No:PSB/Exam/Nov-2024/285   Dated: 11/10/2024

To

      The Principal
      All Affiliated Polytechnic/Pharmacy Institutes

Subject: **Conduct of State Board November 2024 examination –regarding.**

Sir/Madam,

        I have been directed to inform you that results of the June 2024 examination have been declared. As per Academic Calendar for the session 2024-2025, the examination has been scheduled to start from 20th November 2024 onwards.

        Accordingly schedule of dates for submission of examination forms by the students and by the institutes is as under:

Cost of Examination Form / APF – Rs. 50/- (which will be collected through online along with the examination fee.

        Examination fee for semester system courses and annual Courses (irrespective of the number of Re-appear papers) Rs. 550/- per semester + 5% increased (As per the decision in the 52nd BOD meeting held on 9th October 2017):

        <u>**"Decision was taken to increase Examination fees by Rs. 50/- per semester for year 2017-18 and afterwards every year 5% Examination fees will be increased (rounded off to Rs. 10)"**</u>

        <u>**Examination fee to be paid by the student at a glance.**</u>

a)	Regular students of 3rd and 5th semester and 3rd ,5th & 7th sem Part time Diploma courses	:	Rs. 790 /- (per semester) + 100/-(House Test Stationary)
b)	All re-appear students of (1st to 8th sem) of regular and part time diploma courses	:	Rs. 790 /- (per semester)
c)	All re-appear students of annual courses including Pharmacy	:	Rs. 790 /- (per year)
d)	All regular students of Post Diploma courses	:	Rs. 790/- + 100/- (House Test Stationary)
e)	All re-appear students of Post Diploma courses	:	Rs. 790/-

        *The cost of the form Rs. 50/-shall be paid only once.

Procedure for submission of Examination forms:

On the days specified for submission of the Examination forms, student shall deposit the completed Examination forms to the Principal, which will be entered online on Board's website by the concerned staff of the institute.

Keeping in view the above procedure, the dates for submission of the Examination forms is as under:

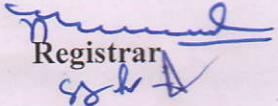|	Dates for submission of Examination forms by the students to the Institute and further online submission of the data by the institutes to the Board.	Date of online deposition of fee by the institute through online mode and online submission of examination forms.
Without Late fee (All semester courses and Annual courses)	14.10.2024 to 05.11.2024	06.11.2024 to 07.11.2024
With a late fee of * Rs. 1000/- is per sem. / per year.	06.11.2024 to 11.11.2024	12.11.2024
Very Late fee * Rs. 1500/- is per sem/ per year.	12.11.2024 to 13.11.2024	14.11.2024

*   This late fee is in addition to Examination fee per semester/ per year.

Note: **Schedule for filling of APF of newly admitted students of 1st Semester (regular) and   3rd Semester (LEET) regular will be intimated.**

<u>**Important Instructions:**</u>

1.   The data regarding submission of Examination forms of the students shall be online through the website www.pbteched.net
2.   The fee should be paid through Punjab National Bank Branches as the amount indicated on the website against the name of the institute.
3   No Examination forms should be submitted to the Board's office but kept in the safe custody in the institute for one year and thereafter disposed off with the instructions of the Board. Only list of the students (semester wise/ trade wise) whose Examination forms have been submitted online shall be sent to the Board's office through post after the closing date for submission of the Examination forms.
4.   Admit card shall be available to the students on the Board's website and no copy of the same shall be issued to the institute.
5.   Date sheet shall be available on the Board's website in the 3rd week of November.
6.   The examination form used during the previous examination may be photocopied and distributed to the students.
7   All institutes are requested to make sure to convey to all their students (regular & re-appear) as per online data about above schedule for filling of examinations form for November 2024 examinations before the last date through social media or whatsapp groups or college website.
8   No examination forms will be entertained in Board's office after the above mentioned schedule.

Note: 1. The schedule for Practical examination for November 2024 Examination will be intimated later.

2. Head of the institute must ensure that the proper working condition CCTV cameras have been installed in each room of the examination centers where examinations are going to be conducted and must cover every single student of the room. Institutes must ensure that all the examinations are to be conducted under surveillance of CCTV cameras and also to ensure to keep the record of the CCTV recording during the examination period. Institutes will have to submit CCTV recording in Board's Office as and when required by the Board office.

3. At the time of submission of examination form the student will pay the amount of examination fee to the concerned institute and institute will be requested to deposit the full fee amount as per the fee challan generated in Board's bank account as per mentioned schedule.

4. All institutes must ensure to deposit the full fee amount as per amount generated in fee challan strictly as per mentioned schedule. No part payment will be allowed. If any institute deposits part payment/late payment than penalty (as applicable) will be imposed on balance payment.

Registrar

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

1. Computer Section for opening of online portal as per above mentioned schedule.
2. Account Section for information and necessary action.
3. All Information Asstts of Examination section for information & necessary action.