

**Instructions regarding PCA/ Examination Form for Jan 2024 HSBTE Exams**

**Schedule for PCA / Exam Form**

<b>Sr. No.</b>	<b>Activity</b>	<b>Last Date</b>
1.	<ul style="list-style-type: none"><li>• Last date to submit PCA form by the student in their institute</li><li>• Exam Fee under semester system :Rs. 600/- per student per semester (including Regular of 1st, 3rd &amp; 5th Sem. &amp; Reappears of all Semester)</li><li>• Exam Fee under annual system : Rs. 1200/- per student per year (including Reappears of Diploma Pharmacy Course &amp; Reappears of 1st year under annual pattern scheme for 2018-batch / 2019-batch / 2020-batch &amp; 2021 batch)</li></ul>	Started w.e.f. 20.11.2023  Upto 5.00 PM on 14.12.2023 (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 5.00 PM on 21.12.2023 (Thursday)
3.	Last date to submit PCA form of Mercy Chance by the students of 3yr Diploma Courses (prior to 2018 batch) / 4yr Part Time Diploma Courses (prior to 2016 batch) in their institute with requisite fee of Rs.1000/- per subject.	Upto 5.00 PM on 21.12.2023 (Thursday)
<b>Note 1: Students shall deposit Examination Fee to their Institute as applicable.</b>		
<b>Note 2: Reappear students of D. Pharmacy of any batch (who must be appeared as regular in that particular year) can apply / fill the PCA Form if he / she is otherwise eligible.</b>		

**NOTE:**

- I. The institutes must ensure that for any student, PCA / Examination form should be uploaded only upto 12 subjects (regular + reappears) as per instructions already issued by the Board . (Available on the website under the link 'Common Letters / Instructions for Each Board Exam' ).**
- 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 the website under the link 'Common Letters / Instructions for Each Board Exam') and such students shall be considered as 'Dropped Students'.**
- III. The subject code will not be edited / corrected once the PCA submitted / uploaded.**

## **Exam Fee Calculation**

**Example 1 :** Let a student having 03 Reappears in 5<sup>th</sup> semester, 02 reappears in 4<sup>th</sup> semester and 01 reappear in 2<sup>nd</sup> semester, his/ her Exam Fees shall be calculated as below:

<b>S.No.</b>	<b>Exam</b>	<b>Exam Fee</b>
1.	03 Reappear of 5th Sem.	600/-
2.	02 Reappear of 4 <sup>th</sup> Sem	600/-
3.	01 Reappear of 2 <sup>nd</sup> sem.	600/-
<b>Total Exam Fee</b>		<b>1800/-</b>

**Example 2:** Let a Regular student of 6<sup>th</sup> Semester has 03 reappears in 1<sup>st</sup> year (Annual Pattern) and 02 reappears in 3<sup>rd</sup> semester, and 01 Reappear in 4<sup>th</sup> semester his/ her Exam Fees shall be calculated as below:

<b>S.No.</b>	<b>Exam</b>	<b>Exam Fee</b>
1.	All Regular Subjects of 6 <sup>th</sup> sem.	600/-
2.	03 Reappear of 1 <sup>st</sup> Year ( Annual Pattern)	1200/-
3.	02 Reappear of 3 <sup>rd</sup> sem.	600/-
4	01 Reappear of 4 <sup>th</sup> sem.	600/-
<b>Total Exam Fee</b>		<b>3000/-</b>

**Example 3:** Let a Regular student of 2<sup>nd</sup> year (Diploma in Pharmacy) has 02 reappears in 1<sup>st</sup> year his/ her Exam Fees shall be calculated as below:

<b>S.No.</b>	<b>Exam</b>	<b>Exam Fee</b>
1.	All Regular Subjects of 2 <sup>nd</sup> year	1200/-
2.	02 Reappear of 1 <sup>st</sup> Year	1200/-
<b>Total Exam Fee</b>		<b>2400/-</b>

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

- 1st sem, 3rd sem & 5th sem regular students (Batch 2023, 2022 and 2021 respectively) of Diploma Courses.
- Reappear students of 1st, 2nd, 3rd, 4th, 5th & 6th sem. of all Diploma Courses for Batches 2018, 2019, 2020, 2021 and 2022 only.
- Reappear students of 1st year of Diploma Courses under Annual Pattern of 2018, 2019, 2020 & 2021 Batch.
- Reappear students of 1st and 2nd year of Diploma in Pharmacy Course for any Batch.
- Regular students of 1st, 3rd & 5th sem. and reappear of all semesters of MSIL
- 1<sup>st</sup> year, 2<sup>nd</sup> year & 3<sup>rd</sup> year Reappear students of MSME under Advance Diploma in Tool & Die (annual pattern)
- Regular students of Sem. 1 of Level 3, 4 & 5 and reappear of Sem. 1 & 2 of Level 3, 4 & 5 of DVOC Courses.
- Reappear students of Skill Diploma in Printing and Packaging
- Regular students of 1st, 3rd, 5th & 7th sem and reappear students of 1st to 8th sem. of Part Time Diploma Courses.
- Reappear students of Post Diploma in Industrial Safety.
- Improvement cases as per HSBTE Exam Regulations
- Students of 3yr Diploma Courses (prior to 2018 batch) / 4yr Part Time Diploma Courses (prior to 2016 batch) can fill PCA in their institute in **Mercy Chance**.