      |                                  |                |
| 18.  | Civil Engg. & Electrical Engg. | Pass out             | Sh. Anup (Lab Attendant)         |                |
| 19.  | Computer Engg., & DMLT         | Pass out             | Sh. Neeraj (GF)                  |                |
| 20.  | Mechanical Engg. & D-Pharmacy  | Pass out             | Sh. Vikas (2) Workshop Attendant |                |

- If there is any lapse in performing the above duty then the concerned tutor's will be responsible for the same.

Principal  
Govt. Polytechnic Education Society  
Meham (Rohtak)

Endst. No. GPM/139-1142 O/C

Date:- 31/3/25

A copy of above is forwarded to following for kind information and necessary action please through Whatsapp /E-mail:-

1. All O/I's. & Tutor's
2. Notice Board
3. O/I Website & Facebook
4. Exam Branch

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Govt. Polytechnic Education Society  
Meham (Rohtak)