

Office of the Principal, Govt. Polytechnic, Dhangar (Fatehabad)

Office Order No. 617

Dated: 23/10/25

All the HOD & O/I's are requested to follow the instruction given below for filling of PCA Form for Exam Dec-2025.

Sr. No.	Filling of PCA Forms	Date
1.	Exam fee under Semester System: Rs.650/- per student per semester(including 1st, 3rd & 5th Regular & Reappear of all semester)	04.11.2025
2.	Exam fee under Annual System: Rs.1300/- per student (Reappear of 1st year for Batch-2020 & 2021)	

1. Maximum number of Subjects in PCA form filling would be 12 (Regular +Re-appear). Particulars furnished by students like Roll No, Name, Father's Name, Mother's Name (as per 10th DMC), Photo, Branch, Semester, Subject Name & Subject ID must be duly checked by tutor. The Subject ID will not be edited/corrected once the PCA submitted/uploaded. Tutor will be responsible for any such lapse.
2. Those students who were re-appear or absent in the practical subject of the previous examination are to fill the PCA of the respective practical subject.
3. Two duly colored photographs with white background with student Roll No. digitally printed on it.
4. Tutors make ensure that **Student's Email ID & Mobile No.** is valid & verified.
5. Each form must be duly signed by both tutor & HOD.
6. All the HOD are required to ensure that the PCA forms of only Eligible and Legitimate Candidates are to be submitted to Exam Branch for uploading. In no case the PCA forms of ineligible candidates shall be filled and submitted.
7. The candidate who has failed in one or more subject(s) (maximum three subjects in a semester) shall be admitted to the succeeding semester/year, if otherwise eligible. However, such candidates are not allowed in the theory examination of the subject for which he has Failed in Sessional.
8. The Candidate who has failed in more than three subjects in sessional(s) shall not be allowed to sit in the semester examination and shall not be eligible to fill PCA.
9. The candidate will not be promoted to next semester if he/she fails to submit PCA Examination Form.
10. The candidate, who has been declared pass with Grace Marks in any subject, must not apply for that particular subject in the PCA.
11. PCA forms with cutting or overwriting will not be accepted.
12. To avoid the last minute rush, the tutors are advised to submit the PCA forms by 3pm on the daily basis along with the fee receipt.
13. **The newly admitted students (1st Sem. & DET-L) have to submit a copy of their 10th DMC along with the PCA.**
14. For PCA Fee follow the following link: <http://www.gpdhangar.ac.in/> ⇨ Students ⇨ E-service for students ⇨ <https://payments.cashfree.com/forms/govt-poly-dhangar-2>
15. Tutors have to provide details of PCA Fee in the given Performa:-

Govt. Polytechnic Dhangar											
PCA Fee Performa											
Branch			Regular/Re-appear Fee Details						Total Fee	Receipt No.	Date of Receipt
Sr. No.	Roll No.	Name	1st sem.	2nd sem.	3rd sem.	4th sem.	5th sem.	6th sem.			
Total Amount											
Tutor Signature						HOD Signature					


Principal
Govt. Polytechnic
Dhangar (Fatehabad)

Endst No. GPD/2025/

4181

Dated: 23/10/25

A copy of the above is forwarded to following for the information and necessary action.

1. HOD Mechanical/Computer/Electrical/Applied Science
2. O/I Civil & Workshop Supdt.
3. O/I DMLT
4. O/I Exam/Website
5. DSO/ Cashier
6. All Notice Board


Principal
Govt. Polytechnic
Dhangar (Fatehabad)

