

## HIMACHAL PRADESH TAKNIKI SHIKSHA BOARD, DHARAMSHALA – 176057

The decisions taken by the Board in its 46<sup>th</sup> meeting held on 05.08.2011 ( Friday ) :

**Item No. :2: Regarding approval of the action taken report for implementation of the decisions taken in 44<sup>th</sup> meeting held on 08.09.2010 ( Wednesday).**

**Item No. :7:** After detailed deliberations, the Board decided to enhance the rates of awards to the topper students of State Polytechnics and also took decision to introduce/ implement the rates of awards to the topper students of Industrial Training Institutes/ Industrial Training Centres of the State from the examination July, 2011 as detailed herein as under:

Sr. No.	Procedure of positions for adoption.	Enhanced Rates of Awards & Types of Awards.	Rates of awards& Types of Awards. implemented to the students of Industrial Training Institutes/ ITCs.
1.	First Position: 1st topper in diploma in each discipline .	Enhanced the rate from Rs. 2500/- to Rs. <b>11,000/- per candidate with Gold Medal.</b>	A sum of Rs. <b>3100/-</b> per candidate / per trade with Gold Medal.
2.	Second Position: 2 <sup>nd</sup> topper in diploma in each discipline.	Enhanced the rate from Rs. 2000/- to Rs. <b>5100/- per candidate with Silver Medal.</b>	A sum of Rs. <b>2100/-</b> per candidate / per trade with Silver Medal.
3.	Third Position: 3rd topper in diploma in each discipline.	Enhanced the rate from Rs. 1500/- to Rs. <b>3100/- per candidate with Bronze Medal.</b>	A sum of Rs. <b>1100/-</b> per candidate / per trade with Bronze Medal.

**Item No. :6: Regarding appointment of faculty members from the Private Polytechnics for conducting the Polytechnics/ I.T.I./ SCVT examinations.**

After detailed deliberations, the Board took decision that Centre Superintendent be appointed from the Government Polytechnics in the examination centres and decided that faculty members from the Private Polytechnics who have at least 01 year experience is proposed to be prescribed to appoint Deputy Superintendents/ Supervisors in the examination centres of Govt./ Private Polytechnics/ Industrial Training Institutes for the smooth conduct of examinations. It was also decided that Examination staff be appointed by framing a panel and they should be appointed in rotation. Superintendent should not be appointed from the same institution.

**Item No. :7: Regarding providing of one Golden Chance to the re-appear students of State Polytechnics.**

After detailed deliberations, the Board rejected the request for providing one golden chance to the affected Polytechnic students.

**Item No.:9: Regarding approval for the recommendations passed by the Examination Committee in its meeting held on 08.07.2011.**

After detailed deliberations, the Board approved the following recommendations unanimously passed by the Examination Committee in its meeting held on 08.07.2011 (Friday):

**ITEM NO. :1: Regarding creation of the examination centres in the Private Industrial Training Centres to conduct the examinations of N.C.V.T. and S.C.V.T.**

After detailed deliberations, the Committee recommended the examination centre may be created at I.T.I., Jubbal (Shimla) to the examinees of Govt. I.T.I., Chirgoan (Shimla) for appearing in the S.C.V.T. examinations. The Committee also recommended that it would not be feasible to create the examination centres in Private Industrial Training Centres as there is no such provision in the Board rules.

**ITEM NO.:2: To prescribe the penalties against the Paper-Setters setting questions papers out of syllabus, errors mistakes- regarding consideration.**

After detailed deliberations, the Committee recommended that if any paper setter sets question paper of any subject out of syllabus or makes errors / mistakes in the question paper, the following penalties may be imposed by the Secretary against him/her :

Sr. No.	Particulars of out of syllabus / errors-mistakes.	Penalties are proposed to be imposed.
1.	If there would be spelling errors/ sentence errors/ question will be uncompleted / marks distribution difference than the prescribed weight age of marks/ duration of time/ Maximum Marks / any errors etc.	The 50% amount of remuneration of the concerned paper setter will be forfeited.
2.	If the question paper of any subject is found to be out of syllabus up to 25% after getting the opinion from the subject experts .	The concerned paper setter will be debarred for 03 years and 100% remuneration will be forfeited.
3.	If the question paper of any subject is found to be out of syllabus more than 25% after getting the opinion from the subject experts.	The entire remuneration will be forfeited and the concerned paper setter will be disqualified for life time. The examination of such subject(s) will be re-conducted.

**ITEM NO.:3: To prescribe weight age of marks to be applied to the examinees for the out of syllabus question- consideration regarding.**

After detailed deliberation the Committee recommended that if any representation from the institutions/ students is received in this Board through the Principals of the Institutions within 15 days from the date of examination of the concerned subjects in regard to out of syllabus / any error / mistake of any question paper, the weight age of marks may be given to the students by the Secretary as per the following criteria:

Sr. No.	Particulars of out of syllabus / errors-mistakes.	Weight age of marks is proposed to be given.
1.	If the question paper of any subject is found to be out of syllabus up to 25% after getting the opinion from the subject experts.	Weight age of marks will be given in view of out of syllabus questions as per subject expert & the matter will be placed before the Examination Committee for granting weight age.
2.	If the question paper of any subject is found to be out of syllabus more than 25% after getting the opinion from the subject experts.	The examination of the concerned subject will be re-conducted.
3.	If there would be spelling errors/ sentence errors/ question will be uncompleted / marks distribution difference than the prescribed weight age of marks/ any question is meaningless/ duration of time/ Maximum Marks / any errors etc.	No weight age will be provided. The direction will be issued to the evaluators accordingly.

**Item No.:6: To re-design the Examination Forms and Registration Forms pertaining to Polytechnics/ Industrial Training Institutes/ Industrial Training Centres/ State Council for Vocational Training/ Re-evaluation .**

After detailed discussions, the Committee felt that that the Board Office has computerized the examination works and the examinations forms, registration forms and re-evaluation forms pertaining to State Polytechnics, I.T.I.s/I.T.Cs./ VTCs are very old which do not cover the all required particulars of the students. As such, the Committee recommended to introduce the re-designed forms. The Committee also recommended that these forms may be got available online on the Board's website [www.hptechboard.com](http://www.hptechboard.com) so that students can download these forms from their respective places and in case of downloaded forms they will include the cost of form with examination fee.

**Item No. :10: Regarding approval for the recommendations passed by the Finance Committee in its meeting held on 05.08.2011 ( Friday).**

After detailed discussions, the Board approved the following recommendations after making passed by the Finance Committee in its meeting held on 05.08.2011:

**Item No. :8: Regarding consideration to appoint Assistant Practical Examiner to assist the External Practical Examiner for the conduct of external practical examinations and to prescribe the remuneration / honorarium for the Polytechnic examinations.**

After detailed discussions, the Finance Committee accorded approval to appoint the Assistant Practical Examiner to assist the External Practical Examiner for conducting practical examinations of the State Polytechnics and the rates of honorarium / remuneration to the Assistant Practical Examiners prescribed as under:

1. Up to the strength of 10 candidates = @ Rs. 50/- minimum.
2. Above the strength of 10 candidates = @ Rs. 5/-per student.

**Item No.:9: Regarding consideration to revise time schedule for the submission of Registration Forms.**

After detailed deliberation, the Members of the Finance Committee accorded approval to revise the schedule for the submission of registration forms alongwith requisite registration fee in the Board Office of the admitted candidates by the institutions as detailed below:

<b>Sr. No.</b>	<b>Time Schedule (Revised).</b>
(i)	Within 30 days from the cut-of date notified by the Director, Technical for making the admission ( No change).
(ii)	A fine of Rs. 200/- per candidate shall be charged for delay in submission up to 10 days i.e. 31 <sup>st</sup> to 40 <sup>th</sup> day.
(iii)	After the time schedule as specified at serial No. (ii) above, a special fine to the tune of Rs. 1000/- per candidate will be charged till the date(s)/ time schedule specified (without late fee) for the submission of admission-cum-permission forms of respective examination.

**Item No.:10: The revision of the various rates of remuneration/ honorarium related to the Entrance tests & other Examinations as recommended by the Examination Committee in its meeting held on 8-7-2011 under item No 4 & 5.**

After detailed discussions, the Finance Committee accorded approval to revise the rates of remuneration/ honorarium as recommended by the Examination Committee in its meeting held on 8-7-2011 had recommended the revision of remuneration/ honorarium related to the various examinations conducted by the Board Office as detailed herein below:

## 1. ENTRANCE TESTS:

Particulars / Nature of Duties.	Revised Remuneration/ honorarium rates for complete examination.
(1) Examination Centre Superintendent.	Rs. 1000/-
(2) Deputy Superintendent	Rs. 600/-
(3) Invigilator	Rs. 350/-
(4) Clerk/Steno.	Rs. 400/-
(5) Class-IV employee.	Rs. 200/-
(6) Night Chowkidar.	Rs. 200/-
(7) Sweeper	Rs. 200/-

## 2. Semester / Annual Examinations:

Sr. No.	Particulars / Nature of Duties.	Revised remuneration/ honorarium rates.
1.	<b>Staff to be engaged for the Conduct of Examinations:</b>	
	1. Coordinator (Polytechnic Exam for entire examination).	Rs. 1500/-
	2. Coordinator (ITI Exam for entire examination).	Rs. 1000/-
	3. Coordinator (SCVT Exam for entire examination)	Rs. 1000/-
	4. Coordinator (Apprenticeship for entire examination)	Rs. 800/-
	5. Examination Superintendent.	@ Rs. 80/- per session.
	6. Deputy Superintendent.	@ Rs. 70/- per session.

	<p>7. Invigilator</p> <p>8. Clerk</p> <p>9. Class-IV ( Daftri, Peon, Waterman).</p> <p>10. Chowkidar</p> <p>11. Sweeper</p>	<p>@ Rs. 55/- per session.</p> <p>@ Rs. 50/- per session.</p> <p>@ Rs. 45/- per session.</p> <p>@ Rs. 45/- per session.</p> <p>@ Rs. 45/- per session.</p> <p>If the duration of any examination in single session will be of six hours, double honorarium will be paid to the engaged staff.</p>
2.	For Paper Setters ( Polytechnics / SCVT examinations.	<p>(i) @ Rs. 750/- per question paper.</p> <p>(ii) bilingual question paper. @ Rs. 1000/- per question paper.</p> <p>(ii) Sending the question papers by registered post duly insured, the postal expenditure will be paid extra on the submission of original receipts.</p>
3.	For Paper Setters (PAT/ LEET).	<p>1. For one language subject @ Rs. 4,000/- per question paper with solution.</p> <p>2. For bilingual subjects @ Rs. 6,000/- per question paper with solution.</p>

4.	For evaluators/ re-evaluators / external practical examiners.	<p>1. Upto 1-10 candidates/ Answer-books (Related to one question paper) @ Rs. 100/- minimum.</p> <p>2. Above 10 candidates /Answer-books (Related to one question paper) @ Rs. 10/- per answer-book/ per candidate.</p>
5.	Flying / Inspection by the Principal to inspect the Examination Centers as per the direction of the Board office.	<p>(i) @ Rs. 400/- per inspection subject to maximum Rs. 1600/- to make surprise inspections for the whole examination of the session as will be entrusted by the Board Office.</p> <p>(ii) Honorarium/ remuneration @ Rs. 100/- per day may be paid to the Driver (official vehicle).</p>

**SUPPLEMENTARY ITEM NO. 1. Regarding revision of rates of remuneration /honorarium to the staff engaged for evaluation of scripts in the Spot Evaluation Centres.**

After detailed deliberations, the Members of the Finance Committee accorded approval to revise the rates of remuneration/ honorarium to the staff to be engaged for evaluation of scripts by the Board Office related to the various examinations as under:

Sr. No.	Nature of Duty.	Remuneration rates revised.
1.	Coordinator (Spot Evaluation).	<p>For Polytechnics, I.T.I.s ,SCVT, Apprenticeship and Short Term Courses Answer-books evaluation ):</p> <p>(i) Upto one week ( Seven Continuous working days). .... @ Rs. 1000/-</p> <p>(ii) More than 07 days .. @ Rs. 150/- per day.</p>

2.	Class-IV( Daftri, Peon, Waterman)	@ Rs. 50/- per day.
3.	Chowkidar.	@ Rs. 50/- per night.
4.	Sweeper.	@ Rs. 50 per day.
5.	Clerk	@ Rs. 100/- per clerk/per day.

**Item No.:13:           Regarding implementation of even/ odd system for conducting the semester examinations in the State Polytechnics.**

After detailed deliberations, the Board took decision that the semester pattern examinations of State Polytechnics may be conducted as detailed below:

- (1) In the Month of November/ December Every Year ... Ist, 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> semesters.
- (2) In the Month of May/ June Every Year ... 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semesters.

At the end, the meeting ended with a vote of thanks to the Chair.

C.S.  
**CHAIRMAN.**

Sd/-  
**SECRETARY.**