

Government of Himachal Pradesh,

Technical Education, Vocational & Industrial Training Department.

No. STV(TE) A(3)1/87

Dated: Shimla-2 the 2nd November 1993.

In exercise of the powers conferred by section 31 read with section 15 of the Himachal Pradesh Takniki Shiksha Board pleased to make the following Regulations:-

SHORT TITLE: These regulations may be called the Himachal Pradesh Takniki Shiksha Board Regulations, 1993.

DEFINITIONS: 1. in these regulations, unless the subject or context otherwise requires:-

- (a) "Act" means the Himachal Pradesh Takniki Shiksha Board Act, 1986 (14 of 1986)
- (b) "Committee" means a committee as may be constituted by the Board under section 29 of the Act;
- (c) "Curriculum" means the syllabus, scheme of examinations, semesters, vocations and Preparatory holidays taken together;
- (d) "Department" means the Department of Technical Education Vocational and Industrial Training, Himachal Pradesh;
- (e) "Guardian" means the natural or legal guardian or a person approved by the Head of Institution concerned as the guardian of a student for the purpose of these regulations;
- (f) "Head of the Institution" means the Principal of Polytechnic, Junior Technical School for Boys and Industrial Training for women and such other Institutions as may be recognized by the Board;
- (g) "Industrial Training Institute/Industrial School for Boys" means an educational Institution preparing candidates for National Trade Certificates/ State trade Certificates approved by Government of India or by the State Government, as the case may be, and recognized by the Board for such purpose;
- (h) "Junior Technical School" means an educational Institution preparing candidates for the Junior Technical School Part-I and Part-II examinations or the Board and recognized by the Board for such purposes;
- (i) "NCVT" means National Council for Vocational Training Government of India; New Delhi;
- (j) "Polytechnic" means an educational Institution on preparing candidates for the 2&3 years Diploma Courses of the Board and recognized by the Board for such purposes;
- (k) "Private Candidate" means a person seeking admission to an examination conducted by the Board and has not, during the session,

preceding the examination, been on the rolls of an educational institution;

- (l) "Private Institution" means an institution imparting technical Education, Vocational and Industrial Training and is run and managed by a private body affiliated to the Board;
- (m) "Regular Course of Study" means a course of study prescribed by the Board for the purpose of any of its examination;
- (n) "Semester" means half of an academic year i.e. a consisting of two semesters;
- (o) "SCVT" means State Council for Vocational Training, Government of Himachal Pradesh; and
- (p) "Session" means the period for which an institution is open for studies during the twelve months commencing with the formation of new classes.

2. All others words and expressions used in these regulations but not defined herein shall have the meanings respectively assigned to them in the Act, and rules made there under.

3. TERMS OF MEMBERS OF THE COMMITTEE AND FILLING UP OF VACANCIES-

1. The terms of co-opted member shall be one year from the date of his co-option and Co opted member shall be eligible for re-co-option.
2. If any elected member of the Board ceases for any reason, to be a member of the Legislative Assembly, he shall cease to be a member of the board and of a committee, and his office shall become vacant;
3. The names of the persons appointed or co-opted to be the members of the committee shall be duly notified by the Board.
4. If the Board considers that the continuance in Office of any member appointed/co-opted of a committee is not in the interest of the Board, the Board may make an order of termination his appointment/co-option, notwithstanding the fact that the term for which he was appointed /co-opted has not expired.
5. Any member of a Committee may resign the office by a letter addressed to the Chairman and the resignation shall take effect from the date of acceptance of his resignation by the Chairman.
6. In the event of a casual vacancy occurring by reasons of death, resignation or termination of nomination of a member of or any other reason, such vacancy shall be filled by appointment or co-option, as the case may be, and any person so appointed or co-opted to fill up such vacancy shall hold office for the term for which it was tenable by the person in whose place he has been so appointed or co-opted.
7. In all vacancies which are likely to occur, the Secretary shall place the matter before the Board for appointment/co-option, as the Case may be, within three months prior to the date of occurrence of the vacancy,

and in case where vacancies have already occurred, he shall do so within a fortnight after the occurrence of the vacancy.

8. The name of the outgoing member of the Committee shall be notified by the Secretary.
9. The appointment of members of the committee shall ordinarily be made by the Board in its annual meeting. Any casual vacancy may be filled up by the Chairman, and the member so appointed shall hold office from the date of appointment till the next meeting of the Board.
10. When a person ceases to be a member of the Board, he shall automatically cease to be a member of the Committee to which he has been appointed by the Board.
11. Any member of the Committee who fails to attend three consecutive meetings without sufficient reasons shall cease to be a member of that Committee.

MEETING AND QUORUM-4. The quorum for each of the Committee shall not be less than $\frac{1}{2}$ of the total number constituting the committee;

Provided that in an adjourned meeting for want of quorum, no quorum shall be required;

Provided further that a meeting of the Finance Committee shall be convened only after ascertaining the convenience of the member representing the state Finance Department. No meeting of the Finance Committee shall be held if the member representing the State Finance Department is absent. In case, the member representing the State Finance Department sticks to a particular point of view, his views, shall be fully brought out in the minutes, the Executive Committee shall not act upon the recommendations of the Finance Committee which does not bear the concurrence of the representative of the State Finance Department unless the matter has been referred to the State Finance Secretary in writing and his approval has been obtained.

CONSTITUTION, POWERS AND DUTIES OF THE COMMITTEES:

5(1) The constitution, powers and duties of the following Committee to be appointed by the Board under section 29 of the Act shall be as under:-

(A) EXECUTIVE COMMITTEE

(1)

(i) The Executive Committee shall consist of-

(ii) the Chairman”

- (iii)** the Vice-Chairman;
- (iv)** four members to be appointed by the Board from amongst its members;
- (v)** the Secretary shall be the member Secretary of the Executive Committee.

(2) Subject to the control of the Board, the Executive Committee shall have the following powers and duties:-

- (a)** To provide or purchase lands, buildings, furniture, equipment etc., needed for carrying on the work of the Board;
- (b)** to hold control of and administer the properties and funds of the Board;
- (c)** to invest, subject to the provisions of the Act, any money belonging to the Board, including any unapplied income, in any of the securities described in section 20 of the Indian Trust Act, 1882, or in the purchase of immovable properties in India and shall have also the power of carrying such investment or to deposit in any scheduled bank approved in this behalf by the Board or post office, any portion of such money not required for immediate expenditure;

Provided that no immovable property shall be purchased without the prior approval of the State Government;

- (d)** to manage and regulate the finance, accounts and investment of the Board;
- (e)** to administer any funds placed at the disposal of the Board for any specific purpose ;
- (f)** to direct the form, custody and the use of the common seal of the Board;
- (g)** to consider the budget estimates of the Board;
- (h)** to fix the number of the clerical and class-IV posts on the establishment of Board, their qualifications conditions of service including appointments, periodical dismissals, leave, pension provident fund and scales of pay and other emoluments;
- (i)** to sanction, abolish or keep in above any of the posts on the establishment to create such posts as are necessary;
- (j)** to delegate such of its powers in respect of appointment of officers and other employees of the Board as it deems fit to such person or authority as it may determine:
- (k)** to award scholarships, prizes and medals as may be recommended by the Examination Committee;

- (l) to fix the rates of remuneration and honorarium for various type of work connected with examinations on the recommendations of the Examination Committee;
- (m) to fix the rates of remuneration and prizes to the writers of synopsis and to the reviewers of the text books on the recommendations of Curriculum Committee;
- (n) to incur non recurring expenditure by re-appropriation from one sub-head to another in the same major heads and.
- (o) to undertake the printing of text books, as and when necessary.

(B) FINANCE COMMITTEE

- (1) The finance committee shall consist of:-
 - (i) The Chairman;
 - (ii) The Vice-Chairman;
 - (iii) The Finance Secretary to the Govt. of Himachal Pradesh or his representative not below the rank of Joint Secretary;
 - (iv) Two members to be appointed by the Board from amongst its members under sub-clause(i) to (VIII) of clause I, sub clause(X) to (XV) of clause III, sub-clause (XVI) of clause (IV) of sub-section(1) of section 4 of the Act; and
 - (v) One member to be appointed by the Board from amongst its members under sub-clause (ix) of clause II of sub-section (1) of section 4 of the Act; and
 - (vi) The Secretary shall be the Member Secretary of the Finance Committee.
- (2) The Powers and duties of the Finance Committee shall be:-
 - (a) To frame the annual budget to be placed before the Executive Committee;
 - (b) To make recommendations to the Executive Committee on all matters having financial implications and in particular about:-
 - (i) Revision or grant of fresh pay scales, allowances, special pays, honoraria, rewards or other payments to staff;
 - (ii) Revision of financial powers of the functionaries of the Board;
 - (iii) Creation or up gradation of posts;
 - (iv) Purchase of vehicles; and
 - (v) Hiring of any new accommodation for the first time; and
- (3) A meeting of the Finance Committee shall be convened only after ascertaining the convenience of the member representing the State Finance Department. No meeting of the finance committee shall be held if the member representing the State Finance Department is absent in case the member representing the Finance Department sticks to a particulars point of view, his views shall be fully brought out in the minutes. The Executive Committee shall act upon a recommendation of the Finance Committee which does not bear the occurrence of the presentative of the State Finance Department, unless the matter has been referred to the Secretary, Finance to the

Government of Himachal Pradesh in writing and his approval obtained.

- (4) To examine the proposals of new expenditure and to advise the Executive Committee thereon.

(C) EXAMINATION COMMITTEE (Revised constitution of this Committee by the Board of Directors in its 45th meeting held on 16.05.2011 under item No. :6)

(1) The examination committee shall consist of:-

- (i) Secretary of the H.P.Takniki Shiksha Board --- Chairman.**
**(ii) One Principal from the Govt. Polytechnics ---Vice-Chairman.
Of the State.**
**(iii) One Head of Department from the Govt. ---Member.
Polytechnics of the State.**
(iv) 03 members ---Members.
**(i) Two Senior Lecturers/ Lecturers working on regular
Basis with a minimum experience of 05 years.**
**(ii) One Senior Principal from the Industrial Training
Institutions of the State.**
**(v) Two subject experts in the field of concerned --- Subject Experts.
Discipline/ subject.**

Deputy Secretary shall be the Member Secretary of the Examination Committee.

(2) Subject to the control of the Board, the Examination Committee shall have the following powers and duties, namely:-

- (a) To suggest ways and means to control the examinations to be conducted by the Board;
- (b) To recommend the centers and dates for each examination;
- (c) To lay down instructions to be issued to the candidates, superintendents of examination centers, examiners and others;
- (d) To prescribe form of application to be filled in by the candidates applying for permission to appear at the examination for Pre-Entrance test and the forms of certificates and diplomas granted to the successful candidates;
- (e) To recommend the duration of written tests in different subject after receiving recommendations from the Curriculum Committee.
- (f) To propose the minimum pass marks and maximum marks for each subject after receiving the recommendations from the Curriculum Committee.
- (g) To propose rates of honorarium for paper setters. examiners, moderators, tabulators, checkers etc.
- (h) To recommend scholarships , prizes, such as medals etc. to the meritorious students;
- (i) To propose the opening and closing of centers of examinations;
- (j) To suggest the mode of conducting oral and practical tests, if any;

- (k) To deal with all complaints relating to question papers set for the examination;

Provided that no complaint shall be entertained unless it is made by a Head of recognized institution and is received in the office of the Board within 10 days of the date of release of the question papers complained against;

- (l) To consider all other matters arriving out of the conduct of examination and to make recommendations where necessary, to the Board;
- (m) To lay down criteria for the award of grace marks, if any; and
- (n) To scrutinize applications for recognition of the institutions.

(D) CURRICULUM COMMITTEE

- (1) The curriculum committee shall consist of:-
 - (a) The Chairman
 - (b) The Vice-Chairman;
 - (c) One member to be appointed by the Board from amongst its member under sub-clause(xiii) of clause III of sub-section(1) of section 4 of the Act;
 - (d) Three members to be appointed by the Board from amongst its members under section 4 except the member mentioned in sub-clause (c) above; and
 - (e) Two specialists of the relevant subject; and
 - (f) The Secretary shall be the Member Secretary of the Curriculum Committee.
- (2) The powers and duties of the Curriculum Committee shall be:-
 - (a) To recommend curriculum for the Board's examinations;
 - (b) To consider proposals for the introduction of new subjects and the exclusion of existing subjects, if any;
 - (c) To lay down the standards of instructions in the institution preparing students to appear at examinations conducted by the board;
 - (d) To propose the time to be allotted to written tests/examinations in different papers.
 - (e) To recommend the maximum marks for each written or practical test/examination and to prescribe the minimum pass marks for each subject;
 - (f) To recommend to the Board measure for the promotion of intellectual, physical, moral and social welfare of the students in recognized institutions and to prescribe, supervise and control the conditions of residence, health and discipline of the students;
 - (g) Recommend to the Board refresher courses lectures, demonstrations, educational exhibition and such other measures as are necessary to maintain and improve upon the standard of education;
 - (h) To recommend rates of remuneration and prizes to the writers of synopsis and the reviewers of text books and;

- (i) To draw up the curriculum of the courses well before the commencement of the session/semester for which they are intended to be prescribed.
- (3) The recommendations finally made by the committee shall not be submitted to the Board at its next meeting.
- (4) If the Board is of the opinion that a recommendation made by the committee requires reconsideration, it may refer the matter back to the committee and after considering the views of the committee upon the reference, the Board shall decide the matter.
- (5) The recommendations as finally approved by the Board shall be made available well before the commencement of the session/semester.

(E) APPOINTMENTS COMMITTEE

- (i) The Appointments committee shall consist of:-
 - (a) The Chairman;
 - (b) The Vice-Chairman; and
 - (c) One member to be appointed by the Board from amongst its members.
- (ii) The Secretary of the Board shall be the Member Secretary of the Appointment Committee.
- (iii) Powers and duties of the appointment committee shall be to consider and recommend proposals for the appointment of various categories of personnel, except class-II, in the board and such other matters as may be referred to it by the board.

6. THE MANNER AND CONDITIONS OF CONFERRMENT OF CERTIFICATE AND DIPLOMAS

- (1) On successful completion of diploma and certificate courses in Polytechnics and Junior Technical Schools, the students shall be awarded diplomas and certificates by the board.
- (2) The trainees of Industrial Training Institutes, Industrial Training Institutes for women, Industrial School for boys and private candidates qualifying under craftsman Training Scheme, shall be awarded National Trade Certificates by the Secretary, NCVT, Government of India, New Delhi and the Secretary SCVT, Govt. of Himachal Pradesh.
- (3) The apprentices engaged under the apprenticeship Act, 1961 as amended from time to time qualifying in the National Apprenticeship Examination, shall be awarded National Apprenticeship certificates by the Secretary, NCVT, Government of India, New Delhi; and the Secretary SCVT, Government of Himachal Pradesh.
- (4) The trainees qualifying under SCVT examination shall be awarded state Trade Certificates by the Secretary, SCVT, Government of Himachal Pradesh and the Secretary of Board.
- (5) All the Diplomas and certificates issued by the Board, NCVT and SCVT will stand automatically recognized by the Government of Himachal Pradesh for the purpose of employment in the subordinate services.

7. CONDITIONS FOR AFFILIATION OF INSTITUTIONS

- (1) The conditions for affiliation/recognition of institution by the Board under section 15 of the Act shall be as under:-
- (i) The Institution should fulfill the standards in respect of the space, building, equipment, staff and institutional material as laid down/prescribed by All India Council for the Technical Education/Northern Regional committee of the Ministry of Human Resources Development Govt. of India/National Council of Vocational Training/State Council of Vocational Training;
 - (ii) the Institution should follow courses of study prescribed by the Board;
 - (iii) the Institution should have satisfactory discipline and congenial atmosphere for teaching and learning; and
 - (iv) the affiliation of Industrial Training Institute/Industrial School for boys will continue to be governed as laid down by the Ministry concerned of the Government of India and shall be dealt-with by the Director Technical Education, Vocational and Industrial Training, Himachal Pradesh, under intimation to the Board.
- (2) The Board can refuse or withdraw affiliation of an institution under provision of the section 13(2) (v) and (vi) of the Act.

AMENDED VIDE SUPPLEMENTARY ITEM NO. 1 IN THE 42ND BOARD MEETING HELD ON 29.06.2009:

- (i) *In future, the first inspection of newly established polytechnics shall be conducted by the committee constituted by the Director, Technical Education , H.P. with one member from the H.P. Takniki Shiksha Board. The Board will not conduct separate inspections.*
- (ii) *The polytechnics getting the AICTE approval and approval of the T.E. Deptt. Shall be granted affiliation by H.P. Takniki Shikha Board upon receiving written intimation from the Director, Technical Education, H.P.*
- (iii) *The Board Office will continue to charge affiliation fee from new polytechnics at the rates already approved by the Board.*

In view of above, the members decided that for 2009-10 only those Polytechnics approved by the SLC of the T.E. Deptt. Should be granted affiliation.

AMENDED VIDE ITEM NO. 2.11 IN THE 45th BOARD MEETING HELD ON 16.05.2011:

The Board decided that before granting affiliation/ renewal of affiliation, the members from the Board Office and from the Department of Technical Education may be appointed jointly to form the Inspection Teams to verify the availability of infrastructure, faculty members etc. as per the norms prescribed by the All India Council

for Technical Education/ Pharmacy Council of India in the Government/ Private Polytechnics of the State by designing the proforma.

8. COURSES OF STUDY, OPENING NEW COURSES AND REVISION REVIEW OF EXISTING COURSES-

1. the courses of study to be prescribed for certificate and diploma examination, opening new courses and revision and review of the existing courses shall be regulated as under:-
 - (i) The courses of study in various disciplines in Polytechnic shall continue to be governed as may be laid down by Northern Regional Committee of the Ministry concerned of the Government of India ;
 - (ii) The Board shall have powers to review and revise the existing courses of study on the recommendations of its Curriculum Committee;
 - (iii) The Board shall have powers to introduce new courses of study as per needs of the state on the recommendations of its Curriculum Committee;
 - (iv) The opening new courses in Industrial Training Institute/Industrial School for boys shall continue to be governed as laid down by the Government of India and the Director Technical Education, Vocational and Industrial Training, Himachal Pradesh under intimation on to the board;
2. Not-with standing any-thing contained in these regulations, the curricula of the existing courses of study of the State Board of Technical Education, Haryana, in various disciplines shall continue to be followed in the Himachal Pradesh Polytechnic and Junior Technical School till the Board does not frame its own curricula.

The Board is approving and implementing its own curriculum in the various disciplines running in the State Polytechnics. The Composite Curriculum Development Cell (CCDC) established in the Directorate of Technical Education is designing the new curricula as per the needs of this State and thye same is approved and implemented by the Board.

9. Subject to all the economic instructions or any other instructions relating to financial matters which are issued by the State Govt. from time to time especially in the Departments of personnel, Technical Education Department and Finance Department and applicable to the Boards and corporations shall be meticulously and strictly obeyed, the Board shall have the following financial powers, namely:-
 - (i) To purchase of vehicles subject to written sanction of the Finance Department;
 - (ii) To hire accommodation on the recommendations of the Finance Committee after following the procedure laid down by the Finance Department for the purpose, and;
 - (iii) To recruit staff to be paid from the contingencies with the prior written sanction of the Finance Department.

FINANCIAL POWERS OF THE OFFICERS OF THE BOARD.

10. Subject to the provisions contained in rule 9 the officers of the Board shall not:-

- (i) Sanction any expenditure which involves the introduction of a new principal or practice likely to lead to the increased expenditure, in future, without the prior approval of the Board;
- (ii) Sanction any expenditure without observing general or special directions which the Board may issue from time to time;
- (iii) Incur any expenditure unless funds are made available by the Board to meet the expenditure by the valid appropriation or re-appropriation;
- (iv) Appropriate or re-appropriate funds to meet the expenditure which has not been sanctioned by the authority competent to sanction it; and
- (v) Appropriate or re-appropriate funds to meet the expenditure on a new service, not contemplated in the budget, as approved by the board.

FINANCIAL POWERS OF THE CHAIRMAN AND SECRETARY

11. The Chairman and the Secretary shall exercise the following financial powers, Namely:-

Item of Expenditure	Powers of the Chairman (Revised)	Powers of the Secretary (Revised)
Recurring contingent expenditure	Upto Rs. 20000/- per annum in each case	Up to Rs.5000/- per annum in each case
Non recurring contingent expenditure	Full powers	Rs. 20000/-in each case
Fixture and Furniture and Furnishing	Full powers	Rs. 5000/-in each case
a-Freight/carriage Charges b-Demurrage Charges	Full powers Rs. 10000/-in each case.	Rs. 5000/-in each case Rs. 2000/-in each case
Instruments minor equipment and apparatus (including clock) and repair there of	Rs. 10000/-in each case.	Rs. 2000/-in each case.
Maintenance upkeep and repairs of vehicles	Full powers	Rs. 5000/-in each case.
Printing and Stationery	Full powers	Rs. 15000/-in each case. In case of emergent printing

		the secretary shall from out work the press without calling quotations subject to limit of Rs. 15000/-per annum subject to availability of funds in the budget; provided that printing press charges do not exceed the rates fixed by the controller of the Printing and Stationery Govt. of Himachal Pradesh for the similar jobs.
ii- Miscellaneous Printing	Full powers	Rs. 5000/-in each case. In case of emergent to do as above.
iii- Printing Nationalized Books and Teachers guide etc.	Full powers within budget provision.	----
iv- Examination answer books.	Full powers	Rs.50000/- in each case.
v- Office Stationery	Full powers	Full powers in case of stationery purchased from controller of printing Stationery. Local purchasing of stationery to meet emergent need at a cost not exceeding Rs. 5000/- in each case subject to Rs.50000/- in a financial year.
vi- Purchase of papers of textbooks, examination, answer books etc.	Full powers, subject to budget provision	Rs. 10000/- in each case.
vii- Book binding, binding of records.	Full powers	Full powers
viii- Machinery and accessories.	Full powers, subject to budget provision	Rs.20000/- in each case subject to budget provision.
Purchase of stores (from Local Market)	Full powers	Rs. 10000/- in each case.

Legal charges.	Full powers	Full powers subject as per rates approved by the board
a) Execution of petty works and special repairs in buildings owned by the Board including sanitary fittings ,water supply and electric installation in such buildings and repairs to such installations.	Full powers	Rs. 20000/- in each case.
b) Repairs and alternation to hired buildings.	Full powers	Rs. 5000/- in each case.
c) Execution of new works.	Full powers, subject to budget provision	Rs. 10000/- in each case. -----
Rubber stamps, office seals and insignia.	Full powers	Full powers
TYPEWRITER,DUPLICATORS, CALCULATORS ETC.		
i) For purchasing of additional new machines.	Full powers	Rs. 10000/- in each case.
ii) Renewals, replacement and repairs.	Full powers	Full powers
iii) Hiring of typewriters, duplicator.	Full powers	Full powers
Bicycle	Full powers	Full powers
a) Conveyance hire.	Full powers	Full powers conveyance hire may be reimbursed to clerical and class-IV establishment on duty to a place at some distance from office if the employees concerned is not entitled to

		draw traveling allowance under the ordinary rules for if summoned outside the ordinary hours of duty by the special orders of the secretary/deputy secretary. The conveyance hire shall not be granted compensatory leave or is otherwise entitled to receive any special remuneration for the purpose of the duty which necessitated the journey.
b) Hiring of vehicles for the dispatch of examination material, for use of flying squad etc.	Full powers at the approved rates.	Full powers at the approved rates.
Electric, gas, water, hot & cold weather charges.	Full powers	Full powers
i) Hire of furniture for examination purpose. ii) Hire of Office furniture, electric fans, heaters, coolers, clothes and call bell.	Full powers	Rs. 5000/- in each case. Rs. 5000/- per annum in each case.
Municipal rates and taxes.	Full powers	Full powers
Postal and telegrams charges, M.O. Commission and bank charges.	Full powers	Full powers
PUBLICATIONS.	Full powers	Full powers
i) Official publications. ii) Non official publication (books), journals, news papers, maps etc.	Full powers	Full powers

Supply of uniforms, badges and other articles of clothing etc. and washing charges.	Full powers	Full powers at scale prescribed by the Himachal Pradesh Government for corresponding employees.
<p><u>TELEPHONES AND INTERCOM SYSTEM.</u></p> <p>i) Installation of new telephone</p> <p>ii) Telephone rental and call charges including trunk calls.</p> <p>iii) Extension of the connection, reconnections and accessories.</p>	<p>Full powers</p> <p>Full powers</p> <p>Full powers</p>	<p>-----</p> <p>Full powers</p> <p>Rs. 20000/- per annum</p>
Payments of reward and honorarium to board employees.	Up to Rs. 5000/- in each case per annum.	-----
Power to write off stores declared un-serviceable.	Full powers	Article with boood value not exceeding Rs. 5000/- in each case.
Payment of remuneration to paper setters, examiners etc.	Full powers	Full powers at the rates approved by the Board.
Insurance of buildings, vehicles, stores, furniture and apparatus etc.	Full powers	Rs. 5000/- in each case
Purchase of locks.	Full powers	Full powers
Awards of scholarships.	Full powers, subject to the scheme approved by the board.	Full powers, subject to the scheme approved by the board.

LOAN ADVANCEDS AND GRANTS		
I) House construction and conveyance	Full powers	-----
II) Contributory provident fund loan, warm clothing and festival advances.	Full powers	Full powers subject t budget provision.
III) Contribution to educational and sports organizations.	Full powers	Full powers
IV) Exgratia Grants	Full powers	Full powers
Payments to writers/authors	Full powers in accordance with the policy of the board	Full powers in accordance with the policy of the board
Seminars refresher courses	Full powers with the budget	-----
To write off finally of the irrecoverable value of stores of public money lost by fraud or the negligence of individuals or similar other causes.	All cases to be brought before the board	-----

12. FINANCES OF THE BOARD.

1. The Board shall have a fund calls the Board fund to which shall be credited:-

- (i) its income from fees, endowments, donations and grants, if any;
- (ii) Contributions or grants which shall be made by the Himachal Pradesh Government or such conditions as it may impose; and
- (iii) Receipts from all other sources.

2. All moneys at the credit of the Board fund shall be kept in the current of sayings banks account with a co-operative bank by opening personal ledger accounts.

Provided that nothing in these regulations shall be deemed to preclude the Board from investing such moneys which are not required for immediate expenditure in any of the government securities or in fixed deposit in a scheduled bank or in post office account.

3. Account of the Board with a co-operative bank may be operated upon by the Secretary of the board or by such other officers as may be authorized by the board.

4. Contributory Provident fund shall be regulated in accordance with the instruction issued by the State Government from time to time.

5. the Secretary of the board shall be responsible for the proper expenditure of the money for the purpose for which such money are granted or allocated.

6. i) Except in the year in which the board is constituted, the chairman shall present to the annual meeting of the Board a reports on the working of the board during the last financial year, together with a budget estimate, showing in a form prescribed and followed in the department of Himachal Pradesh Government, the anticipated income and expenditure of the Board during the next succeeding financial year.

ii) the budget estimate referred to above shall be prepared in such manner as would not result in a deficit.

Provided that the State Government may, under special circumstances, sanction a deficit estimate subject to such terms and limitations as they may deem fit to impose.

7. The Secretary shall be authorized to hold a permanent advance of 2000/- to meet miscellaneous expenditure. The amount may be augmented, if necessary by the board on the recommendations of the Finance Committee.

8. The Secretary shall be, on behalf of the Board be responsible for proper maintenance of the accounts of the Board under such heads of the accounts of the board under such heads of accounts as may be determined by the board and separate accounts shall be maintained for endowments accounts and contributory provided fund.

9. The secretary shall be empowered to receive all payments of the Board which shall be credited under proper heads of account. The secretary shall be also make all the authorized payments including fees, salaries and allowances and other payments due from the board fund.

10. the following books of accounts and forms shall be maintained by the Secretary:-

i) For the special Endowments Trust s:-

a) a cash book and

b) a ledger exhibiting a separate account for each Trust,

ii) For the current accounts:-

a) A cash book;

b) A classified register of receipts; and

c) A classified register of the Expenditure.

iii) For the contributory Provident Fund Accounts;-

a) A cash book; and

b) A ledger exhibiting a separate personal for each subscriber.

11. Voucher in support of all items of expenditure shall be preserved for period of three years after the audit.

12. In respect of all matters of procedure or rules for maintaining the accounts not specifically provide in these Regulations, the rules in force in the office in the Himachal Pradesh Government shall be followed in so far they are not inconsistent with the provisions of the Act and regulations.

13 ACCEPTANCE OF ENDOWMENTS BY THE BOARD:

13. All contracts in writing assurances of property of the board shall be signed by the Secretary behalf of the Board or in such other manner as may be determined by the Board.

13.(i) Officers relating to medals, prizes scholarships and other rewards of recurring nature shall be accepted only when

Permanent, adequate and endowments are made by investment in cash or in securities described in section 20 of the Indian Trust Act.

- ii) before determining the conditions subject to which an endowments is accepted, the Board shall consult the donor and give effect to his/her wishes, as far as practicable.
- iii) Money received in cash shall be invested in government securities.
- iv) when an endowment is earmarked by the donor for candidates of a particular community institution or sex, a minimum standard of efficiency may be laid down for the award.
- v) when the conditions of any award become impracticable, the board shall have the power to alter the conditions of the endowments,

Provided that the donor's wishes are given effect to, in so far as feasible
- vi) The executive committee shall satisfy itself in the case of every endowment in such a way that the conditions laid down by the board are satisfied.
- vii) A separate account shall be maintained for each endowment and any surplus will be added to the endowments.

Regarding fixation of criteria for granting of awards to the topper students of Govt. / Private Polytechnics of the State.

the Board decided that the awards shall be known as Board Awards which will be awarded by the Board Office from May, 2011 Polytechnic examinations on the basis of passing diploma course examinations after the declaration of re-evaluation results to the topper students of State Polytechnics as per the following rates, terms and conditions to encourage them for improving their courses of studies :

<i>Sr. No.</i>	<i>Procedure of positions for adoption.</i>	<i>Types of Awards .</i>
<i>1.</i>	<i>First Position: 1st topper in diploma in each discipline .</i>	<i>A sum of Rs. 2500/- per candidate with Gold Medal.</i>
<i>2.</i>	<i>Second Position: 2nd topper in</i>	<i>A sum of Rs. 2000/- per candidate with</i>

	<i>diploma in each discipline.</i>	<i>Silver Medal.</i>
3.	<i>Third Position: 3rd topper in diploma in each discipline.</i>	<i>A sum of Rs. 1500/- per candidate with Bronze Medal.</i>

1. *The award scheme shall be applicable to all the disciplines running in the Govt./ Private Polytechnics of the State under which three topper students of each discipline will be governed subject to the condition that:*

(a) *The Board will prepare and issue the lists of diploma of 03 toppers in each discipline to the concerned institution (s) and the concerned candidate (s) will submit his/ her application on the prescribed format to the concerned Principal for making verification. After making the verification, the Principal of the concerned Institution, will submit the format in the Board Office within one month from the date of declaration of the re-evaluation result.*

(b) *The candidate must be verified having maintained good discipline and bearing good moral character by the Institution.*

(c) *There should be no unfair means against the candidate in any examination.*

(d) *If an awardee does not accept the scholarship such award shall not be offered to other candidate.*

(e) *The decision of the Chairman shall be final in all matters pertaining to this purpose.*

POWERS AND FUNCTIONS OF THE DEPUTY SECRETARY

14. The powers and functions of the deputy Secretary shall be such as may be determined by the secretary from time to time.

POWERS AND FUNCTIONS OF THE ASSISTANT SECRETARY

15. The powers and functions of the Assistant Secretary shall be such as may be determined by the secretary from time to time.

CONDUCT OF EXAMINATION 16. I) The board shall conduct the following examination:-

I. Diploma in Civil Engineering;

II. Diploma in Electrical Engineering;

III. Diploma in Mechanical Engineering;

IV. Diploma in Automobile Engineering;

V. Diploma in Architectural Engineering;

VI. Diploma in Electronic and Telecommunication Engineering;

VII. Junior Technical School examination, Part-I & Part-II;

(The Junior Technical School was upgraded to Govt. Polytechnic by the State Government).

VIII. Industrial Training Institutes examinations i.e. National Trade Certificate and National Apprenticeship Certificate examination under the scheme of NCVT; and

IX. State Trade Certificate examinations under the scheme the SCVT.

**** New three years other diploma courses such as Computer Engg., Information Technology, Instrumentation Engg. And Fashion Designing have also been introduced by the State Govt. in the State Polytechnics.**

2. The examinations of the board shall be held at as such centres, and on such date(s) and at such time, as the board may, decide, from time to time.

PROCEDURE FOR THE CONDUCT OF EXAMINATIONS IN JUNIOR TECHNICAL SCHOOL

(The Junior Technical School has been closed in the year 1992 by the State Govt. and has been upgraded as Govt. Polytechnic Kangra.).

17.1) The examinations of Junior Technical School shall be conducted annually by the board in two parts i.e. junior technical school Part-I, and Junior Technical School Part-II, Junior Technical School Part-I examination will be conducted after completing two years course at the institute and Junior Technical School Part-II examination will be conducted after completing one year duration course after passing the Part-I examination.

- 2) The first year examination of junior Technical school Part-I will be conducted internally by the institute itself.
- 3) The annual examinations of Junior Technical School will be normally in May/June along with 2nd, 4th and 6th Semester examinations of the Polytechnics.
- 4) The supplementary examination of the Junior Technical School will be held in November/December along with 1st, 3rd and 5th Semester examinations of the Polytechnics.
- 5) Hindi shall be the medium of examination in all subjects. However, the Technical term may be written in English.
- 6) The paper of Engineering Drawing will be of four Hours duration and all other papers will be of three hours duration.
- 7) The Practical examination of Junior Technical School Part-I and Junior Technical School Part-II will be conducted internally.
- 8) All other procedures for the conduct of examinations, attendance, pass percentage, sessional marks and unfair means cases shall be the same as those applicable to Polytechnic examination.
- 9) (a) The syllabus in the subjects of English, Hindi, mathematics, Social Studies and Science, Junior Technical School Part-I will be the same as prescribed by the Himachal Pradesh Board of School education for Matriculation examinations.

(b) In addition to the subjects mentioned in above a candidate shall have to study and appear in the final examination of Junior Technical School Part-I in Elementary Mechanical and Electrical Engineering, Engineering Drawing and workshop, Technology papers,
- 10) In Junior Technical School Part-II examination the candidate will have to appear in workshop calculation Science, Mathematics, Trade Theory and Engineering Drawing.
- 11) Trade in Junior Technical School Part-II shall be allotted by the Principal in order of merit and the choice of the student, which shall be final.
- 12) A Student admitted to Junior Technical School shall be required to clear the examination in all subjects/papers within a period of 2 Years from date on which his period of study expires in Part-I and within a period of 3 years from the date on which his period of study expires in Part-II.

18. The examination under the craftsman Training scheme for award of National Trade Certificate of Industrial Training Institutes and other Institutes shall continue to be governed by the rules framed by the National Council for Vocational Training, Director General of Employment and Training Government of India and these examination shall be conducted by the Board.

CONDUCT OF EXAMINATION UNDER APPRENTICESHIP TRAINING SCHEME

19. The examination under the Apprenticeship Training scheme for award of National Apprentices Certificate shall continue to be governed by the rules framed by the National Council for Vocational Training, Director General of Employment and Training Government of India and these examination shall be conducted by the board.

CONDUCT OF EXAMINATION UNDER STATE COUNCIL FOR VOCATIONAL TRAINING SCHEME

20. The examination under the Scheme of State Council for Vocational Training for award of State Trade Certificate shall continue to be governed by the examination rules framed by the State Council for Vocational Training, and shall be conducted by the Board.

ENTRANCE EXAMINATIONS:

1. POLYTECHNIC ADMISSION TEST (PAT):

This Board is conducting Polytechnic Admission Test (PAT) every year since 1991 for making admission in various disciplines running in the State Polytechnics and the admission in the Polytechnics are made purely on merit basis of this Test. This test was introduced by the Board of Directors in its 8th meeting held on 29.01.1991 under item No. :3:

In the 43rd meeting of the Board held on 15.12.2009 under Supplementary item No. 1, the PAT Brochure and the Prospectus for Polytechnic admissions for 03 years diploma courses running in the State Polytechnics have been combined into single prospectus from the admission session 2010-11.

2. LATERAL ENTRY ENTRANCE TEST (LEET).

The Board has accorded approval to start the Lateral Entry Entrance Test (LEET) in its 44 meeting held on 08.09.2010 under item No. 3.3 for making direct admission in 2nd year in various diploma courses running in the State Polytechnics under Vertical Mobility Scheme (Lateral Entry Scheme) .

CONDUCT OF EXAMINATION UNDER OF POLYTECHNIC

21. The procedure for the conduct of examination of the courses in the Polytechnic shall as under:-

1) Notwithstanding the integrated nature of any course of the spread over of any courses over more than one academic year, the regulations in force at the time, a student joins a course in any academic year shall hold good only for the examinations held during or at the end of the academic year, and nothing in these regulations shall be deemed to debar the Board from amending these regulations subsequent to the aforesaid academic year. The amended regulations, if any, shall apply to all students whether old, new or declared fail.

2)(i) the Board shall conduct the examination of classes of all the institutions affiliated to, it under the semester system

(ii) The examination shall be held twice in a year. Examination of the first, third and Fifth Semesters shall be held in November/December or on such date (s) as may be fixed by the Board. Examination of the Second, Fourth and Sixth Semester shall be held in May/June or on such date(s) as may be fixed by the Board.

(iii) Every candidate appearing in the examination shall be required to take up the subjects as may be prescribed in the curricula approved by the Board from time to time.

3) The examination shall be open to any students who,

i) Has been on the rolls of an Institution/institutions affiliated to the Board for a full semester;

ii) has attended not less than 75% of the total lectures and tutorials delivered and participated in not less than 75% of the total number of practical in laboratories and other work of a practical nature;

iii) has secured not less than 50% Marks in Sessional work, (Home work, Tutorial work, Practical work & House Examinations Tests taken together) of each subject in 50% in project work; and

(Amended by the Board of Director in its 23rd meeting held on 07.01.1999 under item No. 13:

(a) A candidate shall be declared to have passed the examination if he / she obtains:

Not less than 40% marks in each of the papers of the written examination and must secure 40% in internal assessment. However, the student must secure not less than 50% marks in the aggregate in Board examination in whole semester.

(Further amended by the Board in 24th meeting held on 25.08.1999 under 5.2

a) A candidate shall be declared to have passed the examination if he/she obtains:

(i) Not less than 40% marks in each of the papers of the written examination and must secure 40% in internal assessment. However, the student must secure not less than 50% marks in aggregate in Board examination in whole semester.

(ii) If any candidate does not secure 40% marks in internal assessment in each subject, he may be detained. He will seek fresh admission to improve in the next year.

iv) has shown satisfactory conduct.

NOTE-I The candidates who fail to satisfied conditions of eligibility as per sub-regulation (3) above, shall not be allowed to sit in the examination shall be required to appear in the semester as a regular student in the following year.

NOTE-II The Principal shall issue Roll No. Slips only to eligible candidates.

NOTE-III Lectures and Practical shall be counted from the date of commencement of semester a date one week before the case of late admission of first semester students. Attendance shall be counted from the date of admission which shall not be more than 15 days beyond the date of start of semester or any other date fixed by the Board.

NOTE-IV Every Period of lecture, tutorial, Practical, Project work & workshop shall be counted as one unit for the purpose of counting the attendance.

4. The Principal of the institutions shall competent to condone the shortage in attendance up to 10% on Reasonable medical grounds/ genuine reasons. No condo nation shall be allowed below 65% in any case on any ground whatsoever. The Principal of the Institution concerned shall certify that student has made up his deficiency in Training and has a Satisfactory record on Sessional work.

5. The students while representing various teams or engaged in Extra curricula Activities with the permission of the principal shall be treated on duty and the period of their absence shall be counted as presence in accordance with the time table for the purpose of counting attendance. In addition to above, credit of attendance shall be given to the students for any duty assigned by the principal; Provided the period of such duty does not exceed two days in a semester.
6. If a student is declared to re-appear, he/she has the option to appear in any examination privately or as a regular student, but when once he/she joins as a regular student, he/she shall not be allowed to appear as a private candidate.
7. i) The students, who wish to continue their studies after having been out of the institution for some time due to any reason-whatsoever, must do so from the date of commencement of the semester in which they discontinued and their attendance for that semester shall be counted from the date of commencement of the semester.
ii) Any-re-admission after any absence exceeding 14 days following the commencement of the semester cannot be claimed as a matter of right and will be allowed by the principal of the polytechnic on merit and subject to the availability of seats.
8. Students, who wish to join the institution to the Diploma in an additional courses after completing one courses, shall have to do so by joining the third semester of the Discipline concerned and attendance shall be counted from the date of commencement of that semester, provided that it will be applicable only to those branches whose syllabus for the first year is common.
9. Attendance for the period of educational tour conducted normally in the winter vacation after 5th semester shall be counted as duty for the 6th semester. 50% of tour period will be counted towards Practical-attendance and 50% towards their attendance of the 6th semester. Attendance for Short tours will be treated in the above manner.
10. A Student who fails to appear in a particular examination of the board after satisfying all eligibility conditions shall be allowed to appear in that examination as a private candidate in the next semester.
11. Every candidate will have to submit his/her admission form to the secretary through the principal of the institute last attendance.

NOTE-I

Before submission of the admission form, the institute shall ensure to have minimum hours of studies as 120,10,150 for theory, tutorial & practicals respectively of the students on roll . if in any subject there are no tutorials in the approved syllabus the minimum theory hours shall be 130 hours.

12. The students of all the semesters shall be promoted to the next higher semester after completion of the examinations and their attendance for next higher semester shall be counted from the date of commencement of that semester. Promotion to the higher semester shall be made on the following conditions:-

i) A candidate will be allowed to join the 5th or 6th semester only after he has passed all the subjects prescribed in the 1st and 2nd semester respectively.

(Amended by the Board in its 32nd meeting held 19.02.2005 under item No. 4:

The Board implemented the carry on system for the admission in education semester and prescribed the limit of 06 year period from the time of admission to pass the diploma course. The Board also prescribed the limit that the candidates can appear upto maximum 12 subjects in a single session examination. This will be applicable to the students presently studying and who will take admission in future in the State Polytechnics . The Board also decided that before the starting of concerned semester, the students may be apprised in regard to the criteria of internal sessional marks and after the end of the semester, the marks secured by them may be displayed on the notice Board.

(Amended by the Board in its 34th meeting held on 28.12.2005 Under Item no. :5:

The Board decided if any candidate fails to obtain minimum 50% marks in a whole semester, he/ she can improve by taking the examination in theory subjects in which he / she wants to appear in that semester .These candidates will be governed as re-appear candidates and the time limit to appear in the examinations will be 06 years from the time of admission.

ii) Further a student admitted to the polytechnic shall be required to clear the examination in all the subjects/papers within a period of three years from the date of his/her Period of study in the institution expires i.e. after he/she has appeared in the final semester examination.

13. No student shall be allowed to study simultaneously any other course along with the course in a Polytechnic whether by correspondence or under a regular course or a private course a conducted by any other institution except the Board.

14. Candidates who have to re-appear in the paper (s) of earlier examinations would be required to appear such in accordance with the courses prescribed in the current session, notwithstanding the fact the course prescribed for such candidates appear in the papers earlier were different from the courses prescribed for the current session.

15. No change in the centre of examination shall be allowed in any circumstances.

16. Every candidate shall submit his/her application on the form approved by the board along with the requisite fees to the Principal of the institution concerned by the date(s) as mentioned below or as may be notified by the Secretary:-

NOVEMBER/DECEMBER EXAMINATION : 1st October

MAY/JUNE EXAMINATION : 1st April

17. The admission form shall be accompanied by such examination fees as may be determined by the board from time to time. The Board may also determine the late fees upto a certain period and special late fees upto before 15days from the commencement of examination.

NOTE-I : The above fees are inclusive of the fees for the supply or detailed marks certificate of Diploma.

NOTE-II : The above fees are required to be sent to the Secretary along with Admission form by the Principal of the institution concerned.

NOTE-III: The admission forms shall be submitted to Secretary on the dates notified separately by the Secretary. The dates of submission of forms shall be decided in such manner so as to have clear 20 days time to the Secretary for the issuing of roll number slips to the institutions. 15 days period shall be given to the principals prior to

the dates fixed for the receipt of form in the board to receive the form the students without late fee and 10 clear days for the receipt of forms late fees of Rs.10/- per form. In special even upto 15 days clear period before commencement of examination with a special late fees of Rs. 75/- per form. No admission form shall be entertained by the Secretary after the above date under any candidate, who is not eligible to take the examination, can however, be withdrawn by the Principal, necessary, but he cannot forward any new admission form.

NOTE-IV : The Institution which does not abide by time schedule of submission of admission forms may be disaffiliated by the Board.

NOTE-V : Fee once paid shall not refunded.

1. Schedule Revised by the Board in its 45th meeting held on 16.05.2011 under item No. :5: for the submission of Examination Forms alongwith Examination Fee in the Board Office:

The Board fixed the following time schedule for the submission of admission –cum- permission forms alongwith requisite examination fee in the Board Office from the July, 2011 All India Final Trade Test:

For Polytechnic examination to be conducted in the month of May/June.

1.	Without late fee	10th April every year.
2.	With late fee of Rs. 300/-	20th April every year.
3.	With late fee of Rs. 500/-	30th April every year.

2. For Polytechnic examination to be conducted in the month of November/ December.

1.	Without late fee	10th October every year.
2.	With late fee of Rs.300/-	20th October every year.
3.	With late fee of Rs. 500/-	30th October every year.

3. For All India Final Trade Test/ Centre of Excellency (Broad Based Basic Training) Advance Module examination to be conducted in the month of July/ August.

1.	<i>Without late fee</i>	<i>10th June every year.</i>
2.	<i>With late fee of Rs. 300/-</i>	<i>20th June every year.</i>
3.	<i>With late fee of Rs. 500/-</i>	<i>30th June every year.</i>

4. For All India Supplementary Trade Test/ Centre of Excellency (Broad Based Basic Training) Advance Module examination to be conducted in the month of January/ February.

1.	<i>Without late fee</i>	<i>10th December every year.</i>
2.	<i>With late fee of Rs. 300/-</i>	<i>20th December every year</i>
3.	<i>With late fee of Rs. 500/-</i>	<i>30th December every year.</i>

5. For All India Apprenticeship Trade Test and S.C.V.T. examination to be conducted in the month of April

1.	<i>Without late fee</i>	<i>10th February every year.</i>
2.	<i>With late fee of Rs. 300</i>	<i>20th February every year</i>
3	<i>With late fee of Rs. 500/-</i>	<i>2nd March every year.</i>

6. For All India Apprenticeship Trade Test and S.C.V.T. examination to be conducted in the month of October.

1.	<i>Without late fee</i>	<i>10th August every year.</i>
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2.	<i>With late fee of Rs. 300/- 20th August every year.</i>
3	<i>With late fee of Rs. 500/- 30th August every year.</i>

Rest of the schedule which is reproduced as under will remain unchanged.

07 days period has been fixed to the institutions to deposit the admission cum permission forms alongwith examination fee in the Board Office. If there would be any Gazetted holiday on 07th day, the next day will be counted to deposit the aforesaid documents. Besides above, after the aforesaid prescribed schedule the extra late fee @ Rs. 1500/- per semester /per year/ per candidate has been prescribed before 10 days of the commencement of examination. Such institutions/ candidates will collect their admit cards from the Board Office personally in view of mailing delay.

Amendment : Decided by the Board in its 31st meeting held on 18.09.2004 under item No. 3.10.

As per the proposal sent by the Directorate of Technical Education, H.P. vide letter dated 24.03.2004, accorded approval to change the branch in 3rd semester from the academic session July, 2004 in pursuance to the guidelines issued by the AICTE for the candidates of State Polytechnics governed under the diploma pattern.

Amendment: Introduced Re-evaluation of scripts by the Board in its 18th meeting held on 28.06.1995 under item No. 9:

18. The Principals of the Institutions shall inform the Secretary the number of candidates likely to appear in each examination (coursewise, subject wise, classwise) by 1st September and 1st March every year respectively or by such date as may be fixed by the Board.

19. English shall be the medium of examination in all subjects.

20. The Board shall decide the centres where examination are to be held after satisfying the availability of telephone and other means of communication etc. the superintendent of the centre of examination supervisory staff and supporting staff etc. shall be

appointed by the Board. Principal of the concerned institute shall extend full co-operation for the smooth conduct of examination. He shall invariably be present in the institute during the examination hours. The superintendent, shall, however, be personally responsible for the conduct of examination.

GENERAL EXAM PROVISION 22.(1) All the answer books shall be preserved for a period of six months from the date of declaration of the results. The answer books of candidates, who may have used unfair means at the examination shall be preserved for a period of two years from the date of declaration of results.

2) The award lists/sessional marks list shall be destroyed after two years from the date of declaration of results.

3) A candidate whose answer book is lost after having been received from the superintendent examination in Board permitted by the board to appear in that paper on a date and time fixed by the Secretary. Regarding the loss of answer book proper enquiry and action shall be taken separately against the person responsible for such loss by the secretary.

4) If a candidate who actually appeared in a particular paper but his/her answer book is not received from the superintendent examination centre, an enquiry shall be made by the Secretary and his findings. Subject to confirmation by the Chairman, shall be final. However, the examination of the student shall be conducted for the paper so lost, at the time and date fixed by the Secretary.

5) "Re-appear" will be allowed to a candidate on a date in the examination in these written papers as well as in practical's in which he/she fails to secure the required pass marks.

6) The students of all classes of each course whose results are declared as "Re-appear" shall take the next examination, and their sessional marks of the previous examination shall be taken into account for the declaration of results.

7) Students appearing as Private candidate at any examination shall be required to appear according to the syllabus in force at the time of taking the examination or as decided by the Chairman/Examination committee from time to time.

8) Students disqualified/debarred shall not be allowed to appear during the period of disqualification/debar in any examination of the board.

9) In the case of students who are appearing examination in additional course may or may not undertake fresh educational tour, if they had undertaken such tour previously.

10) to appear in the examination, under mentioned ceiling will be applicable on the students:-

“A candidate can appear in all the papers of the semesters last attended by him plus a maximum of six paper / subjects of the previous semester (s). A student who Completes all six semesters and is off the rolls of the institution can appear in upto twelve papers pertaining to any or all semester in one Examination.”

COMPILLATION AND ANNOUNCEMENT OF RESULTS-

23.(1) A candidate shall be declared to have passed the examination if he obtains:-

i) not less than 40% marks in each of the papers of written examination.

ii) not less than 40% marks in each Practical examination.

iii) not less than 50% marks in the project work in each subject if any; and

iv) not less than 50% marks in sessional work (Home work, tutorial work practical work House examination, tests taken together) in each subject.

Amendment

(Amended by the Board of Director in its23rd meeting held on 07.01.1999 under item No. 13:

(b) A candidate shall be declared to have passed the examination if he / she obtains:

Not less than 40% marks in each of the papers of the written examination and must secure 40% in internal assessment. However, the student must secure not less than 50% marks in the aggregate in Board examination in whole semester.(Further amended by the Board in 24th meeting held on 25.08.1999 under 5.2

b) A candidate shall be declared to have passed the examination if he/she obtains:

(iii) Not less than 40% marks in each of the papers of the written examination and must secure 40% in internal assessment. However, the student must secure not less than 50% marks in aggregate in Board examination in whole semester.

(iv) If any candidate does not secure 40% marks in internal assessment in each subject, he/she may be detained. He will seek fresh admission to improve in the next year.

2) The results of the examination shall be announced within six weeks of the completion of the written examination except in unavoidable circumstances. A copy of the result notification shall be supplied to the principals of the Institutions concerned immediately. The detailed marks certificates shall be sent to the institution immediately after the declaration of the results. One authenticated copy of detail of the results of all the candidates shall be maintained by the board. However, the Principals of various Institutions shall also maintain the record of detailed marks of various examinations in respect of students appearing from their institutions.

3) In case of disqualified/debarred candidates, results declared by the Board shall also indicate the month and year when such candidates shall be permitted to take the examination.

The period of disqualification shall be counted from the date of the commission of the actual or attempted act. One year period means all the session/semester during that academic year and examinations pertaining to them. Further units of a academic year shall also be reckoned accordingly.

4) Re- appear may be given in any theory or practical subject in which a candidate fails to qualify it. Subject shall be treated as a separate subject.

RECTIFICATION OF RESULT- 24) The Chairman shall have the power to rectify the result(s) of a candidate after it has been declared in case a mistake is found in his/her result.

Amendment: 42nd meeting held on 29-06-2009 under item No. 6

The Board felt that on the analogy of H.P.University Shimla, the H.P.Takniki Shiksha Board, Dharamshala shall also not disclose the following information/documents to the general public under the provisions of section 8(1)(a)(e)(g) of the Right to Information Act, 2005.The item be circulated to all concerned for information & further propagating it to the masses:

- 1. Name(s) of the paper setters, evaluators, examiners(including practical examiner)***
- 2. All matters relating to question papers and their printing/ packing/ distribution/storage/security etc.(Marks/Award Lists etc.)***
- 3. Detail about movement of answer books at various stages of evaluation/ re-evaluation etc.***

4. ***OMR response sheets and their keys to correct answers and merit lists of Entrance Tests before the declaration of result.***
5. ***Names and addresses of the members of Selection Committees and their recommendations.***
6. ***Photocopy of the Answer booklet, as the provision to see the Answer Booklet already exists.***
7. ***Third party information.***

POWER TO DISQUALIFY FOR TEMPERING OF RECORD.

25) The Chairman may disqualify a candidate who is found guilty of:-

- i) tempering with his/her own certificate/diploma; and
- ii) attempting to obtain a certificate/Diploma to which he/she is not entitled.

NOTE- (A) The period of disqualification shall be determined by the Chairman according to the seriousness of the offence.

(B) The Board shall deal on merit any case not covered by these regulations and the decision of the Board shall be final.

RECHECKING OF ANSWER BOOKS.

26.(1) The answer books (s) of a student shall not be re-examined or re-assessed.

2) The answer book (s) may be re-checked to ensure that:-

- i) the marks awarded to various answer has been correctly added;
- ii) all the answers have been assessed by the examiner; and
- iii) the handwriting of the applicant in the answer book(s) has been compared with the hand-writing of the candidates application and it is established that the answer book(s) under recheck is/are actually of the applicant and not of anyone else.

3) Application in the candidate's own handwriting rechecking purpose shall be submitted to the Secretary within 30 days of the date on which the result of a particular examination is declared by the Board. The application shall be accompanied requisite fee.

4) The period of 30 days shall be counted from the date of declaration of result in the official notification issued by the Board.

5) The candidate shall ensure that his/her application for rechecking reaches the Board's Office by the due date.

6) A fee of Rs. 150/- for each Answer book shall be charged for rechecking & Marking of unmarked question(s) in the answer book if any, however a student shall not be allow to see his/her answer book. The prescribed fee must be deposited in the office of the Board or be sent through IPO payable to the Secretary.

7) If the answer book is found to have been changed, an enquiry shall be conducted by the secretary and the findings of such enquiry shall be placed before the Chairman for further action.

8) All cases of re-checking of answer books shall be put up along with relevant applications, answer books and report of the Secretary to the Chairman for final action.

9) The result of the re-checking of answer book(s) shall be communicated to the candidate(s) through the Principal concerned in due course under registered cover. The rechecking fee shall be refunded in case of any mistake is found while re-checking the answer books.

APPEAL IF ANY BY STUDENT AGAINST FAILURE IN SESSIONAL/PROJECT WORK.

27. A student, failing in sessional/project work and who is not satisfied by the award given by the institution may appeal in writing to the Chairman to review his case on receipt of such an appeal, the Chairman shall immediately appoint a head of the institution/ a head of the department in engineering, of the same discipline to which the student belongs, who shall, after checking all the records of sessional project work of the student and the award given by the institution and he shall give his decision to the principal of the institution concerned accordingly to the Chairman. The Principal, in turn, shall immediately intimate such decision to the student concerned accordingly. The enquiry officer must be from an institution other than that of the aggrieved student.

MODERATION OF RESULTS

28.(1) Moderation of results may be done by the examination committee or by the sub committee constituted by the Board for this purpose if it is felt that the paper(s) in any subject(s) was/were very stiff and/or outside the syllabus. But this should be done very sparingly.

2) In order of determine the division in which a candidate shall be placed at the end of the course, the following criteria shall be observed:-

i) Below 50% -- Pass class.

ii) 50% of more but less than 60% -- Second Division.

iii) 60% or more --

First Division.

iv) Those securing 75% more marks of the aggregation marks shall be placed in First Division with Honours, subject to the condition that they must have passed each of the examinations in the first attempt within the duration of the courses.

3) Those who pass any of the examinations by parts will also be allowed division as per sub. Regulation(2). The actual marks obtained by the candidate while clearing the "re-appear" subject(s) shall be taken into account for the purpose of allowing division and added to the aggregate marks obtained by the candidate in the subject already passed.

4) A candidate who appear in an examination and fails in one or more subjects (written, practical and viva voce) shall be given grace marks upto .- maximum of 1% of the total aggregate marks(excluding marks for internal assessment) to make up the deficiency if by such addition the candidates can pass the examination. While awarding grace marks, fraction working to half shall be rounded to a whole.

5) 1% grace marks of the total marks of subjects in which candidate has appeared shall also be given to the "re-appear" students to reduce the member of "re-appears".

6) The grace marks shall not, however, be noted in the answer books or on the award sheet(s) but shall be added in the result sheet.

NORMS FOR THE APPOINTMENT OF THE EXAMINATION SUPERVISORY STAFF.

29)(I) Norms for the appointment of supervisor and other auxiliary staff for each exam i shall be as under:-

i) Superintendent	One
ii) Deputy Superintendent	One for 50 student and part there of
iii) Invigilators	One for 30 student and part there of
iv) Clerk	One
v) Peon/Daftri;	One
vi) Waterman	One for whole Centre.
vii) Chowkidar	One
viii) Sweeper	One

Amended : in the 45th meeting held on 16.05.2011 under Item No. :10

The Board also decided that in future (from July, 2011 examinations), the norms already prescribed in 36th meeting held on 14.02.2007 under item No. :9:, shall be adopted as per same norms which are reproduced herein as under:

<i>Upto the Strength of 1-30 Students in each session.</i>	<i>One Examination Superintendent and One Deputy Superintendent.</i>
<i>For the Strength of 1-60 students in each session.</i>	<i>One Examination Superintendent, One Deputy Superintendent and One invigilator.</i>
<i>For the Strength of 01-90 students in each session .</i>	<i>One Examination Superintendent, One Deputy Superintendent and Two invigilators and so on</i>

NOTE:

1. The Secretary shall appoint the observers at any examination centre where he actually feels, the necessity of such appointment. However, observers so appointed shall be senior to the superintendent of the examination centre.

2. Invigilators or other auxiliary staff may be appointed by the superintendent of examination centre in case sufficient number of invigilators other staff are not appointed by the board as required under sub-regulation(1) above and he shall obtain ex-post facto approval of such appointments from the Secretary.

3. It shall be obligatory on all the institutions affiliated to the board to spare the staff required by the Board/superintendents for the conduct of examination, shall be liable for disciplinary action.

Amendment: In 45th meeting held on 16-05-2011 under item no9.

the Board felt that it would not be feasible to control the examination works of Coordinators by one Principal of the Industrial Training Institution in the different examination centres which are under his / her control. To overcome this problem, the Board accorded approval to make the appointment of Coordinators from amongst the senior most regular officials of the concerned institution viz Foreman, Group Instructors, Instructors, Superintendent /Senior Assistant/ Junior Assistant for the smooth conduct of examinations.

PROCEDURES TO BE OPTED BY THE SUPERINTEND THE EXAMINATION

30.(1) The superintendent will undertake the day to day conduct of examination and shall be directly responsible to the board.

2) No candidate shall normally be permitted to enter the examination hall after the commencement may, under special circumstances, permit a candidates to enter the hall up to half an hour after the commencement of examination.

3) The candidates shall be permitted to leave the examination hall after half the time is over. The superintendent may, in exceptional cases, permit an examinee to leave the examination hall even before this period if in his/her judgment the candidate become physically incapable in continuing examination due to sudden illness. This would however, be done every sparingly. However, he/she would not be allowed to take out his/her question paper.

4) No amanuens is (Writer) shall be provided to any candidate under any circumstances.

Amendment : 34th meeting held on 28.12.2005 under Item No. :15:

The Board fixed the following criteria for the physically handicapped candidates who cannot write in their own handwriting:

1. ***The candidate has to submit his request alongwith his examination form, the photocopy of the disability certificate duly issued by the Medical Officer of the Govt. Hospital. The appointment of Assistant writer will be made by the Principal of the concerned institution from amongst the staff of that institution.***
2. ***The Assistant Writer provided by the Principal should not possess I.T.I./Engg./Non-Engg.Training.The certificate in this regard will be sent to the Board Office by the Principal.***
3. ***The remuneration to the Assistant Writer @ Rs.100/- per day should be sent to the Board through Principal alongwith his examination fee.***
- 4 ***There should be provision of separate room for the disable candidate and assistant writer. The duty of invigilator should be in rotation.***

Amendment: 38th meeting held on 29.07.2008 under item No.3.15, approved extra time to solve the questions during the examination in respect of Persons with Disabilities:

2. ***For a written test examination of duration of one hour, at least 20 minutes extra time should be allotted.***
3. ***Similarly, for written tests/ examinations involving more than one or less hour extra time should be worked out on the basis of 20 minutes per hour's criteria.***

5) Use alcohol and other intoxicant including smoking in the examination hall/room shall be prohibited. A candidate, who is found to be taking examination under the influence of intoxicating drinks or is found smoking shall be turned out of the examination Hall by the superintendent and handed over to the principal for suitable action.

6) Every day for each session, forenoon and afternoon before the examination begins, the superintendent shall call upon all the candidate to search their pockets and part with deliver to him/her all papers, books or notes, which they may have in their possession. The students shall also be asked to write their Roll Numbers on the question papers immediately after distribution. Where a later comer is admitted, this warning shall be repeated to his/her at entry.

NOTE: 1) Instructions relating to the duties of the examination superintendent/supervisory staff be made available to superintendent by the Board.

NOTE: 2) The practical examinations shall be conducted by the examiners in accordance with the instructions issued by the Board from time to time.

RATES OF REMUNERATION FOR VARIOUS EXAMINATION WORK. 31) the rates of remuneration for the various examinations of the Board shall be such as may be determined by the Board from time to time.

APPOINTMENT OF UNFAIR MEANS COMMITTEE. 32) The Board shall be appoint annually an unfair means committee as under:-

i) One principal of a Polytechnic of Himachal Pradesh state: CHAIRMAN.

ii) Two heads of Department of Polytechnics Of Himachal Pradesh: MEMBER.

iii) One principal of Industrial Training Institute of Himachal Pradesh state: MEMBER.

iv) The secretary of the Board : MEMBER SECRETARY.

Amended : 34TH MEETING OF THE BOARD HELD ON 28.12.2005 UNDER ITEM NO. :6:

The Board accorded approval to re-constitute the Unfair means Committee as under and authorized the Secretary of the H.P. Takniki Shiksha Board to for the constitution of this Committee:

1. **One Principal from the State Polytechnics** **Chairman.**
2. **Deputy Secretary from the H.P. Takniki Shiksha Board or** **Member Secretary.**
One Officer not below the rank of Assistant Secretary.
3. **One Principal from the Industrial Training Institutions of the State** **Member.**
4. **One Officer from the DTE not below the rank of Assistant** **Member.**
Director.

There should be at least 03 members for quorum. If the quorum will not complete, the Secretary will nominate one H.O.D. from the State Polytechnics.

Amended: 37th meeting held on 16.08.2007 under Supplementary Item No. :3:

The Board had constituted the following Appeal Committee in regard to the penalties imposed by the Unfair means Committee for hearing the cases of the affected students:

1. **Director, Technical Education** **Chairman.**
****[Nominated Jt. Director, Technical Education by the Board in its 43rd meeting held on 15.12.2009 under item No. 5.**
2. **Secretary, H.P. Takniki Shiksha Board.** **Member.**
- 3 **Co-opted member** **Member.**

FUNCTIONS OF	33) the functions of unfair means committee shall be:-
UNFAIR MEANS	i) To the examine the cases of unfair means etc. after hearing the
COMMITTEE	candidates.
	ii) To recommend the penalties for unfair means case as mentioned in regulation 34 of the Chairman his decision.
AGAINS THE PENALTIES.	34) A candidate may appeal to the Board under section 13 of the Act in writing ,after depositing a sum of Rs. 500/- if he is not satisfied with the penalties imposed under regulation 34 to review his case and the decision of the Board shall be final.
	35) The superintendent shall report to the secretary, immediately on the day of occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full detail of the evidence along with the explanation in writing of candidate concerned. The report should indicate as to how, when and by

whom the unfair means case was detected and what precisely was noticed.

2) A candidate found to be suspected to be guilty of using unfair means in the examination, shall be permitted to answer the remaining part of his/her question paper on a separate answer book, and the answer book, in which the unfair means are suspected shall be seized by the superintendent who shall send both the answer books to the secretary with his/her report in separate sealed cover. The candidate shall also be permitted to appear in the rest of the examination in subsequent papers.

3) In case the candidate refuses to give a written statement, the fact of his/her refusal shall be record by the superintendent and witnessed by at least two members of the supervisory staff on duty at the time of Occurrence.

4) Even if a candidate is found haying in his/her possession or accessible to him/her papers, books or notes etc. which do not relate to the subject of examination and which could not possibly be of any assistance to his/her, he/she may be warned by the superintendent not to bring such material in future.

5) If a candidate is found another candidate during the examination room/hall the superintendent shall report the 'statement' of both the candidates and the invigilator to the Secretary with his comments.

6) To avoid impersonation, all the candidate regular and private, appearing in the Board examinations, shall be required to have in their possession their identity cards duly certified by the Principal of the institute to which they belong.

7) All cases of impersonation shall be reported by the Superintendent together with evidence which lead him to this conclusion to the Secretary.

8) A candidate who refuses to obey the superintendent of examination centre and changes his/her seat with another candidate or deliberately writes another candidates roll number in his/her answer book or create disturbance of any kind during the examination or otherwise mischief in the examination hall is liable to be expelled by the superintendent and his/her answer book along with a report shall separately be sent to the secretary with his comments.

9) A candidates found coping from notes written on any part of his/her clothing , body, desk or table or instruments like line rule, set squares, protractor scales etc. and who is guilty swallowing or destroying any notes or paper with him/her, shall be deemed to

have used unfair means and action as proposed in sub regulations (1) and (2) shall be taken.

10) A candidate, who is found consulting not or book (s) outside the examination hall, while going to or coming from urinal/water, closet shall not be permitted to answer the remaining part of the question paper of that day and action as proposed in sub-regulation (1) above shall be taken.

11) If a candidate fails to deliver his/her answer book to the supervisory staff before leaving the examination hall, a report shall be sent to the secretary in a separate sealed cover.

36.(1) A candidate found having in his/her possession or accessible to him her, papers, books or notes relating to the examination of the subjects, shall be disqualified for one year.

2) If a candidate, who voluntarily surrendering to the superintendent during the course of examination, paper books or notes left in his/her possession, which are relevant to the examination subject, shall be disqualified in respect of all the papers in that semester.

3) If a candidate is found converting regarding the question paper to another candidate during the examination, inside or outside the examination room/hall while going or coming from urinal/water closet he/she shall be disqualified in respect or all subjects in that semester.

4) If an answer book shows that the candidate has received help from or given help to another candidate or if he/she is found copying or to have copied from any other paper, book or notes or to have allowed any other candidate to copy from his/her answer book or to have taken the examination with notes written on any part of his/her clothing or body or table or desk or instruments like slide rules, setsquares, protectors, scales etc. and is found guilty, the candidate shall be disqualified for one year.

5) A candidate found guilty or passing on, during the examination copy of question set in the paper or solution answer (complete or incomplete), thereof to anyone, shall be disqualified for one year.

6) A candidate found in possession of a complete or part solution to a question, set in the paper through connivance of any member of the supervisory staff or any other auxiliary staff or some outside agency shall be disqualified for three years. Cases of such alleged misconduct on the part of supervisory staff or other auxiliary staff shall be reported by the superintendent to the secretary for necessary action.

7) A candidate found guilty of smuggling in an answer book, a continuation sheet taking out or a continuation sheet shall be disqualified for three years.

8) In the case of impersonation, the candidate who is impersonated shall be disqualified for 5 years. The person who impersonate shall be reported against to the police by the superintendent. In case the person who impersonates happens to be a student on the roll of institute, he shall be disqualified for five years and in case he happens to be an old student, having posses the diploma from the Board, his diploma shall be cancelled. The cancellation of diploma shall be given wide publicity through leading news papers etc.

9) On the receipts of the reports from the superintendent/examiners or other source secretary shall issue notices to the student who have used or any suspected or have unfair means for affording opportunity explain their position either in writing or in person before the unfair means committee for considering their cases.

10) A candidate appearing for the Board examination who is discovered even before the commencement of the examination to have made a mis-statement in his/her admission form as a result of which he/she becomes eligible to sit in the examination, shall e declared ineligible to appear in any of the Board's examination for a period of two years.

11) A candidate found guilty of using abusive or obscene language in the answer book (s) shall be disqualified in respect of all the subjects in that semester.

12) A candidate found another person's signatures on his/her admission form shall be disqualified for three years.

13) If a candidate for an examination in a practical present to the examiner a practical of class work note book which does not belong to him/her shall be disqualified for one year.

14) If a candidate, knowingly fails to deliver his/her answer book/continuation sheet to the supervisor incharge before leaving the examination hall/rooms shall be disqualified for one year.

15) A candidate found guilty disclosing his/her identity disqualified for one year.

16) A candidate found guilty of communication or attempting to communicate directly or through a relative, guardian friend with an examiner or with the secretary with the object of influencing him/her In the award of marks shall be disqualified for one year.

17) A candidate found guilty of approaching or influencing directly or indirectly regarding his/her unfairmeans cases, a member of the unfairmeans committee or any official of the Board shall be disqualified for one year in addition to punishment awarded to him/her under regulations for his/her offence for using unfair means.

18) Where a candidate makes a appeal to the examiner on his answer book, such answer book shall be cancelled.

19) A candidate who refuses to obey the superintendent of the centre examination for changes his/her seat with another candidate or deliberately writes another candidate's roll number on his/ her answer book or create disturbance of any kind during the examination or mis behaves with the supervisory staff in the examination hall shall be disqualified for one to two years, according to the seriousness of the offence.

37.(1) The condition for migration from a polytechnic in Himachal Pradesh to a polytechnic outside Himachal Pradesh shall be as under:-

i) Migration shall be governed by the rules of that state to which student wants to migrate;

ii) Principal of polytechnic in Himachal Pradesh can withhold migration in case a student, desiring migration-

a) Has made a bond with the state government; and

b) Involved in any disciplinary proceedings which are pending against him.

2) The conditions for migration from a polytechnic of an other state to a polytechnic in Himachal Pradesh shall be as under:-

a) Migration shall be allowed if a student:-

i) is a bonafide resident of Himachal Pradesh; or

ii) is a son/daughter of Himachal Pradesh Government employee stationed in Himachal Pradesh at the time-when migration is applied for.

b) migration shall not be allowed:-

i) The case of student of the 1st year (i.e. in 1st and second semester);

ii) After expiry of one month from the date of declaration of result of the Board;

iii) If a change of branch is desired;

- iv) If no seats are vacant;
- v) if he had been debarred from any university or board examination;
- vi) if he has taken part in any undesirable activities; and
- vii) if he has not cleared all the compartments or re-appears in the polytechnics somewhere he intends to migrate.

3) The conditions for migration from one polytechnic Himachal Pradesh to another polytechnic in Himachal Pradesh shall be as under:-

a) Migration shall be allowed:-

i) If the parents of the students have been transferred to a place nearer to polytechnic where migration is desired;

ii) On medical ground when the Chief Medical Officer issues a certificate that "that the study of the candidate at a particular station is positively harmful to his /her health."

c) Migrations shall not be allowed:-

i) For a student of the first year (i.e., in the first and the second semesters);

ii) After expiry of one month from the date of declaration of result of the Board.

iii) If a change or branch is desired;

iv) If no seats are vacant;

v) If he/she has been debarred from the Board examination;

vi) If he/she has taken part in any undesirable activities; and

vii) If he/she has not cleared all the compartments of re-appears in the polytechnic from where he intends to migrate.

4) After the approval of migration of the Board, the student must join a new polytechnic within seven days from the date of receipt of migration orders and in case he changes his mind, he must ask for his cancellation within seven days from the date of receipt of such orders.

5) The student shall produce the following documents at the time of join in to the institution, failing which he will not allowed to join:-

i) No dues certificate;

- ii) Certificates showing the period up to which fee has been paid;
- iii) Up to date attendance record;
- iv) Up to date sessional record with breakups;
- v) Admission from;
- vi) Original loan application and file if he has been granted loan; and
- vii) Attested photostate copies of detailed marks certificates of all previous classes passed by him duly attested by the principal.

The principal of the institution concerned shall ensure that the documents from the serial Nos. (ii) to (vi) are given to the student in a sealed cover on taking a receipt from him.

6)(i) A student of a polytechnic shall apply for migration to the principal where he is studying in the prescribed form as approved by the Board. The principal shall forward his migration application to the Board for approval in quadruplicate.

ii) The Board shall be forward his application for migration to the Board concerned under whose control the polytechnic where he desired migration, falls (NOT required in case migration is required within the state).the Board concerned after approval, shall sent his application to the principal of the polytechnic where migration is desired.

7) A migration student shall pay fee and other dues only for that period for which he/she has not paid in the polytechnic from where he/she has migrated.

8) Principal of polytechnic from where he is migrated shall clearly mention if:-

a) a disciplinary action has been taken against him/her during his stay there;

b) he/she has taken part in any undesirable activity there;

9)(a) The migration Performa must be complete in all respects along with relevant certificates and must be accompanied by migration fee Rs. 30/- only in the form of a postal order or a bank draft payable to the secretary of the Board without which no request for migration shall be entertained.

b)The migration cases of Industrial Training Institutes and industrial school for boys of the Himachal Pradesh state shall be dealt, in accordance with the instructions issued by Director technical Education, Vocational & Industrial H.P. from time to time.

38) If by chance some seats fall vacant in the sanctioned strength of a particular branch (this will not include 10% additional admissions) because of some admitted students leaving their courses of study in the first semester, the principal of Institution concerned shall invite application for change of branch from the students desirous of seeking admission to the second semester up to 15th of March, and change of branch shall be allowed on the basis of total percentage of marks obtained in the 1st semester. This process must be completed by 31st March by the principal concerned for his institution only. After this, no change of branch shall be allowed. This adjustment shall be allowed only to those students who have passed the 1st attempt and shall not be allowed to any students having compartment for "re-appear" in the 1st semester. This change of branch shall be allowed only in those which have common syllabus for the 1st year.

ADMISSION TO
AFFILIATED
INSTITUTIONS

39) The minimum entry qualifications of the candidates and their admission to various institutions affiliated with the Board shall be governed by the prospectus approved by the Government from time to time.

40) The secretary shall constitute a flying squad consisting of responsible officers from the Board or other Departments of Himachal Pradesh Government which shall conduct surprise inspections of examination centres. He may himself or depute senior responsible officers of the Board or Department of Himachal Pradesh Government to conduct surprise inspections of centres individually.

41) The Board shall appoint an inspection committee to inspect the affiliated institutions, possessing the following persons:-

- i) The Engineer-in-chief, H.P.P.W.D. or his nominee not below the rank of chief Engineer. CHAIRMAN
- ii) The Chief Engineer, HPSEB Or his nominee not below the rank of S.E. MEMBER
- iii) The Chief Engineer, I&PH or his nominee not below the rank of S.E. MEMBER
- iv) The Director Technical Education Vocational & Industrial Training, H.P. or his nominee not below the rank of deputy director. MEMBER
- v) The principal Technical Teachers Training Institute, Chandigarh, or his nominee not below the rank of professor. MEMBER

vi) The Assistant Educational Adviser (Tech.) Northern Region Officer, Ministry of human Resources and development Govt. of India, Kanpur or his nominee. MEMBER

VII) The Secretary, H.P.Takniki shiksha Board. MEMBER
SECRETARY.

2) The committee may co-opt two to three experts if necessary.

3) At least three members will form the quorum comprising the Chairman and the member Secretary.

42) The functions of the inspection committee appointed under regulation 39 shall be:-

i) To inspect affiliated institutions;

ii) to inspect physical standards of space, building, equipment and staff etc. as per norms;

iii) To inspect the teachings standard and award of sessional / practical ;

iv) To inspect coverage of curricula both theoretical and practical;

v) Any other function as assigned by the Board.

43. OFFICERS OF THE BOARD:

The Board shall, with the prior written approval of the Government, determine the strength of the staff for its offices from time to time.

44. QUALIFICATIONS, PAY SCALES OF OFFICERS AND SERVANTS OF THE BOARD:

The qualifications and scales of pay of officers and staff of the Board, other than the Secretary, Deputy Secretary and the Assistant Secretary, shall be the same as are applicable to the corresponding categories under Himachal Pradesh Government.

BY ORDER

Financial Commissioner-cu-Secretary(TE),

To the Government of Himachal Pradesh.