

Instructions regarding PCA/ Examination Form for Dec-2025 HSBTE Exams

Schedule for PCA / Exam Form

Sr. No.	Activity	Last Date
1.	• Last date to submit PCA form by the student in their institute • <u>Exam Fee under semester system</u>: Rs. 650/- per student per semester (including Regular of 1st, 3rd & 5th Sem. & Reappears of all Semester) • <u>Exam Fee under annual system</u> : Rs. 1300/- per student per year (including Reappears of Diploma Pharmacy Course & Reappears of 1st year under annual pattern scheme for 2020-batch & 2021 batch)	Upto 5.00 PM on 20.11.2025 (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 26.11.2025 (Wednesday)
Note 1: Students shall deposit Examination Fee to their Institute as applicable. 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. Note 3: Mercy Chance is not allowed in Dec-2025 Exam. Hence, the students of 3 years Diploma course of 2020 Batch onwards (2020 batch-2025 Batch) and the students of 4 year Part time course of 2018 batch onwards shall fill the PCA form.		

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 5th semester, 02 reappears in 4th semester and 01 reappear in 2nd semester, his/ her Exam Fees shall be calculated as below:

S.No.	Exam	Exam Fee
1.	03 Reappear of 5th Sem.	650/-
2.	02 Reappear of 4 th Sem	650/-
3.	01 Reappear of 2 nd sem.	650/-
Total Exam Fee		1950/-

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

S.No.	Exam	Exam Fee
1.	All Regular Subjects of 6 th sem.	650/-
2.	03 Reappear of 1 st Year (Annual Pattern)	1300/-
3.	02 Reappear of 3 rd sem.	650/-
4	01 Reappear of 4 th sem.	650/-
Total Exam Fee		3250/-

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

S.No.	Exam	Exam Fee
1.	All Regular Subjects of 2 nd year	1300/-
2.	02 Reappear of 1 st Year	1300/-
Total Exam Fee		2600/-

WHO CAN APPLY FOR PCA FOR UPCOMING BOARD EXAMINATION

- a) 1st sem, 3rd sem & 5th sem regular students (Batch 2025, 2024 and 2023 respectively) of Diploma Courses.
- b) Reappear students of 1st, 2nd, 3rd, 4th, 5th & 6th sem. of all Diploma Courses for Batches 2020, 2021 , 2022, 2023 and 2024 only.
- c) Reappear students of 1st year of Diploma Courses under Annual Pattern of 2020 & 2021 Batch.
- d) Reappear students of 1st and 2nd year of Diploma in Pharmacy Course for any Batch.
- e) Regular students of 1st , 3rd & 5th sem. and reappear of all semesters of MSIL
- f) 1st year, 2nd year, 3rd year & 4th year Reappear students of MSME under Advance Diploma in Tool & Die (annual pattern)
- g) Regular students of Sem. 1 of Level 3, 4 & 5 and reappear of Sem. 1 & 2 of Level 3, 4 & 5 of DVOC Courses.
- h) Reappear students of Skill Diploma in Printing and Packaging
- i) Regular students of 1st , 3rd , 5th & 7th sem and reappear students of 1st to 8th sem. of Part Time Diploma Courses
- j) Reappear students of Post Diploma in Industrial Safety.
- k) Improvement cases as per HSBTE Exam Regulations