

# H.P TAKNIKI SHIKSHA BOARD, DHARAMSHALA.

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For payment through Online Mode, Board Account No. 1150110009284 IFSC Code: UCBA0001151

## FREQUENTLY ASKED QUESTIONS (FAQS)

**QN1** I have completed my Engg Diploma and would like to take migration certificate for higher studies. How can I take this certificate?

**Ans:** You can apply for certificate on prescribed proforma (available on board website) along with requisite fee of Rs 400/.This amount can be deposited through online mode in Board's account. The self attested copy of your provisional certificate must be attached with your application . The complete case may be sent to Board office through your institute or can be sent directly to Board through official e-mail. For more information you can visit "Students Corner" page of Board website.

**QN2** I am student of D.Pharmacy 2<sup>nd</sup> year . I would like to do mandatory Hospital Training. Please guide me about it.

**Ans:** The Principal of your institute will provide you the requisite Proforma for "Hospital Training ". As per the Education regulation framed under section 10 of Pharmacy act 1948, you will have to complete the Hospital training not less than 500 hrs spread over the period of not less than 3 months. After completion of hospital training, training certificate duly attested by Medical Officer incharge shall be submitted at your respective institute.

**QN3** I am a student of D.Pharmacy. I would like to know whether Hospital Training is mandatory component or not ?

**Ans:** Yes, Hospital Training is mandatory component. As per the Education regulation framed under section 10 of Pharmacy act 1948, Student will have to complete the Hospital training not less than 500 hrs spread over the period of not less than 3 months. The Diploma will not be awarded to students till the completion of minimum 500 hrs of hospital Training.

**QN4** I have completed my Diploma in Pharmacy and would like to take NOC .How can I take this certificate?

**Ans:** You can apply for NOC along with self attested copy of your provisional certificate and original Copy of "Hospital Training Certificate". The complete case may be sent to Board office through your institute or can be sent directly to board through official e-mail. For more information you can visit "Students Corner" page of Board website.

**QN5** I have completed my Engg Diploma and would like to take Provisional certificate for pursuing higher studies. My institute has been closed. How can I take this certificate?

**Ans:** You can directly apply to this office for provisional certificate .Please send your case along with all self attested DMC s to board through our official e-mail .

## FAQS

**QN6** I have completed my Engg Diploma and would like to take Provisional certificate for pursuing higher studies. How can I take this certificate?

**Ans:** In your case the provisional certificate will be issued by Principal of your Polytechnic. You can apply to Principal of your institute.

**QN7** I have completed my Engg Diploma and would like to get WES verification for higher studies?

**Ans:** You can directly send your case along with copy of all DMCs and diploma to this office through our official e-mail. After verification, all DMCs and diploma copies will be handed over in a sealed cover to you or the person duly authorized by you.

**QN8** I have completed my Engg Diploma. The spelling of my father is not correct in all my DMCs and diploma. How this can be corrected, please guide me.

**Ans:** You can apply for correction of certificate on prescribed proforma (available on board website) along with requisite fee of Rs 350/- per certificate and correction fee of Rs 400/-. You may deposit the amount through online mode in Board's account. All certificates which are to be corrected must be sent in original along with self attested copy of matriculation certificate. The complete case may be sent to Board office through your institute or can be sent directly to board through our official e-mail. For more information you can visit "Students Corner" page of Board website.

**QN9** I am studying in 4th sem at Govt/Pvt Polytechnic of Himachal Pradesh. In DMCs of 1<sup>st</sup> & 2<sup>nd</sup> sem spelling of my name is not correct. How this spelling can be corrected, please guide me.

**Ans:** You can apply for correction of certificate on prescribed proforma (available on board website) along with requisite fee of Rs 350/- per certificate and correction fee of Rs 400/-. You may deposit the amount through online mode in Board's account. All certificates which are to be corrected must be sent in original along with self attested copy of matriculation certificate. The complete case may be sent to Board office through Principal of your institute. For more information you can visit "Students Corner" page of Board website.

**QN10** I am a student of Govt /Pvt Polytechnic in Himachal Pradesh. In registration card the spelling of my name is not correct. How this spelling can be corrected, please guide me?

**Ans:** You can apply for correction in registration card with requisite fee of Rs 50/-. You may deposit the amount through online mode in Board's account. The registration card which is to be corrected must be sent in original along with self attested copy of matriculation certificate. The complete case may be sent to Board office through Principal of your institute. For more information you can visit "Students Corner" page of Board website.

**QN11** I have completed my Engg Diploma. I have lost all my DMCs and diploma certificate. How can I get duplicate certificates?

**Ans:** You can apply for duplicate certificates on prescribed proforma (available on Board website) along with requisite fee of Rs 350/ per certificate. The total amount can be deposited through online mode in Board's account. The copy of affidavit and FIR must be attached with your application. The complete case may be sent directly to this office through our official e-mail. For more information you can visit "Students Corner" page of Board website.

## FAQs

**QN12** I am student of Polytechnic . I have got re-appears in two subjects in 3<sup>rd</sup> sem. I would like to apply for re-evaluation .Please guide how can I apply for it.

**Ans:** You can apply for re-evaluation in desired subjects on prescribed proforma (available on Board website) along with requisite fee of Rs 350/ per subject. The total amount can be deposited through online mode in Board's account. The complete case may be sent directly to this office through registered post only. Your application must reach this office with in 14 days after declaration of result. For more information you can visit "Students Corner" page of Board website.

**QN13** I am student of Polytechnic . I have got re-appears in one subject in 2<sup>nd</sup> sem. I would like to apply for rechecking .Please guide how can I apply for it ?

**Ans:** You can apply for re-checking of your desired subject on prescribed proforma (available on board website) along with requisite fee of Rs 200/ per subject. The amount can be deposited through online mode in Board's account. The complete case may be sent directly to this office through registered post only. Your application must reach this office with in 30 days after declaration of result. For more information you can visit "Students Corner" page of Board website.

**QN14** I am student of Polytechnic . I have got re-appear in one subject. I would like to See my answer sheet. Is it possible for me to see my answer sheet .Please guide how can I apply for it?

**Ans:** You can "See answer sheet " of re-appear subject. For this you will have to apply in prescribed proforma (available on board website) along with requisite fee of Rs 600/ per answer sheet . The total amount can be deposited through online mode in Board's account. The complete case may be sent directly to this office through registered post only. Your application must reach this office with in 30 days after declaration of result. For more information you can visit "Students Corner" page of Board website.

**QN15** I have passed out from Polytechnic . I have still two re-appears in my 4<sup>th</sup> sem and 5<sup>th</sup> sem. I would like to fill examination form for these two re-appear subjects. Please guide how can I apply for it?

**Ans:** You can fill Examination form (available on board website). The requisite fee is Rs 500/ per semester. You have to submit the examination form along with requisite fee at your concerned institute. You can not send the examination form directly to board office.

**QN16** I have passed out from Polytechnic . I have still two re-appears in my 3<sup>rd</sup> sem and 6<sup>th</sup> sem. I would like to appear in other Exam centre rather than my parent institute. Can I appear for external exam in other exam centre ? Please guide.

**Ans:** No, You can not appear in other Exam centre. You will have to appear in your parent institute's exam centre or as decided by HPTSB Dharamshala time to time.

**QN17** I have been penalized under UMC by HPTSB Dharamshala. I am not satisfied with the decision of Board. Can I apply for appeal further?

**Ans:** Yes, you can apply for further appeal. Apply to Secretary, HPTSB Dharamshala along with requisite fee of Rs 600/-along with UMC decision copy . Fee can be sent through online mode at Board's account. Send the application to this office through our official e-mail.

## FAQS

**QN18** What is the prescribed limit to complete the 3 years Engg Diploma?

**Ans:** Maximum 6 years in case of admission through PAT and 4 years in case of LEET admission.

**QN19** I have completed Engg Diploma from Polytechnic in H.P. I have not received final Diploma because my aggregate percentage is less than 50%. How can I improve my percentage? Please guide.

**Ans:** As per Board regulation, you can improve your percentage by appearing in Exam of any theory subject within the period of prescribed limit to complete the Diploma.

**QN20** I have passed 10<sup>th</sup> class and would like to take admission in Polytechnic for Engg diploma. Please guide me.

**Ans:** Admission in Engg Diploma is being done through PAT (Polytechnic Admission Test). Every year PAT is conducted by HPTSB in the month of May. Board calls online applications for PAT in the month of Mar/April through Board's official website.

**QN21** I have passed 12<sup>th</sup> class ( Non Medical Stream) and would like to take admission in polytechnic for D.Pharmacy course. Please guide me.

**Ans:** The eligibility criteria to get Admission in Diploma pharmacy is 12<sup>th</sup> (Non Medical/Medical). Board calls online applications for D.Pharmacy in the month of Mar/April through Board's official website. Admission is being done on the basis of merit in 12<sup>th</sup> class.

**QN22** How can I get branch and institute of my own choice while getting admission in Engg Diploma?

**Ans:** Admission and counseling process of PAT/LEET is fully in online mode. Candidate can opt for branch and institute of his/her choice at the time of online form filling process. OLA software allots seats to candidate on the basis of merit in qualifying exam.

**QN23** Can I get direct admission in 2<sup>nd</sup> year of Engg diploma?

**Ans:** Yes, through LEET scheme you can get direct admission in 2<sup>nd</sup> year of Engg Diploma. LEET entrance exam is being conducted by HPTSB in the month of May every year.

**QN24** What is the eligibility criteria for appearing in LEET entrance?

**Ans:** 10+2 (Non Medical), 10+2 (Medical), 10<sup>th</sup> + 2 years ITI in Engg Trade.

**QN25** I would like to know about different Diploma Engg branches running in various polytechnic in H.P.

**Ans:** Computer Engg, Information Technology, Civil Engg, Electrical Engg, Electronics & Communication Engg, Mechanical Engg, Automobile Engg, Architecture Assistantship, Instrumentation Engg, Electrical & Electronics Engg.

**QN26** How many Govt Polytechnics are there in Himachal Pradesh?

**Ans:** There are 16 Govt Polytechnics (including 2 women Polytechnics) in H.P.