D H A R A M S H A L A

Examination Regulations

Effective from 1.6.94

Amended upto July, 2017

Approved by the Board in its 66th meeting held on 31-5-94 vide item no. 17

Amended upto July, 2017

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EXAMINATION REGULATIONS

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CHAPTER -1

GENERAL

1.1 SHORT TITLE, COMMENCEMENT AND DEFINITIONS

1.1.1 These Regulations may be called the Himachal Pradesh Board of School Education Examination Regulations, 1994,

1.1.2 These Regulations shall come into force w .e. f. 1.6.1994.

1.1.3 In these Regulations:

Unless the subject or context otherwise requires, the following terms shall have the following meanings. Words importing the masculine gender shall be taken to include feminine and those in singular shall include the plural and vice versa:

1. "Act" means the Himachal Pradesh Board of School Education Act;

2. "Board" means the Himachal Pradesh Board of School Education;

3. "Chairman " means the Chairman of the Himachal Pradesh Board of School Education;

4. "Committee" means a Committee as may be set up by the Board under Section 24 of the Act ;

5. "Department" means the Education Department of Himachal Pradesh;

6. "Director " means the Director of Education, Himachal Pradesh;

7. "Guardian " means the natural or legal guardian or a person approved by theHead of the Institution concerned as the guardian of a student for the purpose of these regulations;

8.* "Head of an Institution" means the Principal/Headmaster of a Senior Secondary/ High School and such other institution affiliated to the Board;

9.* "High School" means an educational institution preparing candidates for the Matriculation examination of the Board and affiliated to the Board for this purpose;

10.* "Senior Secondary School" means an educational institution preparing

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* Provided/amended vide 99th Board's Meeting under item No 12(1) on dated 18-1-2012

candidates for Ten Plus Two examination of the Board and affiliated to the Board for such purpose;

11. "Principal" means the Principal of a Senior Secondary School or Senior Secondary division of a college;

12. "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 recognized/ affiliated to the Board ;

13. "Regular Course of Study" means a Course of Study prescribed by the Board for the purpose of any of its examinations;

14. "Scholars Register" means the register containing the record of a scholar's progress kept by the institution to which he belongs in the form approved by the Board;

15. "Secretary" means the Secretary of Himachal Pradesh Board of School Education;

16. "Session" means the period for which an institution is open for tuition during the twelve months commencing with the formation of new classes;

17. "Teacher" means a person actually engaged in the work of instructions in an institution recognized/affiliated to the Board;

18. All other words and expressions used in these regulations but not defined shall have the same meaning as has been respectively assigned to them in the Act;

19.* "Affiliated Institutions" means all Govt. Schools and educational Institutions recognized by the Government or affiliated to the Board;

20.* "UMC" means Unfair Means Cases;

21 "Person with disability" means a person suffering from not less than forty percent of any disability as certified by a medical authority not less than Chief Medical Officer;**

22 "Person with low vision" means a person with impairment of visual functioning**

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*Provided/amended vide 99th Board's Meeting under item No 12(1) on dated 18-1-2012

**Provision made vide Board's 105th meeting under item No. 2 on dated 27-1-2015

even after treatment or standerd refractive correction but who uses of is potentially capable fo using vision for the planning or execution fo a task with appropriate assistive device as certified by a medical authority not less than Chief Medical Officer;

23 "HPSOS" means the Himachal Pradesh State Open School;

24 "RLD" means Result Late due to discrepancy;

25 "RLE" means Result Late due to eligibility; and

26* "Close relative/relative" means son, daughter, wife , brother & sister of the person;

1.2 POWER TO RELAX:-

Where the Board is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any case or category of cases.

1.3 INTERPRETATION OF THE REGULATIONS.

If any question arises as to the interpretation of the regulations, the decision of the Board shall be final.

1.4 REPEAL AND SAVINGS.

From the commencement of these Regulations, the H.P. Board of School Education regulations, 1970 shall stand repealed.

Notwithstanding such repeal, anything done or any action taken including any orders, notifications etc; issued in exercise of the powers conferred by or under the repealed regulations shall be deemed to have been done or taken under the corresponding provisions of these regulations and in case of any dispute the decision of the Board shall be final.

* Provision made vide Board's 108th meeting under item No.18 on dated 19-01-2016

CHAPTER -2

EXAMINATIONS

2.1 EXAMINATIONS:

2.1.1 The Board shall prescribe from time to time the examinations (including Departmental examinations) to be conducted by it. For the time being , the Board shall conduct the following examinations; –

(i) * Middle standard Examination for private candidates and Middle Standard Supplementary Examinations;

(ii) Matriculation Examination and Matriculation Supplementary Examination;

(iii) Senior Secondary Certificate Examination (Ten Plus One & Ten Plus Two) and Senior Secondary Certificate Supplementary Examination;

(iv) Junior Basic Training:- J.B.T. Part-I Examination and J.B.T. Part-I Supplementary Examination;

(v) * J.B.T. Part - II Examination and J.B.T. Part-II Supplementary Examination;

(vi) J.B.T. Condensed Course Examination and J.B.T. Condensed Course Supplementary Examination;

(vii) Oriental Title / Language teacher :- O.T / L.T. Examination and O.T./L.T.

Supplementary Examination;

(viii) Pre-Vocational Training Course :-P.V.T.C. Examination & P.V.T.C. Supplementary Examination;

(ix) Teacher 's Training Certificate :-T.T.C. (Anglo Indian) Examination;

(x) * Examinations to be conducted through Himachal Pradesh State Open School under the auspices of Himachal Pradesh Board of School Education for such classes as may be prescribed by the Board;

(Xi) Teacher Eligibility Test (TET) on th proscribed rules;

(xii)# Any other Competitive/Recruitment Examination assigned by the H.P.

Added vide Board's 107th Meeting under item No.10 on dated 23-9-2015

* Amended /Provided vide Board's 99th meeting under Item No. 12(1) on dated 18.1.2012 .

Government or any other Agency from time to time as per prescribed rules or Syllabus /structure of question paper provided by them.

2.1.2 The Chairman may , however, order a special examination or re-examination in one or more subjects any time as may be decided by him, according to the exigencies of the situation that may arise due to the leakage of question paper, mass copying or for any other reason or emergency and report the matter to the Board.

2.2.* CENTRES AND DATES OF EXAMINATION :-

The Examination shall be conducted at such Centres as may be approved by the Board or created under clause 8.7 of these regulations from time to time and on such dates and at such time as the Chairman may determine.

2.3 MODE OF EXAMINATION:-

Candidates for the examination shall be examined by means of :-

(i) Written question papers which they shall be required to answer in writing;

(ii) Practical/Oral tests as provided for in the Syllabus for the respective subjects.

2.3.1 Practical and Oral test unless otherwise specified shall be carried out by the examiners appointed by the Board or any other authority approved by the Board in such manner as the Board may, from time to time, determine.

2.3.2 Wherever, practical work has been prescribed in the syllabus in any subject for the Examination, a record of such work done by each candidate offering the subject in the form prescribed by the Board shall be duly maintained and attested by the Head of Institution concerned and the same shall be produced or forwarded for purposes of evaluation in such manner and according to such directions as may be issued by the Board from time to time.

2.3.3. Written test in a subject shall be, by means of question paper and the question paper in the subject shall be given to candidates simultaneously at every centre at which the examination is being held.

2.4 SUBJECTS OF EXAMINATION :-.

The examination shall be held in the subjects approved by the Board from time to time.

2.5 MEDIUM OF EXAMINATION:-

(i) Medium for English shall be English except for passage of English, which

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* Amended /Provided vide Board's 99th meeting under Item No. 12(1) on dated 18.1.2012 .

shall be translated into Hindi;

(ii) Medium for the paper of Sanskrit will be Hindi;

(iii) Medium for the papers in other languages shall be the language concerned;

(iv) Medium for Senior Secondary Classes for the subjects of Mathematics,

Biology, Chemistry and Physics shall be English;

(v) Medium for all other examinations and subjects shall be Hindi or English.

2.6 SYLLABI IN SUBJECTS OF EXAMINATION:-

2.6.1. The Syllabus in each subject for the examination setting out the detailed courses of study and scheme of examination shall be prescribed by the Board from time to time and shall be shown in the "Courses of study and Syllabi".

2.6.2 "Courses of Study and Syllabi" for various examinations shall be made available by the Board for sale at such price and at such places as may be decided by the Chairman and shall also be available at the office of the Board for reference.

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CHAPTER -3

ADMISSION TO AFFILIATED INSTITUTIONS

3.1 GENERAL REQUIREMENTS

3.1.1 No scholar who is studying in an institution which is not affiliated to a recognized Board /University shall be admitted to any class of High/Senior Secondary School or section of an institution affiliated to the Board.

3.1.2 The Head of the institution should carefully check up whether or not any examination passed by a student from any other recognized Board /University has been equated with any Examination of the Board and if so with what conditions, before granting admission to a student migrating from any other Board. Such a check should be exercised preferably before granting admission or soon after granting provisional admission so that there is no complication later on.

3.1.3 * Eligibility of a candidate who has passed an examination of a foreign School/Board /University or any other University /Board/ Bodies of this country should invariably be obtained from this Board unless equivalence of the examination passed has already been notified by the Board.

3.1.4 ** Students migrating from other recognized Board /Universities who have undertaken any Examination of that Board /University shall furnish Migration Certificate in addition to marks-sheet/qualifying certificate issued by the Board /University concerned to the institution where they are seeking admission and the institutions shall furnish the same to the Board alongwith examination admission forms.

3.1.5 ** A scholar who has been placed in compartment in any examination can be given provisional admission to the next higher class provided he fulfils eligibility criteria of aggregate marks, if any , laid down but such a scholar shall have to clear the compartment /reappear before or simultaneously failing which he shall revert to lower class and the result of higher class/examination shall stand cancelled.

However, scholars coming from other recognized Board/University must have passed his Matriculation or equivalent examination with English, Mathematics and Hindi.

3.1.6 A scholar who fails twice in XI and XII shall not be re-admitted to that class.

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*Amended vide Board's 93rd meeting under item No. 6 on dated 07.01.2009

** Amended vide Board's 99th meeting under item No. 12(1) on dated 18.1.2012

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3.1.7 Notwithstanding anything contained in any other regulation , the Board shall have power to admit a person provisionally to the next higher class pending his taking examination in a paper or papers which he may have missed through no fault on his part provided that in each such case, the Board shall record reasons for granting such permission.

3.1.8 A candidate whose result of the examination taken by him is notified as "Later" may be allowed to join the next higher class provisionally .In case he is ultimately declared to have failed in the examination his admission shall stand cancelled and he shall forthwith revert to the lower class . He shall have no claim against the institution he had joined and /or the Board;

Provided that the fees paid by him for the higher class shall be adjusted against the dues of the lower class but if he discontinues his studies, fee paid by him shall not be refunded.

3.2 ADMISSION TO CLASS VIII AND BELOW

Admission to all classes up to class VIII shall be regulated as per the rules laid down by the Education Department of Himachal Pradesh.

3.3 ADMISSION TO CLASS IX AND X.

3.3.1 *In order to be admitted to class IX of an institution affiliated to the Board a scholar must have passed the Middle Standard Examination from the Board or an equivalent examination from a recognized Board/University or must have passed class VIII examination recognized by the Education Department of a State Government / Union Territory or must have passed Elementary Education Completion Certificate under "The Right of Children to Free and Compulsory Education Act, 2009", issued by the Education Department of a State Government /Union Territory.

3.3.2 In order to be admitted to class X of an institution affiliated to the Board a student must have completed a regular course of studies and passed the class IX examination from an institution affiliated to a recognized Board.

3.3.3 **A candidate placed under compartment in Matriculation examination or equivalent examination of any recoginsed Board / University shall have the liberty to take admission in the same class/examination if he opts for appearing in all subjects.

* Amended vide 97th Board's Meeting under item No. 1 & 8 on dated 19.1.2011 ** Amended vide 97th Board's Meeting under item No. 8 on dated 19.1.2011

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3.4 ADMISSION TO CLASS TEN-PLUS-ONE AND TEN PLUS-TWO.

3.4.1 ** In order to be admitted to class ten –plus –one of a school affiliated to the Board a scholar must have passed the Matriculation examination of the Board or an equivalent examination of a recognized Board /University and must fulfill the eligibility criteria of minimum aggregate marks and age etc., as provided under clause 3.4.1(a) or as amended by the Board from time to time.

3.4.1(a) * Admission to Class XI of Senior Secondary Certificate Ten Plus One examination to an affiliated institution shall be open to a scholar who has passed:-**

i) The Matriculation Examination of the Board of School Education, Himachal Pradesh;**

ii) Any other examination recognised by the Board as equivalent to (i) above.

Provided that the candidate has qualified the examination with English , Mathematics and Hindi subjects.

Provided further that students offering;

a) * Science Group must have secured at least 45% marks in aggregate; b)* Commerce Group must have secured at least 33% marks in aggregate; c) Humanities Group must have secured at least 33% marks in aggregate; d) * Relaxation of 5% marks for SC/ST candidates shall be given for admission in Science Group only.

Note:- * Students who obtained upto 44.5% marks in aggregate shall be counted to have obtained 45% marks for admission to Science Group in Ten Plus one. Provided further that students coming from a Board/University outside Himachal Pradesh shall have to furnish migration certificate issued by the Board/University concerned.

iii) ** A candidate who has passed Matriculation Examination without English or Mathematics or Hindi from any other recognised Board/University shall have to qualify that subject before or simultaneously. Such candidates shall be admitted in 10+1 class provisionally after fulfilling codal

*** Provision made under section19(3) of HPBOSE Act,1968 Noti□cation No. Hi.Shi.Bo.(4) Acad/2000-199 Dated 23.6.2000 & *Amended vide 98th Board's Meeting under item No. 21 on dated 16.7.2011 ** Provision made vide 99th Board's meeting under item No. 12(1) on dated 18.01.2012

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formalities for admission.

iv) The dates of admission to 10+1 shall only be fixed by the Director of Higher Education. The Director of Higher Education shall also affect any extension in the date only.

v) No student who has attained the age of 20 years on 31st March of the year of admission shall be admitted to the class XI of affiliated institutions.

In case of SC and ST students the age limit is relaxed by three years.

vi) Age relaxation cases should be submitted by the Head of the Institution to the Director of Education for final decision.

Vii) ## A candidate placed under re-appear in one subject in Matriculation examination conducted by Himachal Pradesh State Open School, Shall be treated compartment candidate of the Board and such candidate shall be allowed to be admitted provisionally in XI class provided that the candidate fulfill other condition laid down for admission.

3.4.2# In order to be admitted to class ten –plus two of an institution affiliated to the Board, a student must have completed a regular course of studies and must have passed the ten-plus one examination with five subjects out of which English as one of the subjects from the Board or an equivalent examination of a recognized Board/University or from an institution affiliated to this Board / recognized Board/University.

3.4.3* A candidate placed under compartment in Ten Plus Two examination or equivalent examination of any recoginsed Board / University shall have the liberty to take admission in the same class/examination if he opts for appearing in all subjects.

3.5 ADMISSION PROCEDURES.:-

3.5.1 A scholar's register in the form prescribed by the Board (Annexure I) or an admission and withdrawal register in the form prescribed by the Education Department shall be maintained by the institution where the name of every scholar joining an institution shall be entered.

Amended vide 99th Board's Meeting under item No. 12(1) on dated 18.1.2012 ##Provision made under BOD 101 Item no.1 Dated 09-09-2013 .

* Amended vide 97th Board's Meeting under item No. 8 on dated 19.1.2011

3.5.2 Successive numbers must be allotted to scholars on their admission and each scholar should retain this number throughout his career in the institution. A scholar leaving and then returning to the school after absence of any duration shall resume his original number of admission.

3.5.3 If a scholar applying for admission to an institution has attended any other institution an authenticated copy of the transfer certificate from his last school must be produced before his name can be entered in the scholar's register.

3.5.4 In no case shall a scholar be admitted to a class higher than that for which he is eligible according to the Transfer Certificate.

3.5.5 A scholar shall not be allowed to migrate from one affiliated institution to another during the session after his name has been sent up for the examination of the Board. This condition may be waived only in special circumstances by the Chairman.

3.5.6 A scholar leaving his institution at the end of a session or who is permitted to leave his institution during the session shall, on payment of all dues, shall receive an authenticated copy of the Transfer Certificate up-to-date. A duplicate copy may be issued if the Head of the institution is satisfied that the original is lost but it shall always be so marked.

3.5.7* In case a scholar from an institution affiliated to any recognized Board/University seeks admission to an institution affiliated to the Board , the Transfer Certificate and detail marks certificate of lower examination of the previous institution of such a student shall be countersigned by an officer not below the rank of District Education Officer /District Inspector of Schools of the Education Department or any officer authorized for this purpose by the Education Department of the State/Union Territory concerned and the scholar shall not be admitted to an institution without such countersignature. Copy of such documents shall be submitted to the Board by the head of the concerned institution alongwith

examination admission forms. Counter signatures are not necessary if candidate is admitted from one institution affiliated to the Board to another.

3.5.8 If the statement made by the parent or guardian of a scholar or by the scholar himself, if he was a major at the time of his admission to an institution is found to contain any willful misrepresentation of facts regarding the scholar's career, the Head of institution may punish him by expulsion and report the matter to the Board.

3.5.9*The candidature/ eligibility of regular candidate shall be ensured & checked by

* Amended vide 99th Board's Meeting under item No. 12(1) on dated 18.1.2012 .

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the Principal/Headmaster/Head of the Institution of Government School/Private Schools or Institutions affiliated to the Board and the admission granted by the Principal / Headmaster / Head of the Institution of Government School/Private Schools or Institutions affiliated to the Board shall be treated as final.

Provided that checking of candidature / eligibility of such admission forms shall be done by the Board but the concerned Head of the Institution will be responsible for any discrepancy found in the candidature / eligibility of the regular candidates .

3.5.10 Admission forms of compartment candidates who appear as regular candidates in annual examinations shall be treated as regular candidates for supplementary examination only . The admission forms of such candidates shall be submitted to the Board by the Principal / Headmaster of the concerned School or the school in which such candidates seek admission for the next higher class.**

** Provision made in 85th Board's meeting under Item No 3(4) on dated 18-2-2006 and further amended in 96th Board's meeting under Item No 8 on dated 6-1-2010

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ANNEXURE-I

SCHOLAR'S REGISTER

.....SCHOOL

SECTION A:

1. Registraon No..... 2. Name of the Student..... 3. Caste..... 4. Religion..... 5. Naonality:..... 6. Date of birth:.....

7. Age on the date of first admission to the school:

Year:.....Month:..... 8. Name of father..... 9. Mother's Name…….....…….

10. Occupaon:.....

11. Address:

(a) Permanent.....

.....

.....

(b) For correspondence:

..... 12. (a) Name of local guardian.....

(b) Address.....

13. The last school, if any , which the scholar a;ended before joining the school:

..... 14. The highest class from which the scholar was fit for promoon on leaving his last school:

.....

15. Date of marriage, if and when married:

.....

SECTION B

1. Date of admission..... 2. Date of leaving: ..... 3. Cause of leaving.....

.....

(14)

SECTION C

1. Admission/promoon

   Class I II III IV V VI VII VIII IX X XI XII

2. Roll No.....
3. Date:.....
4. Date of passing the examinaon.....
5. Total No. of days in the session on which classes were held.....
6. No. of classes a;ended .....
7. No of scholars in the class.....
8. Rank in class at the final examinaon of the class.....

SECTION D

1. Conduct of the student.....
2. Extra curricular acvies.....

   .....

   .....

Cerfied that the above scholar's record has been posted up to the date of scholar's leaving the school as required by the rules.

Signature of the Principal/Headmaster/Headmistress:.....

(With Seal)

Date .....

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CHAPTER - 4

ADMISSION TO EXAMINATIONS

4.1 ** ELIGIBILITY OF REGULAR CANDIDATES FOR MIDDLE STANDARD EXAMINATION :-

The Examination shall be open to a student of an institution affiliated to the Board whose name is submitted to the Controller of Examination duly certified by the Head of the institution that he;-

(i) has passed class VII examination of the affiliated institution and is on the active rolls of class VIII;

(ii) has not passed equivalent or higher examination of any other Board / University;

(iii) has completed the prescribed course of study in the subjects required to pass the examination as per regulation 4.4 ;and

(iv) bears good moral character .

4.2 ELIGIBILITY OF REGULAR CANDIDATES FOR MATRICULATION EXAMINATION.**

The examination shall be open to a student of an institution affiliated to the Board whose name is submitted to the Controller of Examination duly certified by the Head of the institution that he;-

(i) has passed class IX examination of the affiliated institution and is on the active rolls of class X;

(ii) has not passed equivalent or higher examination of any other Board/

University;

(iii) has completed the prescribed course of study in the subjects required to pass the examination as per regulation 4.4 ; and

(iv) bears good moral character.

4.2(a)* ELIGIBILITY OF REGULAR CANDIDATES FOR SENIOR SECONDARY (TEN PLUS ONE) EXAMINATION

The Examination shall be open to a student of an institution affiliated to the Board whose name is submitted to the Secretary duly certified by the Head of the institution that he;-

(i) has passed the Matriculation examination of the Board or an equivalent examination from a recognized Board / University at least one year earlier than the year in which he would take 10+1 examination with English, Mathematics and Hindi subjects, and is on the active rolls of Ten –Plus- One class.

* Provision made in under section 19(3) of HPBSE Act, 1968 Noti□cation No.Hi. Shi.Bo.(4) Acad/2000-199 Dated 23.6.2000

** 112th meeting under item No. 13 on dated 14.7.2017

(ii) has not passed equivalent or higher examination of any other Board/ University;

(iii) has completed the prescribed course of study in the subjects required to pass the examination as per regulation 4.4 ; and

(iv) bears good moral character.

4.3* ELIGIBILITY OF REGULAR CANDIDATES FOR SENIOR SECONDARY (TEN-PLUS-TWO EXAMINATION)

The Examination shall be open to a student of an institution affiliated to the Board whose name is submitted to the Controller of Examination duly certified by the Head of the institution that he;-

(i) has passed the Matriculation examination of the Board or HP State Open School or an equivalent examination from a recognized Board / University at least two years earlier than the year in which he would take senior secondary certificate (10+2) examination and has passed 10+1 class examination one year before from affiliated institution or a recognised board and is on the active role of 10+2 class;

(ii) has not passed equivalent or higher examination of any other Board/ University.

(iii) has completed the prescribed course of study in the subjects required to pass the examination as per regulation 4.4 ; and

(iv) bears good moral character.

4.4 REQUIREMENT OF ATTENDANCE FOR REGULAR CANDIDATES

4.4.1 * The expression prescribed course of studies means 75% of attendance counted from the opening of a particular class up to the 14th day preceding the first day of examination of the Board.

4.4.2 * Failed candidate who have rejoined any class shall be required to put in 75% of attendance calculated from the 11th day after the declaration of result and up to the 14th day preceding the first day of examination of the Board.

4.4.3 In the case of migration , attendance at an institution from which the candidate migrates will be taken into account in calculating the required percentage of attendance .

4.4.4 If candidate's attendance falls short of the prescribed percentage, the Head of the institution may submit his/her name to the Board provisionally. If the candidate does not complete the required percentage before the 14th day preceding the first day of examination, he /she shall become ineligible for

* Amended vide 99th Board's Meeting under item No. 1 & 12(1) on dated 18.1.2012

theexamination. The Head of the institution shall not issue admission card / Roll Number Slip to such a candidate and shall report and return to the Controller of Examination.

4.4.5 Candidates taking up a subject involving practical work shall be required to put in 75% of the total attendance for practical work in the laboratory.

4.4.6 ** A candidate whose name has been struck off the rolls of the institution after his application for admission to the examination was sent ceases to be eligible for the examination. The Head of the Institution shall not issue roll number slip to such an ineligible candidate and shall report and return his roll number slip to the Controller of Examination. If , however , a candidate whose name had been struck off the rolls and is re-admitted up to one month before the commencement of the examination, he shall automatically become eligible to appear in the examination, subject to the fulfillment of other eligibility conditions.

4.5 DETAINING OF ELIGIBLE CANDIDATES.

4.5.1 Heads of affiliated institutions shall not detain eligible candidates from appearing at the examination of the Board except for very grave reasons and with the previous permission of the Chairman of the Board.

4.5.2 Notwithstanding anything contained in these regulations no candidate who has been expelled or is still undergoing rustication or who has been debarred from taking an examination for having used unfair means or for any other reason shall be admitted to any examination of the Board.

4.6 REQUIREMENT OF ATTENDANCE IN SUBJECTS OF INTERNAL ASSESSMENT.

4.6.1 * No student from an institution affiliated to the Board shall be eligible to take the examination of the Board in subjects requiring internal assessment unless he has completed 75% of attendance counted from the opening of class in which he wants to take admission up to 14th day preceding the first day of the examination.

4.6.2 Exemption from SUPW /P & HE/EHV may be granted to a candidate on medical grounds provided the application is supported by a certificate given by a registered medical practitioner of the rank not below that of the Assistant

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** Amended vide Board's 112th meeting under item No. 13 on dated 14.7.2017 &* Amended vide Board's 99th meeting under item No. 1 & 12(1) on dated 18.1.2012

Surgeon and forwarded by the Head of the School. The Chairman shall have powers to condone shortage of attendance in the subjects of internal assessment.

4.7 RULES FOR CONDONATION OF SHORTAGE OF ATTENDANCE.

4.7.1 * The Controller of Examination shall be the competent authority to condone a deficiency of attendance up to 20 days and the Chairman up to 40 days.**

4.7.2 The Head of the institution shall refer a case of shortage of attendance to the Secretary, with his recommendations failing which valid reasons for not recommending the case shall have to be stated.

4.7.3 The following may be considered valid reasons for recommending the cases.

a. Prolonged illness;

b. Loss of father / mother or some other such incident leading to absence from school which merits special consideration; and

c. Any other reason of serious nature.

4.7.4 In case a candidate participates in sports and cultural activities /tournaments conducted by the Education Department /Government or appears in a competitive examination conducted by the Government or Public Service Commission, the actual days spent in sports and cultural activities /tournaments/examination and the traveling days connected therewith shall be counted ,on the production of satisfactory evidence, towards the attendance of the candidate.

4.8 WHO CAN BE A PRIVATE CANDIDATE FOR THE MIDDLE STANDARD EXAMINATION.

4.8.1 Candidates who have previously appeared and failed can again appear as notified such candidates shall appear in the syllabus and textbooks as prescribed for the examination of the year in which they will appear .

4.8.2* Any other candidate of the following category:

All the candidates who have attained minimum <u>age of 14 years</u> on First January for March Examination or First October for December Examination of the year in which candidate/s proposes to appear.

Provided that the Chairman shall be competent to grant relaxation in age up to six months in deserving cases on the merits of each case when

*Amended vide Board's 101st meeting under item No. 25(2) on dated 9-9-2013 th
***Amended vide 112 Board's Meeting under item No. 13 on dated 014.07.2017

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requested by the candidate.

4.8.3 No student who has been on the rolls of an institution at any time during the academic year shall be eligible to appear as a private candidate without recommendation from the Head of the institution in which he was a student.

4.8.4 No student who has been debarred by any recognized Board /University /any other competent authority from appearing in the examination shall be eligible to appear as a private candidate of the examination of the Board.

4.8.5* No candidate who has passed equivalent or higher examination of any other Board/University.**

4.9 WHO CAN BE A PRIVATE CANDIDATE FOR THE MATRICULATION EXAMINATION.

4.9.1 Candidates who have previously appeared and failed at the Matriculation Examination of the Board or equivalent examination of a recognized Board may again appear at Matriculation Examination as Private candidates. Unless otherwise notified, such candidates shall appear in the syllabus and text books as prescribed for the examination of the year in which they appear.

4.9.2* Any other candidate who has passed the Middle Standard examination of the Board or an equivalent examination from a recognized Board/ University or who have Elementary Education Completion Certificate under "The Right of Children to Free and Compulsory Education Act, 2009" issued by the Education Department of a State Government /Union Territory, two years earlier than the year in which he would take Matriculation examination may appear as a private candidate.

Provided that a candidate who has passed the Middle Standard examination or equivalent examination from a duly recognized institution of any State/U.T. where Middle Standard examination is not conducted by the Board/University shall have to obtain the counter-signature of the District Education Officer or any equivalent officer of the State/U.T. on the certificate /School Leaving Certificate issued to him by the Institution.

4.9.2(a)* Candidate must have to submit following documents along with the prescribed application form:-

(i) Candidates, who have joined recognized institution of Board or University of any State/U.T. where Middle Standard examination is not conducted by the Board/University, have to submit certificate /S.L.C issued by the institution and countersigned by District Education Officer

* Amended vide 97 th Board's Meeting under item No. 1 on dated 19.1.2011 th
***Amended vide 94 Board's Meeting under item No. 3 on dated 29.07.2009

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or any equivalent officer of the State/U.T. indicating subjects in which the candidate has passed the Middle Standard /Equivalent examination.

Or

Certificate of Middle Standard examination or an equivalent examination from a recognized Board / University or Elementary Education Completion Certificate issued under "The Right of Children to Free and Compulsory Education Act,2009".

(ii) Birth Certificate issued in accordance with the provisions of the Births, Deaths and Marriage Registration Act, 1886.

4.9.3 Every candidate desirous of appearing at the Matriculation Examination should have attained a minimum age of 14 years on Ist October preceding the date of December examination and First January for March Examination . Provided that the Chairman shall be competent to grant relaxation in age upto six months in deserving cases on the merit of each case, when requested by the candidate.**

4.9.4** No candidate who has been on the rolls of an institution at any time during the academic year shall be eligible to appear as a private candidate without certification from the Head of the institution in which he was a student.**

4.9.5 No candidate who has been debarred by any recognized Board/University /any other competent authority from appearing at the examination shall be allowed to appear at the Matriculation examination of the year concerned.

4.9.6* **No candidate who has passed equivalent or higher examination of any other Board/University;**

4.9.7 Candidates who have already passed Oriental Title or a Modern Indian Language Examination from the Punjab University / Himachal Pradesh University may appear in English only. Such candidates having passed the examination in English only shall be exempted from appearing in English when they appear in the remaining subject to qualify the Matriculation Examination, but they shall not be eligible for scholarship.

4.9.8* Candidates who have passed the Proficiency/High Proficiency of honours examination in Sanskrit or Hindi or Urdu from Punjab University / H.P. University shall if he/she so desires, be exempted form passing in that

* Amended vide 97th Board's Meeting under item No. 1 on dated 19.1.2011

** Amended vide 96th Board's Meeting under item No. 21 on dated 21.07.2010

*** Amended vide 94th Board's Meeting under item No. 3 on dated 29.07.2009

**** Amended vide 98th Board's Meeting under item No. 29 on dated 16.07.2011

language. In awarding marks for this language, pass marks shall be taken as representing the value of those marks.

4.9.9* Students who passed Higher Secondary Core Examination before 1965 are allowed to qualify in English and Mathematics of X class examination as Private candidates.

4.9.10* A candidate who has passed Matriculation Examination from another recognised University / Board without English be allowed to take up English only Examination of X class.

4.9.11* The following candidates may appear as private candidate in Matriculation examination if they have passed the Middle Standard Examination of the Board or an equivalent examination from a recognized Board / University / Institution at least two years earlier than the year in which they would take Examination ;

(a) All persons who are bonafide residents of Himachal Pradesh;

(b) A candidate who has passed the Middle Standard examination from this Board;

(c) Members of regular land, Air and Naval Forces serving in Himachal Pradesh or their wards;

(d) Members of Border Police serving in the State of Himachal Pradesh or their wards;

(e) Members of any security force created by the Ministry of Home Affairs, serving in Himachal Pradesh or their wards; and

(f) All persons who are residing in Himachal Pradesh for nine months preceding the commencement of Examination.

Provided that in respect of category (c), (d) and (e), a certificate from the Commanding Officer of the Unit, in case of category (f), a certificate from the employer along with a solemn declaration duly attested by the Executive Magistrate First Class to the effect that the candidate is residing in Himachal Pradesh for nine months preceding the commencement of examination, shall be appended with the admission form.

4.9(a)* WHO CAN BE A PRIVATE CANDIDATE FOR THE SENIOR SECONDARY CERTIFICATE (TEN PLUS ONE) EXAMINATION

* Amended vide 98th Board's Meeting under item No. 15 on dated 16.7.2011

The following shall be eligible to appear as a private candidate at the annual examination:

4.9(a) (i) A candidate who has previously appeared and failed in Senior Secondary Certificate 10+1 examination of the Board. Unless otherwise notified, such candidate shall appear , in the syllabus and textbooks as prescribed for the examination of the year in which he will appear . Candidates falling in this category shall appear in the group in which they have failed unless they are allowed to change the group as provided in the Examination Regulations by the Board.

(ii) The following candidates may appear in Ten Plus One examination if they have passed the Matriculation Examination of the Board or an equivalent examination with English, Mathematics & Hindi subjects from a recognised Board/University at least one year earlier than the year in which they would take Ten Plus One examination but they can do so in Humanities and Commerce group only.

Provided that they have not been on the rolls of any affiliated institution during the academic year. All persons who are bonafide residents of Himachal Pradesh.

(a) Members of Regular Land, Air and Naval Forces serving in Himachal Pradesh and such persons who are released by Army ,Air Force or Naval authorities on account of resignation or otherwise within three years of their release.

(b) Members of Border Police in the cadre of Himachal Pradesh .

(c) Members of any security force created by the Ministry of Home Affairs, serving in Himachal Pradesh.

(d) Teachers, Librarians ,Asstt. Librarians who have completed twelve months service in recognised schools /colleges/Universities of Himachal Pradesh prior to the date of submission of their admission forms.

(e) Girls and Scheduled Castes /Tribes candidates residing in Himachal Pradesh for nine months preceding the commencement of examination. (f) Permanent employees of the Board.

(iii) No candidate who has been on the rolls of an affiliated institution at any time during the academic year preceding the examination shall be eligible to appear as a private candidate without recommendation from the Head of the Institution in which he studied.

(iv) No candidate who has been debarred by any recognised Board/ University /any other competent authority from appearing in the

examination shall be allowed to appear in the Ten Plus One examination of the year concerned.

(v)* Students appearing in teh capacity of private candidate(s) cannot offer subject(s) involving practical work except Home Science, Physical Education and Information Practices. However, students offering commerce Group can appear in private capacity which involves Project Work but such a student shall have to get his Project Work examined at an institution / examination centre notified by the Board for the Purpose.

4.10 WHO CAN BE A PRIVATE CANDIDATE FOR THE SENIOR SECONDARY CERTIFICATE EXAMINATION (TEN-PLUS-TWO)

4.10.1* A candidate who has previously appeared and failed in the Ten-Plus –Two examination of the Board or equivalent examination of a recognized Board may again appear at ten plus two examination of the Board as a private candidate .Unless otherwise notified ,such candidate shall appear in the syllabus and text-books as prescribed for the examination of the year in which he will appear . Candidates falling in this category shall appear in Science, Commerce or Humanities Group in which they have failed unless they are allowed to change the group by the Board.

4.10.2 The following candidates may appear in Senior Secondary Certificate (Ten Plus- Two) examination if they have passed the Matriculation examination of the Board or H.P. State Open School or an equivalent examination from a recognized Board/University at least two years earlier than the year in which they would take Senior Secondary Certificate (Ten Plus- Two) examination or have passed the ten-plus-one or equivalent examination of the Board/affiliated Institution of the Board / Pre-University examination of H.P. University or an equivalent examination form a recognized Board/University atleast one year prior to the commencement of the Senior Secondary Certificate (Ten Plus-Two) examination but they can do so in Humanities and Commerce group only. a. All persons who are bonafide residents of Himachal Pradesh.**

b. Member of regular Land, Air and Naval Forces serving in Himachal Pradesh and such persons who are released by Army , Air Force or Naval

authorities on account of resignation or otherwise within three years of their release.

c. Members of Border Police on the cadre of Himachal Pradesh.

d. Members of any security force created by the Ministry of Home Affairs serving in Himachal Pradesh.

* Amended vide 98th Board's Meeting under item No.13 & 26 on dated 16.07.2011 ** Amended vide 99th Board's Meeting under item No.1 on dated 18.1.2012

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e. Teachers, Librarian, Asstt. Librarians who have completed twelve months service in recognized Schools/Colleges/Universities of Himachal Pradesh prior to the date of submission of their admission forms.

f. Girls and Scheduled Caste/Tribes candidates residing in Himachal Pradesh for nine months preceding the commencement of examination. g. Permanent employees of the Board.

4.10.3 No candidate who has been on the rolls of an institution at any time during the academic year preceding the examination shall be eligible to appear as a private candidate without recommendation from the Head of the institution in which he studied.

4.10.4 No candidate who has been debarred by any recognized Board/University /any other competent authority from appearing at the examination shall be allowed to appear at the Ten-Plus-Two examination of the year concerned.

4.10.5* No candidate who has passed equivalent or higher examination of any other Board/University.**

4.10.6* Students appearing in the capacity of private candidate(s) cannot offer subject(s) involving practical work except Home Science, Physical Education and Information Practices . However, students offering Commerce Group can appear in private capacity which involves Project Work but such a student shall have to get his Project Work examined at an institution/ examination centre notified by the Board for the purpose.

4.10.7 Candidate must have passed the Matriculation Examination of the Board or an equivalent examination with English, Mathematics & Hindi subjects from a recognised Board/University at least two year earlier than the year in which they would take Ten Plus Two examination . However candidate have to pass such subject(s) as additional subject before or simultaneously failing which the result of Ten Plus Two examination shall stand cancelled.**

4.11 POWER OF THE BOARD TO EXCLUDE ANY CANDIDATE FROM EXAMINATION.

4.11.1 The Board shall have the power to exclude any candidate from examination permanently or for a specified period for reasons to be recorded in writing , if it is satisfied that such candidate is not a fit and proper person to be admitted

* Amended vide Board's 98th meeting under item No. 26 on dated 16.7.2011 ** Amended vide Board's 99th meeting under item No.12(1) on dated 18.1.2012 *** Amended vide Board's 94th meeting under item No. 3 on dated 29.7.2009

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thereto.

4.11.2 If a candidate, after admission to an examination, commits an immoral act or is discovered to have committed an immoral act, which , in the opinion of the Board is such that had it come to their knowledge in time they would have excluded him from the examination , the Board may ;

(i) cancel his candidature from that examination and order that his/ her result may not be declared; and /or

(ii) Disqualify him permanently or for a specified period from appearing at examination

4.11.3 If a candidate, subsequent to the issue of roll number slip is found to be ineligible to take the examination, his candidature shall be cancelled.

4.12 CHANCES TO APPEAR AT THE EXAMINATION.

4.12.1 Where the chances of a candidate to clear an examination are limited and he is disqualified from appearing at it for a fixed period , he may be allowed by the Chairman one more chance to appear at the examination in the current syllabus after

the period of disqualification , in lieu of the chance or chances missed by him during the period of disqualification.

4.12.2 Where the chances of a candidate to clear an examination are limited , the Chairman shall have the authority to grant an extra chance, for valid reasons in lieu of one more chance missed by a candidate provided that the extra chance shall be immediately admissible next to the last admissible chance.

4.12.3 ## Where a candidate has missed one or more chances to clear an examination on account of illness, additional chance or chances in lieu thereof may be given by the Chairman provided the candidate had submitted his admission form and fees and had informed the Controller of Examination of the Board within 30 days of the commencement of the Board examination of inability to appear at the examination on account of illness along with a medical certificate of a Government Hospital /any other well known Hospital .Provided that the additional chance or chances shall be immediately next to the last admissible chance .

4.12.4# In case a candidate is admitted to a government hospital due to sudden illness or injury during the course of examination, a chance may be awarded to him for appearing in Written/Practical examination of the paper missed by him,

Amended vide 112th Board's Meeting under item No. 13 on dated 14.7.2017
Amended vide 55 Board's Meeting under item No. 21 on dated 05.05.1990

provided the medical certificate of the candidate is countersigned by the Chief Medical Officer.

4.12 .5* COUNTING OF SESSION FOR COMPARTMENTAL CANDIDATES

Those candidates who have been placed under compartment but have not taken admission in school on regular basis and are desirous of taking examination of next higher class conducted by the Board as private candidates, the prescribed period of one year prior to passing the examination shall be counted from the main session in which they have appeared and placed under compartment and not in which they have cleared their compartment .

4.12.6 GENERAL PROVISIONS FOR REGULAR / PRIVATE CANDIDATES HAVING COMPARTMENT AND PROVISIONAL ADMISSION TO NEXT HIGHER CLASS / EXAMINATION .**

(i) A candidate placed under Compartment may appear at the Supplementary examination during the same year and may avail himself of the second chance in annual examination next year .

(ii) A candidate who does not appear at one or both the chances of Compartment or who avails the chance/chances but does not succeed, shall be treated to have failed in the examination and will be required to appear in all the subjects at a subsequent annual examination of the Board as per Syllabi and Courses laid down in order to pass the examination.

(iii) In case a candidate has passed in practical at the main examination, he shall be allowed to appear in theory part only and marks in practical obtained at the main examination shall be carried forward and accounted for the compartment examination. This facility will be available to School/Private candidates who appear as Compartmental /re-appear candidates only .

(iv) A candidate placed in compartment shall have the liberty to appear in full subjects but he/she can do so only at the annual examination.

(v) Any candidate who has been placed under compartment in Matriculation / Senior Secondary Examination(10+1) or equivalent Examinations recognized by the Board may be admitted to the next class (i.e.10+1/10+2)as the case may be, provisionally. Provided that in respect of plus one class the candidate has got requisite percentage of aggregate including the marks obtained by him/her in that particular

** Amended vide 100th Board's Meeting under item No. 23(5) on dated 20.6.2002 * Amended vide 55th Board's Meeting under item No. 11(4) on dated 05.05.1990

subject having compartment as stated in rules 3.4.1(a)(ii). Such a candidate shall have to clear the compartment before or simultaneously, failing which the candidate shall be reverted to lower class and his/her result for the higher class / examination shall stand cancelled.

(vi)* Regular candidates who are under compartment and pass their compartment availing first chance in supplementary examination (i.e. in September of the session) shall be treated as regular candidates of concerned school.

4.13 ## ADMISSION TO EXAMINATION OF PHYSICALLY HANDICAPPED PERSONS.

Notwithstanding anything contained in any other regulation , the Board shall have power , in the case of a permanently physically handicapped person to; (i) admit him/her to the Matriculation, Senior Secondary (Commerce or Humanities Group) as a private candidate i.e. without attending an affiliated institution;

(ii) provide services of a competent amanuensis free of cost for writing out the answers at the examination;

(iii) permit the answers to be typewritten by himself/herself if the examinee so desires;

(iv) Lay down any other method for assessing the examinee's academic ability and declare his /her result.

Provided that in each case, the examinee shall produce such evidence to the satisfaction of the Controller of Examination as he may consider necessary, in proof of the statement that his/her permanent disability is such that he/she deserves to be considered for the above facilities.

4.13(a) ADMISSION, EXAMINATIONS & FACILITY/EXAMPTIONS TO MENTALLY RETARDED / VISUALLY IMPAIRED (BLIND) / DEAF AND MUTE PERSONS.**

4.13(a) 1 Mentally retarded persons shall be facilitated with the following provisions; (i) No maximum age limit .**

(ii) The candidates with 30% to 40% mild retardness and taking formal education in schools will be considered by the Board for its Public Examinations of Middle standard and Matriculation classes. The certificate with regard to the percentage of Mentally retardness issued by the Medical Board duly countersigned by the CMO/Medical Superintendent will be considered for this purpose;

(iii) full Examination fee exempted ;

* Provision made under 85th Board's meeting under Item No 3(4) on dated 18-2-06

Amended vide Board's 112th meeting under item No. 13 on dated 14.7.2017

** Amended vide 92nd Board's Meeting under item No. 25, 26 on dated 05-08-2008

(iv) In order to qualify the Middle Standard or Matriculation Examination, these candidates shall be required to obtain at least 25% marks separately in theory and practical /project work, in order to qualify that subject, as the case may be. They shall have concession to qualify five subjects in all both in Middle standard and Matriculation Examinations. In respect of Middle standard Examination, they shall be required to qualify in three subjects from amongst English, Hindi, Mathematics and Science of Group I and two subjects from Group II from amongst (i) Social Science (ii) Sanskrit and (iii) Elective subject of the scheme of studies. In respect of Matriculation Examination, they shall have to qualify in four subjects of compulsory group from amongst English, Hindi, Mathematics, Science and Social Science and one of the remaining two subjects i.e. (a) Regional Language and (b) Elective subjects.

4.13(a)2 # Visually Impaired (BLIND), Hearing Impaired and persons with disability candidates shall be given one hour compensatory time to complete the paper in the examination centre.

4.13 (a)3* EXEMPTIONS TO BLIND, DEAF & MUTE CANDIDATES :

(1) Blind Deaf & Mute persons shall be facilitated with the following provisions; (i) The blind, Deaf & Mute examinees have the option to study one language out of English, Hindi and anyone of the languages out of (i) Sanskrit (ii) Urdu (iii) Tamil, (iv) Telugu and (v) Panjabi.

(ii) The blind examinees have the option to study two electives – Music Vocal and Music Instrumental in place of two languages and the marks obtained in these subjects are shown against the two languages not offered by the examinee.

(iii) The blind examinees are exempted from appearing in Mathematics and in lieu thereof they have to study one elective subject.

(iv) The blind examinees are completely exempted from paying examination fee.

(v) The blind examinees using the services of scribes are permitted one hour extra time for taking examination.

(vi) # The blind/ Person with low vision examinees have been exempted from taking practical except in Music. However, as an alternative to Science practical, viva-voce in the examination pattern will be included for Blind, Low vision and Spastic candidates.

(vii) # The blind and persons with disability examinees are allowed the facility of a writer for writing out the answer scripts. Any amanuensis must be of a lower grade then the candidate and may be from the same

* Provision made under 85th Board's meeting under Item No 3(4) on dated 18-2-06

\# Amended vide Board's 105th meeting under item No. 2 on dated 27-1-2015

institution to which the candidate belongs. Such candidate shall be allowed to change the amanuensis once in case of emergency with the consent of Head of the institutions concerned.

(viii) The blind and Hearing impaired examinees will be provided separate "E" series of question papers specially designed for them in the subjects of Mathematics, Science and Social Science for Matriculation as well as History and Geography for Plus two Examinations.

(ix) * The blind Examinees shall be allowed to use the assistive device like Braille slate, Abacus, Geometry Kit and Braille measuring type etc. if desired.

(2) Deaf & Mute persons shall be facilitated with the following provisions;

(i) Deaf & Mute examinees have the option to study one language out of English, Hindi and anyone of the languages out of (i) Sanskrit (ii) Urdu (iii) Tamil, (iv) Telugu and (v) Punjabi.

(ii) The Deaf & Mute examinees have the option to study two elective subjects in lieu of the two exempted languages and the marks obtained in these electives are shown against the languages where exemption has been given.

(iii) The Deaf & Mute examinees are exempted from appearing in Mathematics and in lieu there of they have to study one Elective subject. (iv) Deaf & Mute examinees are completely exempted from paying examination fee for Middle and Matriculation examinations.

4.13(a) 4 Visually Impaired (Blind) , Mentally retarded / Deaf and dumb persons shall be exempted from qualifying Middle Standard Examination of the Board and also exempted from appearing in Mathematics in Matriculation Examination of the Board. Such candidates may offer an elective subject in place of Mathematics and marks obtained in the elective subject shall be counted proportionally against the subject of Mathematics.**

4.13(a)5*Candidate who are partially or completely unable to write shall be provided a helper to write answers on answerbooks at the examination centre on producing a medical certificate**

form Chief Medical Officer regarding disability to write and on such term and conditions as prescribed by the Board from time to time .

* As approved by the Board and published under syllabus and Courses of Study for Matriculation for 2008.

** Provision made under 74th Board's Meeting under item No. 8 dated on 27.11.1998

*** Provision made under 57th Board's Meeting under item No. 26 dated on 03.12.1990

4.14 ADMISSION TO EXAMINATION OF A PRISONER SERVING A TERM OF IMPRISONMENT.

A prisoner serving a term of imprisonment or in judicial custody/under trial may be allowed to appear at an examination if;-

(i) a certificate of good character is given by the Superintendent of the Jail concerned; and

(ii) he is eligible under the regulations for the examination concerned and is also eligible under the regulation for private candidates.

Provided that if such examination is arranged in the Jail, the expenditure involved shall be paid to the Board by the Jail authorities.

4.15* ADDITIONAL SUBJECTS

4.15.1 Candidates who have passed the Matriculation and Senior Secondary (10+2) or equivalent examination from other recognised Board/University may offer additional subject(s) as private candidate provided in the scheme of studies. However, the candidate shall not be allowed to offer subjects involving practical/project work except Home Science as Additional subject(s) such candidate can appear in one additional subject in the Supplementary examination but the facility to appear in more than one subject will be available only at the Annual/March examination.

4.15.2 Senior Secondary (10+2) Vocational Stream examinations shall also be allowed to offer Additional subjects on conditions mentioned as 4.15.1.**

4.15.3# Addition Subject(s) for those candidates who have Diploma Certificate under Directorate of Technical Education, Vocational & Industrial Training, Sunder Nagar(H.P.) or HP Technical Education Board for equivalency to Plus Two Examination of HP Board of School Education.

i) Candidate who has passed Diploma course from any Government Polytechnic or Government recognized privately managed Polytechnic institute of HP can appear in March Examination in two additional subjects:-

1. English Subject Compulsory;

2.

Mathematics or any other elective subject except practical involving.

ii) If he/she passes both the subjects in one go, he/she will be issued certificate in both subjects.

iii) Any Candidate who has appeared in March Examination and fails in one

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Provision made under 110th Board's Meeting under item No .6 on dated 23-11-2016 * Amended vide 92nd Board's Meeting under item No 4 on dated 05.08.2008) ** Provision made under 74th Board's Meeting under item No. 7 on dated 27-11-98

subject, shall have the liberty to appear in subsequent examination of June and March Examination of succeeding year in that subject in which he/she fails. If passed, he/she will be issued certificate in both subjects.

iv) If candidate fails in his/her third chance shall have to appear in both subject as a fresh candidate in next year March Examination.

4.16 SUBSTITUTION OF MARKS OF ADDITIONAL SUBJECT(S) IN CASE A CANDIDATE FAILS IN THE ELECTIVE SUBJECT(S)FOR THE SENIOR SECONDARY EXAMINATION.

Additional subject(s) may be substituted for the elective subject(s) in which the candidate has failed in the following manner:

(a) Any elective subject offered as an additional subject can be substituted for another elective subject, if the candidate fails in one of the main electives offered by him but passes in the additional elective subject offered.

(b) If a candidate fails in two elective subjects but had offered one additional elective subject and passed in it, the additional subject in which the candidate had passed can be substituted for one of the subject(s) in which the candidate had failed (the one in which he/she has scored less marks) and the candidate can be declared eligible for compartmental examination in the other subject in which the candidate had failed.

(c) If a candidate fails in two elective subjects but had offered two additional subjects and passed in both of them then these subjects can be substituted for the subjects in which the candidate had failed.

4.17 EXEMPTION FROM PRACTICAL EXAMINATION.

4.17.1* If a compartment candidate qualifies in the Practical but fails in theory, in Matriculation/Senior Secondary Examination of this Board , he shall have to appear in theory paper in Supplementary/annual Examination, in which case the marks obtained by him in practical in the Annual examination shall be taken in to account.

All private/regular candidates of full subject in Matriculation and Senior Secondary Examinations shall have to appear in theory and practical in next annual/ March examination afresh.

4.17.2 If a candidate fails in practical examination but qualifies in the theory examination he shall have to appear in both theory and practical examinations.

4.18 IMPROVEMENT OF PERFORMANCE.

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* Amended vide 100th Board's Meeting under item No. 25(5) on dated 20.6.2012

4.18.1 Matriculation Examination;-

(a) A candidate who has passed the Matriculation examination of the Board but has failed in one or two subject(s) may reappear in the subject(s) during the supplementary examination in the same year or in annual examination next year for improvement of his performance.

(b) ** A candidate who has passed the Matriculation examination of the Board may reappear for improvement of performance only ONCE provided he has not passed higher examination in the meantime, as under;-

(i) For improvement in one or more subject(s) at the supplementary examination to be held in the same year or in the annual examination next year.

(ii) For improvement in more than one subject at the annual examination next year.**

(c) A candidate appearing for improvement in the subject(s) involving practical examination shall be allowed to appear in theory examination only, if he has passed the practical examination and marks in practical obtained in the main examination shall be carried forward and accounted for.

(d) A candidate who appears for improvement of performance in full subjects or less subjects shall have to surrender the previous statement of marks and certificates before the issuance of new statement of marks/certificate.

(e) If a candidate obtains lower aggregate in improvement examination than what he had attained at the earlier examination of the Board, his better aggregate will stand.

(f) The syllabi and courses of study for improvement shall be the same as are applicable to the regular candidates appearing with him in the concerned examination.

4.18.1(a) * SENIOR SECONDARY CERTIFICATE (10+1) EXAMINATION

(a) A candidate who has passed the Senior Secondary Certificate Ten Plus One Examination of the Board may improve his performance in one subject at the supplementary examination to be held in the same year or at the annual examination next year.

(b) A candidate who has passed the Senior Secondary Certificate Ten Plus One examination of the Board may reappear for improvement of performance only ONCE provided he has not passed higher examination in the meantime as under;

* Provision made under section 19(3) of HPBOSE Act 1968 noti□cation no. Hi.Shi.Bo. (4) Acad/200-199 Dated 23-06-2000

** Amended vide 104th Board's meeting under item No. 22 on dated 21.10.2014

(33)

(i) For improvement in one or more subject(s) at the supplementary examination to be held in the same year or at the annual examination next year.

(ii) For improvement in more than one subject at the annual examination next year.

(c) In case the candidate has passed practical at the main examination he shall be allowed to appear in theory part only and marks in practical obtained at the main examination shall be carried forward and accounted for at the improvement examination.

(d) A candidate who appears for improvement of performance in full subjects or less subjects shall have to surrender the previous statement of marks/ certificates before the issuance of new statement of marks /certificate.

(e) If a candidate obtains lower aggregate in improvement examination than what he had attained at the earlier examination of the Board his better aggregate will stand.

(f) The syllabi & courses of study for improvement shall be the same as are applicable to the regular candidates appearing with him in the concerned examination.

4.18.2 SENIOR SECONDARY (10+2) EXAMINATION.**

(a) A candidate who has passed the Senior Secondary Certificate examination of the Board may improve his performance in one or more subject (s) at the Supplementary examination to be held in the same year or at the annual examination next year.

(b) A candidate who has passed the Senior Secondary Certificate examination of the Board may reappear for improvement of performance only ONCE provided he has not passed higher examination in the meantime as under;

(i) for improvement in one or more subject(s) at the supplementary examination to be held in the same year or at the annual examination next year.

(ii) for improvement in more than one subject at the annual examination next year.

(c) In case the candidate has passed the practical in the main examination, he shall be allowed to appear in theory part only and marks in practical obtained at the main examination shall be carried forward and accounted for at the improvement examination . In case the candidate has failed in practical, he shall have to appear in theory and practical both irrespective of the fact that he has already cleared the theory examination.

(d) A candidate who appears for improvement of performance in full

** Amended vide 104th Board's meeting under item No. 22 on dated 21.10.2014

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subjects or less subjects shall have to surrender the previous statement of marks and certificate before the issuance of new statement of marks / certificate.

(e) If a candidate obtains lower aggregate in improvement examination than what he had obtained in the earlier examination of the Board, his better aggregate will stand .

(f) The syllabi & courses of study for improvement shall be the same as are applicable to the regular candidates appearing with him in the concerned examination.

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CHAPTER - 5
CHANGE IN SUBJECTS

5.1.1 Head of the institution may allow change of one or more subjects in ten-plus-one class at his discretion up to 30th September preceding the examination.

5.1.2 In special cases such as transfer of parents /guardian/physical disability of a candidate to pursue the subjects already offered or for any other adequate reason , the Chairman , on the recommendation of the Head of the Institution , may permit change of one or more subjects in ten-plus one class even after 30th September.

5.1.3 * Head of Institution may allow change in one subject in Humanities or Science or Commerce group that too within one month from the commencement of Academic Session. Provided that in science group, the change of subject shall be permissible from Informatics Practices to Physical Education and vice versa.

5.1.4 *In special cases, such as transfer of parents/guardian and physical disability of the candidate to pursue the subject(s) already offered or for any other adequate reasons to be reduced in writing, the Chairman on the recommendations of the Head of the Institution may allow change of one subject in Science and two subjects in Humanities or Commerce group upto 30 September. Provided that in Science group, the change of subject shall be permissible from Informatics Practices to Physical Education and vice versa.

5.1.5 A candidate after passing his ten-plus-one examination in Commerce or Vocational group may change to Humanities group in ten-plus-two class at the time of his admission. However, Science students after passing ten-plus-one examination may change to Commerce or Humanities Group in Ten –plus -two class at the time of his admission.

5.1.6 ** deleted.

5.1.7 Notwithstanding anything contained in any other regulations , the Board in order to avoid hardship to a candidate, shall have power to relax the regulation regarding change of subjects for any examination, or other similar regulation where the mistake is primarily of the Head of the institution , provided that these powers shall not include relaxation of the minimum qualification laid down for admission to the examination.

* Amended vide Board's 99th Meeting under item No. 12(1) on dated 18.1.2012th

** Deleted vide Board's 79 Meeting under item No.1(20) on dated 8.10.2003

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5.1.8 # A private candidate appearing at any examination of the Board can make an application to the Controller of Examination for change of one or more subjects indicated by him in his application form along with the prescribed fee, 30 days before the commencement of the examination.

5.2 * SUBMISSION OF MIGRATION CERTIFICATE BY PRIVATE CANDIDATES.

Candidates who have passed / failed their Matriculation or any higher examination from any other recognized Board/University will be required to submit migration certificate from the concerned Board/University along with the examination form for any examination of this Board. In case a migration certificate is not received before the declaration of the result, the result of the candidate shall not be declared by the Board till such certificate is received. If migration certificate is not received within stipulated period fixed as per clause 11.20.1 of these Regulations, from the date of declaration of result, the result of the candidate may be cancelled.

5.3 USE OF AMANUENSIS AND APPOINTMENT OF AMANUENSIS

5.3.1. Amanuensis may be allowed in the following cases:**

(a) A blind or physically handicapped person unable to write or spastic candidate,

(b) Sudden illness rendering the candidate unable to write, if so, certified by a Medical Officer of the rank not lower than Assistant Surgeon, (c) In the case of an accident rendering the candidate unable to write at the examination if certified by a Medical 0fficer of the rank not lower than Assistant Surgeon.

5.3.2 Generally, the amanuensis must be a student of class lower than the one for which the candidate is taking the examination, but in the cases of Blind & person with Disability candidate, no such criteria shall be required for amanuensis.**

5.3.3 #The Superintendent of the examination centre concerned shall choose a suitable amanuensis and forward immediately to the Controller of the Examination of the Board, a report giving full particulars of the candidate and of the amanuensis for his consideration and approval.

* Amended vide Board's 99th Meeting under item No. 12(1) on dated 18.1.2012

** Amended vide Board's 105th meeting under item No. 2 on dated 27-1-2015

Amended vide Board's 112th meeting under item No. 13 on dated 14.7.2017

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5.3.4 The Superintendent shall arrange a suitable room for the disabled candidate and appoint one special invigilator to supervise his examination.

5.3.5 The candidate shall pay the prescribed fee per paper of examination for the use of an amanuensis.

5.3.6 ** A blind spastic candidate and person with disability will be provided service of an amanuensis free of cost.

** Amended vide Board's 105th meeting under item No. 2 on dated 27-1-2015

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CHAPTER - 6
APPLICATION, FEE & REFUNDS

6.1 MODE OF APPLICATION.

6.1.1* MODE OF APPLICATION:

(i) Any candidate seeking admission to any examination of the Board or submitting application for other purposes shall make an application on the prescribed form/ online format as approved by the Board from time to time. The online application(s) shall only be entertained on receipt of hard copy along with requisite documents and caudal formalities of the case as required for the purpose.

(ii) In case of submission of online admission form / application by the Head of the concerned school shall have to submit a scanned copy of the certificate that online data has been verified from the school record and found correct in all respects, failing which the submission of online data shall be rejected.

(iii) In case of wrong submission of data which has not been verified from record and any other error noticed at any stage in the data submitted online by the school, the matter for departmental action under conduct rules shall be placed before the Director of Education against Head of the concerned school.

6.1.2 The admission forms duly filled in shall be submitted to the Secretary through the prescribed agency, if any, before the date prescribed for the receipt of the form along with the fee prescribed for the concerned examination.

6.1.3 **A private candidate shall paste three latest passport size photographs with slate-patti/ board-patti showing the name, date and signature of the candidate/s on his/her examination application**

form duly attested by the same authority with clear school stamp who attested the certificate on the examination application form .

6.1.4# The Chairman may prescribe dates by which applications may be received with late fee.

6.1.5 The Chairman or in his absence the Secretary may, when he considers it

** Amended vide 97th Board's Meeting under Item no 9 on dated 19-1-11 th
* Amended vide Board's 107 Meeting under item No. 4 on dated 23-9-2015) th
# Amended vide Board's 109 Meeting under item No. 4 on dated 18-7-2016

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appropriate, sanction acceptance of any admission form/fee after the expiry of the last date with late fee, on such terms and conditions as he may deem fit.

6.1.6 In any disputed case the Chairman shall have power to decide whether or not any late fee is due and the amount thereof. He may also sanction remission of late fee up to Rs.100/-in cases of extreme hardship.

6.1.7* For the purpose of calculating late fee, the date of receipt of admission form and fees in the Board office may be taken as receipt thereof by the Board. In case, however, the fees and forms are sent by post the date of receipt may be taken on the date of receipt in the Board`s office .Last date will be the date of receipt in the Board's office and not the date of demand drafts or postal orders. No admission forms will be accepted which is not accompanied by the prescribed fee in any case and on the last date mentioned.

In case of online application, date of online application shall be deemed as date of receipt of admission/ application form and fees in the Board office .

6.1.8 In case the last date fixed for receipt of fee and form of application/list of candidates with or without late fee is notified by the state Government as a holiday, the next working day will be considered as the last date for the purpose.

6.1.9 Admission forms shall be accepted without late fee within 30 days from the date of declaration of result including RLA/RLD and rectification in result / result change cases for Annual / Supplementary Examination conducted by this Board.**

6.1(a)* ATTESTATION OF ADMISSION FORM:

A candidate shall submit his application for admission to the examination on the prescribed form to the Secretary with the required certificate countersigned by authorities as mentioned below:-

6.1.1(a) For Regular candidates: by the Head of the Government/Affiliated institution concerned;

6.1.2(a) For Private Candidates residing in H.P. by any of the authorities mentioned below:-

(i) Head of the Institution last attended;

(ii) Principal/Headmaster/Headmistress of the Government Institution or any Officer of the H.P. Education Department not below the rank of Deputy Director /District Education Officer;

(iii) A Member of the Board;

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* Amended vide 99th Board's Meeting under item No. 12(1) on dated 18.1.2012 ** Amended vide 95th Board's Meeting under item No. 6 on dated 06.1.2010

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6.1.3 (a) For Private candidates residing outside the State of H.P. by any of the authorities as mentioned below:

(i) Any authority mentioned in 6.1.2(a) above;

(ii) Any Officer of the Education Department of the State/U.T. concerned not below the rank of the Deputy Director/ District Education Officer.

6.1.4 (a) For Private candidates serving in the military/ para-military forces by the Commanding Officer of their units.

(b) Private candidates who are under imprisonment, by the concerned Superintendent of Jail.

6.1.5 (a) All Private candidates will submit three copies of the latest passport size photograph attested by the same authority who attested the certificate on application for admission.

6.2 FEE AND MODE OF ITS PAYMENT.

6.2.1 A candidate shall pay fee as prescribed by the Board from time to time.

6.2.2 The admission fee of all the candidates of affiliated institutions shall be deposited / remitted by the Head of the institution in one lump sum.

6.2.3* Fee shall be paid through Bank Draft Crossed (Payee's account only) and drawn in favour of the Secretary, H.P. Board of School Education, payable at any scheduled Bank/Co-operative Bank at Dharamsala or online bank Account of the Board or in any other manner prescribed by the Board. Institutions and private candidates may also deposit their fees in cash against a proper receipt at the cash counter of the Board at its Headquarters or at such places as may be prescribed by the Board.

6.3 ** REFUND OF FEE.

6.3.1 Fee once paid shall not be refunded except the following cases;

(i) If a candidate dies before the commencement of the examination or during the course of examination without having appeared in any paper, the fee shall be refunded to his legal heirs;

(ii) If a woman candidate is unable to appear in the examination for maternity reasons, her fee shall be refundable within six months of the termination of the concerned examination on producing a medical certificate.

(iii) If a private candidate, serving as a member of the regular Land, Air or Naval Forces is unable to appear in an examination owing to military emergencies, he shall be entitled to the refund of fee on the production of certificate to this effect from the Officer Commanding of his Unit at least 15 days before the commencement of the examination.

** Amended vide 98th Board's Meeng under item No. 9 on dated 16.7.2011

*Amended vide 99th Board's Meeng under item No. 12(1) dated on 18.1.2012)

6.3.2 The application for refund of fee should be made within three months from the termination of examination unless otherwise provided in the regulations.

6.3.3 Deleted.

6.3.4* Fee Paid in excess of the fee prescribed for admission for obtaining any certificate or any type of fee paid inadvertently may be refunded to the candidate/s or Institution/s (Govt./Private) concerned on suo-moto bases, on receipt of application for refund in the Board's Office within three months from the date of payment.

6.3.5 A deduction on account of incidental charges at the rate of 25% of the refundable amount rounded off to the next higher rupee subject to a minimum of Rs.20/- shall be made while sanctioning the refund unless otherwise provided in the regulations.**

6.4. # Rejection of Application and Admission Form:

Any admission form / application shall be rejected on the following reasons:

(i) Forms received after due date as prescribed by the Board from time to time or as provided under 6.1.7 of these Regulations.

(ii) Admission forms received form educational institutions which are not affiliated to this Board.

Provided that any admission form / application found incomplete for want of following reasons may be given an opportunity to settle / remove the discrepancy with in stipulated period, failing which the admission forms shall stand rejected :-

(i) Proper attestation.

(ii) Full payment of fee/dues (including late fee) (iii) Attested copies of photographs.

(iv) Correct Combination of subjects

(v) Any Particulars of the candidate .

(vi) Hard copy alongwith requisite documents and codal formalities in case of online application.

*Amended vide Board's 101st meeting under item No. 25(5) on dated 9-9-2013 th

**Amended vide 74 Board's Meeting under item No.16 on dated 27.11.1998 th

Amended vide 99 Board's Meeting under item No. 12(1) dated on 18.1.2012

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CHAPTER - 7

ALLOTMENT AND CHANGE OF EXAMINATION CENTRES

7.1 ALLOTMENT OF EXAMINATION CENTRES:-

7.1.1. The Board reserves the right to allot any examination centre to a candidate for his theory or practical examination or both. No institution/candidate can, as a matter of right ask for any particular centre or challenge the centre allotted by the Board in any Court of Law.

7.1.2 Centres for the regular or private candidates will be fixed keeping in view the seating capacity of an examination centre, the object of fair conduct of examination or other administrative reasons.

7.1.3 Ordinarily the regular students of an institution which itself is an approved Examination centre , will be allotted Centre in their own institution. Other regular candidates may be allotted examination centre requested by them or any other centre determined by the Board.

7.1.4 It will be obligatory for a private candidate to name in his admission form three approved Examination Centres which are nearest to his place of residence or hometown and the Board may allot him any centre out of the three at its discretion. In case he cannot be allotted any of the three centres due to some reason he may be allotted any other centre by the Board.

7.1.5 Where a private candidate does not name Centre in his admission form or names only one centre or two centres, the Board may allot him any centre whether named by him in his admission form or not.

7.2 CHANGE OF EXAMINATION CENTRE :-

7.2.1 A candidate shall take the examination at the Centre fixed by the Board unless he obtains prior written permission of the Board for the change.

7.2.2 The Board shall not allow change of examination centre in the following cases: (a) Change of centre within the same city/town and

(b) Change of centre within one month of the commencement of the examination.

7.2.3 The Board may allow change of centre in the following cases on payment of prescribed fee and form:

(a) If a candidate or his father or guardian is transferred and the fact of transfer is certified by the Head of the Office in which he or his father or guardian is employed.

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(b) If a regular student has joined a school at some other place and his application has been received duly forwarded by the Head of the institution where the candidate has been admitted with date of admission.

7.2.4* A candidate seeking change of examination centre under the above Regulations should make an application on the prescribed form accompanied by the prescribed fee and photos to the Controller of Examination. The application form for change will be entertained if the same has been submitted through the Head of the Institution in case of a regular student and countersigned by a person competent to attest the admission

form in case of private candidates.

7.2.5 Concerned Deputy Secretary/Assistant Secretary(Exams) shall be competent to order change of Examination centre as per the prescribed rules.

7.2.6 The application and fee for change of centre shall be entertained upto one month before the date of the commencement of the examination concerned.

7.2.7* Notwithstanding the provisions in Regulation 7.2.6, the Controller of Examination may approve change by written order justifying special circumstances for change of centre 15 days before the commencement of an examination.

*

7.2.8 A candidate who has appeared at an examination centre not allotted to him without prior approval of the Board , may forfeit his eligibility for examination and the Board reserves the right to declare him 'Not Eligible' for the concerned examination and cancel his result.

* Amended vide Board's 112th meeting under item No.13 on dated 14.7.2017

CHAPTER - 8

CREATION OF EXAMINATION CENTRES

8.1* GENERAL

8.1.1. The following four categories of Examination Centres may be created by the Board in the affiliated institutions:

A-Centres for +1&+2 in College.

B- Centres for +1/+2 in schools.

C- Centres for Matric .

D- Centre for Middle.

8.1.2. All the Centres will be given a code number by the Board.

8.1.3 Where category 'D or C' Centres has already been created / upgraded by the Board, the institution concerned on its up gradation to High or Senior Secondary School shall have to apply for up gradation of centre of Category 'C or B' on the prescribed performa along with a fee as fixed by the Board from time to time.

8.2* PRE-REQUISITES FOR THE CREATION OF A CENTRE :-

8.2.1 The Institution applying for creation/ up gradation of an Examination Centre should have;

- **(a) A Minimum of 70 candidates for category 'C' & 'D' and 50 candidates for category 'A' & 'B for theory and 20 candidates for practical examinations. For tribal areas, the limit of candidates will be 60 and 40 respectively.**
- **(b) Adequate number of inter-connected rooms with proper ventilation, lighting arrangements and windows fitted with grills /wire –gauge.**
- **(c) The requisite accommodation, furniture, labs and other infrastructure.**
- **(d) There should be separate toilets near the Centre for boys and girls.**
- **(e) The facility of a Post Office nearby for booking of parcels .**
- **(f) The availability of a double lock steel Almirah.**
- **(g) The institution should not be located at any out of the way place where adequate security arrangements or effective supervisory control may be difficult.**

8.3 MODE OF APPLICATION:-**

8.3.1 The Institution proposing the creation of a new Centre or up gradation of centre should apply through the concerned Deputy Director of Education District

** Amended vide Board's 112th meeting under item No. 13 on dated 14.7.2017

* Amended vide Board's 94th meeting under item No. 11, 12, 13 on dated 29.7.2009

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Education Officer to the Controller of Examination on the prescribed within the following dates of preceding year in which the centre is required to be created/up graded.

(i) Winter closing schools : 1st August to 31st August (December Examination) (ii) Summer Closing Schools : 1st August to 31st August (March Examination)

8.3.2*The Chairman may, when he considers it appropriate, sanction acceptance of any application form after the expiry of the last date.

8.3.3 If it is intended to have a centre for practical exam also, institution concerned shall have to submit a separate application indicating the number of candidates in each practical subject examination-wise likely to appear and facilities of laboratories available.**

8.4. * METHOD OF ENQUIRY:

8.4.1 After scrutiny of applications, the Chairman shall appoint an inspection committee of officers/officials of the Board for spot enquiry to assess the suitability of the institution for the creation of an examination centre in the light of the rules.

The inspection committee will submit report to the Controller of Examination and the recommendations of the Controller of Examination will be placed before the Chairman for final decision.

In case the Chairman decides the creation of Centre, the Section Officer (Conduct) will ask the institution to deposit the prescribed fee before the date fixed by him.

After the receipt of prescribed fee, a code number will be assigned to the Centre.

Applying institute if does not fulfill the criteria as per clause 8.2 of these regulations, application will be considered as rejected automatically.

8.4.2 Where category 'D' or 'C' Centre has already been created by the Board, for its up gradation to 'C' category or 'B' category, the Chairman may pass the order for up-gradation without any inspection on the basis of fair and smooth conduct of previous examinations or may make such enquiry as he may deem necessary.

8.5 * FEES:

8.5.1 The following fee shall be payable to the Board for the creation/up gradation of Examination Centre:-

* Amended vide 94th Board's Meeting under item No.13,14,15 on dated 29.07.2009 & further Amended vide Board's 112th meeting under item No.13 on dated 14.7.2017

** Amended vide 99th Board's Meeting under item No.12,(1) on dated 18-1-2012

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1) CENTRE CREATION/UP GRADATION FEE

Category of Centre Fee:	
Centre for D	**Rs.2500/-**
Centre for C	**Rs.4000/-**
Centre for C & D	**Rs.6500/-**
Centre for A/B	**Rs.6000/-**
Centre for B(Upgraded centres)	**Rs.5000/-**

2) *CENTRE RETENTION FEE:

Category of Centre Fee (for each subsequent year)	
D	**Rs. 750/- A or**
B or C	**Rs.1500/- C&D**
	Rs.2250/- B &
C	**Rs.2500/-**
B,C&D	**Rs.3000/-**

Centre retention fee will only be charged from those centres, which have been created for Middle, Matric examination after 1996 or up-graded for +1/+2 examination after 2001.

The schedule of fees may be revised by the Board from time to time.

8.5.2 During each year when the number of candidates for theory examination falls short of the prescribed limit of 70 candidates (60 candidates for tribal area) in respect of C & D category**

and 50 candidates (40 candidates for tribal area) in respect of A & B category centres, an extra fee @ Rs.30/- per short candidate for category D centres and Rs.70/- per short candidate for A, B & C category centres will also be charged. Similarly for practical examination where candidates fall short of the prescribed limit of 20 and centre demanded, an extra fee @ Rs.30/- per short candidate will be charged.

8.6 OBLIGATIONS OF THE INSTITUTION WHERE THE CENTRE IS CREATED:

(a) It shall be obligatory on the part of the institution where an examination centre is created to provide free of cost available accommodation, necessary furniture, labs and other infrastructure available with the institution.

(b) To make available the staff for the conduct of examination and evaluating the answer-scripts whenever needed by the Board.

(c) To arrange for safe storage of stationery, question papers and other material of the Board.**

*Amended vide 94th Board's Meeting under item No 15 on dated 29.07.2009

** Amended vide 99th Board's Meeting under item No.12,(1) on dated 18-1-2012

(d) To abide by the directions issued by the Board from time to time and to extend necessary co-operation to it.

(e) To take disciplinary action against the member of staff where the Board feels that unfair means were used or encouraged with the help or connivance of the staff and report the action taken against them to the Secretary.

(f) To provide residential accommodation to the Centre Superintendent and other supervisory staff posted from outside in the school premises as far as possible.

8.7 CREATION OF TEMPORARY EXAMINATION CENTRES:

The Chairman shall be competent to create an Examination Centre temporarily in any affiliated institution to tide over any administrative problems on year-to-year basis, with or without payment of requisite fees.

CHAPTER- 9
CONDUCT OF EXAMINATIONS

9.1 GENERAL

9.1.1 *Subject to the regulations and rules and directions framed by the Board, the Controller of Examination shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

9.1.2 The examinations shall be held in Himachal Pradesh at such centres as may be constituted by the Board. The Board may, however, allow a centre in any other State or Country also where arrangements to the satisfaction of the Board can be made.**

Where a candidate proposes to take the examination at a centre, other than the one fixed for him by the Board, he shall require for it permission of the Controller of Examination , for which he shall make an application on the prescribed form accompanied by a fee of ` 500/- or as prescribed by the Board from time to time.

9.1.3 *The Board may, when it considers necessary, appoint an Agent for conducting examinations at any place.

Note: " Agent" means the person authorised by the Board.

The Controller of Examination may where he considers it necessary , in case of any examination centre, appoint one or more Deputy Superintendents, Assistant Superintendents & Invigilators.

9.1.4 Every affiliated institution shall provide for supervision of the examination at least one teacher for every 40 candidates or part thereof appearing at such examination from the institution concerned.

9.1.5 The rules relating to the duties of Agents, Superintendents, Deputy Supdts., Asstt. Supdt.s & Invigilators shall be issued by the Board from time to time.

9.1.6 *The directions for the guidance of candidates shall be framed by the Controller of Examination.

9.2 CHARGES FOR CHEMICALS CONSUMED & BREAKAGES.:-

Charges for chemicals consumed & breakages in connection with the Matric /Senior Secondary Examinations shall be paid at the rates prescribed by the Board from time to time.

* Amended vide Board's 112th meeting under item No. 13 on dated 14.7.2017*

** Fee increased in 94th Board's Meeting under Item No. 19 on dated 29.7.2009 and further amended by 112th BOD item no. 13 on dated 14.07.2017

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9.3 CENTRE CO-ORDINATOR :-

9.3.1 The Principal/Headmaster of the affiliated College/School where an examination Centre has been established shall ordinarily be the ex-officio Centre Co- ordinator for the centre.

9.3.2 In the Institution where a relative of the Centre Co-Ordinator is taking the examination, the Board may either appoint the next senior most teacher as co- ordinator or change the centre of the candidate.

9.3.4 The Co-ordinator shall take a round of the Examination Centre every now and then to ensure that no unfair practices detrimental to the smooth and fair conduct of examination are being adopted by anyone.

9.4 QUALIFICATION / DISQUALIFICATION FOR THE APPOINTMENT OF SUPERINTENDENT :-

9.4.1 A Superintendent shall be appointed at each examination Centre at least 15 days before the date fixed for the examination.

9.4.2* A teacher must ordinarily possess the following minimum qualifications to be eligible for appointment as Centre Superintendent in different categories of examination centres:

(i) Must be in service (Regular or on contract basis);

(ii) Must have satisfactorily worked at least as Deputy Superintendent twice at any examination conducted by any University/ Board and must be for ;

Category	Qualifications.
A (College)	Lecturer of College cadre with at least 5 years experience of teaching college classes.
B (Sr. Sec. School)	Lecturer/PGT of school cadre with at least 5 years experience of teaching Senior Secondary Classes .
C (High School)	TGT with 10 years experience or C&V with 15 years experience.
D (Middle School)	TGT with 10 years experience or C&V with 15 years experience.

* Amended vide 94th Board's Meeting under Item No. 4 on Dated 29.07.2009

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9.4.3 A person shall not be eligible to be appointed as Superintendent in a Centre where :

(a) his close relative is appearing at any examination ; or

(b) any student privately tutored by him is appearing at any examination.

9.4.4. Ordinarily a Centre Superintendent shall not leave the examination centre without prior approval of the Board. In case of an emergency , he may handover the charge to the Deputy Superintendent under intimation to the Board /Centre Co-ordinator.

9.5 QUALIFICATION/DISQUALIFICATION FOR THE APPOINTMENT OF DEPUTY SUPERINTENDENT :-

9.5.1 A teacher must possess the following minimum qualifications to be eligible for appointment as Deputy Superintendent in different categories of examination centres :

(i) Must be in service (Regular or on contract basis)

(ii) Must have satisfactorily worked at least as Invigilator twice at any examination conducted by a University /Board and

(iii) ** Must be :

Category Qualifications

A) Lecturer of College cadre with at least 3 years experience of teaching college classes.

B) Lecturer/PGT of school cadre with at least 3 years experience of teaching 9th to 12th or TGT with 5 years experience of teaching Secondary classes (9 to 12).

C&D) TGT with at least 5 years experience of teaching Secondary classes.

or C&V teacher with 10 years experience.

E) As desired by the Chairman in each case.

9.5.2 A person shall not be eligible to be appointed as Deputy Superintendent in a Centre where:

(a) his close relative is appearing at any examination; or

(b) any student privately tutored by him is appearing at any examination.

9.6 QUALIFICATION/DISQUALIFICATIONS FOR THE APPOINTMENT OF INVIGILATORS :-

9.6.1 Any in service teacher can be appointed invigilator provided that he shall not be appointed in the Centre where;

(a) his close relative is appearing at any examination; or

(b) any student privately tutored by him is appearing at any examination;

** Amended vide 99th Board's Meeting under Item No. 12(1) on Dated 08.01.2012

9.7 CLERICAL ASSISTANCE AND CLASS IV STAFF :-

9.7.1 Centre Superintendent may appoint an Assistant(Clerk) when the number of candidates appearing at an examination exceeds 40.

9.7.2 * The Centre Co-ordinator/ Superintendent may also appoint 3 Class IV employees viz; one Chowkidar, one Sweeper and one Peon for smooth conduct of examination. If the number of candidates in a session is more than 300, one Class-IV (Peon) may be appointed for every 200 additional candidates.

9.8 NORMS FOR THE APPOINTMENT OF DEPUTY SUPERINTENDENT /INVIGILATOR/CLERK :-

9.8.1 Deputy Superintendent , Invigilators and Clerk will be appointed on the basis of the number of candidates likely to appear in a session(initially as per the Centre statement and later-on on the basis of information gained after conduct of previous papers)as per norms fixed by the Board.

9.8.2 The Chairman may, however, relax the norms and sanction additional staff in view of special problems of a particular centre.

9.9 METHOD OF APPOINTMENT OF SUPERINTENDENTS / DEPUTY SUPERINTENDENTS :-

9.9.1 Superintendents and Deputy Superintendents shall be appointed by the Board as per the guidelines approved from time to time.

9.9.2 When a person appointed as Superintendent/Deputy Superintendent fails to report for duty, the concerned Co-ordinator shall make alternative arrangement keeping in view the qualifications/disqualifications laid down in Regulations 9.4.2 , 9.4.3, 9.5.1 and 9.5.2 and report the matter to the Controller of Examination immediately.**

9.9.3 In case the desired number of teachers with the prescribed qualifications for the appointment of Superintendent /Deputy Superintendent are not available, the Chairman may relax the qualifications to tide-over the immediate difficulty.

9.10 METHOD OF APPOINTMENT OF INVIGILATORS :-

9.10.1Invigilators will be appointed by the authority and in the manner approved by the Board from time to time.

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* Amended vide 94 Board's Meeting under item No.16 on dated 29.07.2009
th
** Amended vide 112 Board's Meeting under item No.13 on dated 14-07-2017

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9.11 DUTIES OF THE CENTRE CO-ORDINATOR/ SUPERINTENDENT /DEPUTY SUPERINTENDENT/ INVIGILATOR :-

9.11.1 The Board shall from time to time prescribe the duties to be performed by the Centre Co-ordinators who shall be responsible for their due performance.

9.11.2 The duties assigned to the Superintendents / Deputy Superintendents /Invigilators etc. by the Board , shall be notified to them and the Superintendents / Deputy Superintendents / Invigilators shall be responsible for their due performance .

9.12 APPOINTMENT OF FLYING SQUADS.

9.12.1 The Chairman or any officer authorised by him may constitute such number of Flying Squads consisting of such persons as he may deem fit or/and appoint Inspector of Examination for all or any centres for particular dates to check the menace of copying during examination.

9.12.2The Flying Squads may be provided such facilities and vested with such powers as, in the opinion of the Chairman , are necessary to make them effective in the field.

9.13 REMUNERATION.

9.13.1 The Centre Co-ordinator , Superintendent, Deputy Superintendent , Invigilator, Assistant(Clerk) , Class- IV employees, Inspector of Examinations, persons appointed on Flying Squads and all other persons appointed in connection with the conduct of examination will be paid remuneration at the rates approved by the Board besides the T.A or other compensation wherever admissible under the rules of the Board .

9.14 DERELICTION OF DUTY.

9.14.1 If during the conduct of examination, it is found that any Centre Co-ordinator, Superintendent ,Deputy Superintendent , Invigilator, Assistant Superintendent (Clerk) , a person on the flying Squad , Inspector of examination or any other person assigned any duty concerning the conduct of examination is neglecting his duty or misusing his position or indulging directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examination, he may be immediately relieved of his duty by the competent authority.

9.14.2The Chairman, after satisfying himself that any person assigned any duty in

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connection with conduct of examination has not discharged the same to the satisfaction of the Board, or has misused his position or has engaged himself directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examination , may impose any or all of the following penalties on him:

1. **Forfeit the whole or part of the remuneration due to him.**
2. **Disqualify him for specified period or permanently from assigning any duty of the Board.**
3. **Recommend disciplinary action against him through the departmental agency.**
4. **Initiate legal action against him.**

9.15 * LOSS/MUTILATION OF ANSWER SCRIPT.

9.15.1 A candidate whose paper is lost, after having been received by the Superintendent /Deputy Superintendent / Invigilator or staff deployed in the Examination Centre/Head Examiner/Sub Examiner/ Incharge Spot Evaluation Centre/other staff deployed at the evaluation centre/other concerned officer / official of the Board and who has appeared in all other subjects of the examination may be permitted by the Chairman to re-appear in that one paper, which is lost, on a date to be fixed by the Controller of Examination.The negligent person may be panelized after proper departmental inquiry with Rs 500/-per answer book upto maximum of Rs.2000/- along with departmental action. In the case of dispute as to whether a candidate's paper was duly received or not, the findings of the Secretary subject to confirmation by the Chairman shall be final.**

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* * Amended vide 96 th Board's Meeting under Item No. 19 on dated 21.07.2010 further Amended vide Board's 112 th

meeting under item No. 13 on dated 14.7.2017

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CHAPTER - 10
USE OF UNFAIR MEANS

10.1 GENERAL:

10.1.1. Every day, before the examination begins, the Superintendent or the Deputy Superintendent shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes , which they may have in their possession. Where a late comer is admitted, this warning shall be repeated to him at the gate.

10.1.2. The Superintendent shall sign a declaration daily witnessed by all the invigilators on duty to the effect that he did as a matter of fact, call upon the candidates to search their pockets , and to surrender all papers, books or notes in their possession and that all the late comers were also given this warning and send such declaration to the Secretary at the close of the examination.

10.1.3* The Superintendent of the examination shall report to the Secretary without delay and on the day of occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of evidence and explanation of the candidate concerned on the forms supplied by the Secretary for the purpose. The unfair means cases may be sent by registered post. In case of delay in sending the unfair means cases, the centre Superintendent shall give detailed reasons for the delay.

10.2 UNFAIRMEANS CASES & PENALITIES THEREFOR

10.2.1 If during an examination, a candidate is found having in his possession or accessible to him papers, books or notes due to inadvertence but which papers, books or notes should be of assistance to him, he may be debarred from passing in that paper as a disciplinary measure.

10.2.2 If during an examination, a candidate is found having in his possession papers, books or notes or clothes worn by him or any part of his body or table or desk or is found in possession of foot rule and/ or instruments like set square, protectors, slide rules, etc. with notes on them and which notes, papers or books or the material written on foot-rules or instruments etc., is helpful to him during the examination, and if his possession of such material is found to be malafide he may be disqualified from appearing in any Board examination upto two years, including that in which he is found guilty**

*Amended vide 99th Board's Meeting under item No.12,(1) on dated 18-1-2012
**Amended vide 100th Board's Meeting under item No.23,(2) on dated 20-6-2012)

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10.2.3. If during an examination, a candidate is found talking to another candidate or any person inside or outside the examination hall, during the examination hours, without the permission of a member of supervisory staff, before he has handed over his answer book, his answer book for that particular paper may be cancelled.

10.2.4 If the answer book of an examinee shows or if it is otherwise established that he has received or attempted to receive help from or given help or attempted to give help to another candidate, he may be disqualified from appearing in the examination in which he is found guilty.

10.2.5 If during an examination, a candidate is found having copied or indulging in copying from any paper or notes or if he has allowed or is found allowing any other candidate to copy any matter from his answer book or to have in any manner rendered any assistance to another candidate in solving a question or a part of question set in the question paper, he may be disqualified for a period upto two years, including that in which he is found guilty.

10.2.6. If a candidate during an examination of the Board is found swallowing or attempting to swallow a note or paper runs away with it or is guilty of causing disappearance or destroying any such material, he may be disqualified from appearing in any Board examination for a period upto two years including that in which he is found guilty.

10.2.7 If a candidate during an examination of the Board is found consulting books, note books or papers or any other matter found with him while outside the examination hall but during the examination hours and before he has handed over his answer book to the Superintendent or any other member of the supervisory staff, he may be disqualified from appearing in any Board examination for a period upto two years including that in which he is found guilty.

10.2.8 If a candidate who during the course of the examination writes either on blotting paper, or any other piece of paper, a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof, his examination in that paper may be cancelled.

10.2.9 If a candidate is found guilty of passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part thereof or a solution of a question set in the question paper ,to any one, his examination in that paper may be cancelled.

10.2.10 A candidate found guilty of possession of a solution to a question set in the paper through connivance of any member of a supervisory or menial staff or some outside agency may be disqualified from appearing in any Board examination for a period upto two years and /or shall also be liable to such other punishment as the U.M.C Committee may decide.

10.2.11 A candidate found guilty of having made previous arrangements to obtain help in connection with the question paper may be disqualified from appearing in any Board Examination for a period upto two years. The person with whom previous arrangement has been made by the candidate may also be disqualified from appearing in any Board examination for a period up to two years and /or also be liable to such other punishment as may be decided by the U.M.C Committee.

10.2.12 A candidate found guilty of smuggling in an answer book or a continuation sheet or taking out or arranging to send out an answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination centre or of any agency within or outside examination centre, may be disqualified from appearing in any Board Examination for a period upto three years. He shall also be liable to such other punishment as may be decided by the U.M.C Committee/Chairman.

10.2.13 A person found guilty of having written outside the examination hall, an answer book or a continuation sheet for a candidate which the latter smuggled into the examination hall or of having managed otherwise to replace the answer book of the candidate after the examination may be disqualified from appearing in any Board examination for a period upto three years and /or shall also be liable to such other punishment as may be decided by the U.M.C Committee.

10.2.14 A candidate found guilty of serious misconduct in the examination hall or misbehavior towards the Superintendent or any member of the supervisory staff outside the examination hall may be disqualified from appearing in Board examination for a period upto three years according to the nature of his misconduct.

10.2.15 If a candidate is found guilty of using abusive or obscene language in the answer book his examination in that paper may be cancelled.

10.2.16* Any person who impersonates a candidate may be disqualified from appearing in any Board Examination for a period up to three years if that

* Amended vide 99th Board's Meeting under Item No. 12(1) on Dated 08.01.2012

person is a student on the rolls of an affiliated/recognised school. If that person is not on the rolls of an affiliated /recognised school, he may be declared as not a fit and proper person to be admitted to any future examination of the Board and the case, if necessary, may be reported to the Police . The candidate for whom impersonation was attempted may also be disqualified from appearing at any examination of the Board for a period up to three years.

10.2.17 A person who commits an offence under Regulation 10.2.16, but is not a candidate for any Board examination may be dealt with as under:

(i) The Chairman may, if he so desires, handover the case to the Police. (ii) In the case of a teacher or a person connected with an institution, his conduct shall be reported to the Managing Body of the institution and he shall be debarred from any remunerative job in the Board.

10.2.18 A candidate obtaining admission to the examination on a false representation made by him in his application

form may be disqualified as under:

(i) A candidate for any examination who is discovered before the commencement of the examination, to have made a mis-statement in his admission form, regarding the name of the institution in which that candidate is studying on the date on which he had left that institution may be declared ineligible to appear in the examination.

(ii) If the false representation relates to a previous examination not actually passed by the candidate, he may be disqualified from appearing in any examination of the Board for a period, which may extend to 3 years as the Chairman may determine in each case.

(iii) If the false representation pertains to his eligibility to appear in the examination as a private candidate or any other matter not covered by, (ii) above, he may be disqualified from appearing at any examination of the Board for a period upto two years as the Chairman may determine in each case.

(iv) If it is found that a candidate or his guardian or parent has deliberately given a wrong date of birth in the admission application form, or in the affidavit accompanying the form, the Chairman shall have the power to declare the candidate ineligible to appear in the examination or if the fact is found after the candidate has appeared in the examination, to cancel his examination.

10.2.19 A candidate forging another person's signature on his admission form or using a forged document knowing it to be forged and with a view to seeking admission may be disqualified by the Chairman from appearing at the examination of the Board.

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10.2.20 If a candidate for an examination in Science or some other subject, presents to the examiner a practical or class work note book which does not belong to him, his examination of that year may be cancelled.

10.2.21 If a candidate leaves the examination hall without delivering the answer book to the supervisor concerned and takes away the same with him or intentionally tears off or otherwise disposes off his answer book or any part thereof or the continuation sheet or part thereof inside or outside the examination hall, he may be disqualified from appearing in any Board examination for a period upto two years, including that in which he is found guilty.

10.2.22 If a candidate is found guilty of deliberately disclosing his identity or making distinctive marks in his answer book for that purpose, his examination in the paper/papers concerned may be cancelled.

10.2.23 If a candidate is found guilty of communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with the Secretary with the objective of influencing him in the award of marks his examination concerned may be cancelled.

10.2.24 If a candidate is found guilty of approaching or influencing directly or indirectly regarding his unfair means case a Member of the U.M.C Committee or any Board official, he may be disqualified for one year more in addition to the punishment awarded to him under the Regulations for his offence of using unfair means.

10.2.25 Where a candidate has made an appeal to the examiner through an answer book, such answer-book shall be liable to be cancelled.

10.2.26 For cases of unfair means not covered by these Regulations, the U.M.C Committee may impose punishment according to the nature of the offence.

10.2.27 A candidate who refuses to obey the Superintendent of the Examination or any other member of the Supervisory staff or changes his seat with another candidate or deliberately writes another Candidate's Roll Number on his answer book or creates disturbance of any kind during the examination or otherwise misbehaves in or around the examination hall, shall be liable to expulsion by the Superintendent and may be awarded any of the following punishments according to the seriousness of the offence:

(i) Cancellation of the answer book of the paper concerned.

(ii) Disqualification from appearing in any Board Examination which may extend to three years.

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10.2.28 RE-EXAMINATION & ABOLITION OF THE EXAMINATION CENTRE.

If the Chairman is satisfied after enquiry that the integrity of a Board examination had been violated at an examination centre as a consequence of wholesale unfair assistance rendered to the examinees, the Chairman may order re-examination, besides taking action under Regulations relating to unfair means and may also abolish the examination centre for future or for a specified period.

10.3 IDENTIFICATION AND REPORTING OF UNFAIRMEANS CASES.

10.3.1 As soon as it is brought to the notice of the Superintendent of examination centre that a candidate during the course of examination, has been detected using or attempting to use unfair means as detailed in these regulations he shall take possession of the answer book of the candidate along with the papers or other materials found with him and provide the candidate with a second answer-book immediately. The candidate is not to be expelled from the examination centre in the paper. The Superintendent shall record on the first answer book, the time when it was taken away from the candidate and on the second answer book, the time when it was issued. While issuing the second answer book, the candidate shall be asked by the Superintendent to submit his explanation on the charges levelled against him.

If the candidate refuses to give an explanatory statement he should not be forced to do so only the fact of the refusal should be recorded by two invigilators and attested by the Centre Superintendent on duty at the time of the occurrence. The Superintendent shall call for the statement(s) of the invigilator(s) concerned and forward to the Secretary, in a separate sealed cover, the two answer books used by the candidate, the incriminating material duly signed along with the explanation of the candidate or the attested statement of refusal, the statement(s) of the invigilator(s) and his own note on the case for further action by the Board.

10.3.2 As soon as it is brought to the notice of the Centre Superintendent that a candidate has smuggled out an answer book, he should call for the student directly or through the Principal/Headmaster of the school concerned and try to secure the answer book. In case of non-availability of the answer book, the matter should be reported to the police and a copy of report be sent to the Secretary along with the statements of the invigilators present in the room and also the candidate. The statements of Peon, Police constables etc if any relevant to the situation should also be forwarded . The statements should contain the time of the incident and details of the case as to how the candidate took away the answer book . Efforts made to recover the answer book should also be stated.

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10.3.3 In case of impersonation, the Centre Superintendent should send to the Secretary, the statement of the person found to be impersonating the invigilator(s) and that of the real candidate, if possible. He may also report the matter to the police, if necessary.

10.3.4 In case of misconduct of a serious nature, the matter should be reported to the Police, if necessary . Statements of the invigilator(s) and that of the peon/police-man concerned may be obtained and sent to the office of the Secretary for further action.

10.3.5 If any examiner notices any case of copying of answer(s) either among two or more candidates or from any other source, he should mark the relevant portion(s) of the answer(s) and send the cases immediately, along with his report on the same to his Head-Examiner. The Head Examiner will scrutinize the case and forward it along with his own remarks, in a sealed cover, to the Secretary for necessary action by the Board . If such a case comes to the notice of the Head-Examiner himself, he should also mark the relevant portion(s) in the answer(s) and forward the same immediately to the Secretary along with his remarks in a sealed cover for further action.

10.4 U.M.C. COMMITTEE

10.4.1 One or more UMC Committees shall be constituted to deal with cases of alleged mis-conduct and use of unfair means in connection with examinations annually.

10.4.2* For the purpose of constituting U.M.C Committees the Board shall approve a panel 30 officers serving or retired having adequate experience in the field of education, administration or judiciary. The Secretary shall be ex-officio member on the panel.

10.4.3 The U.M.C. Committee shall consist of a minimum of three officers from the approved panel. The Committee will be constituted by the Secretary and he shall also convene its meetings.

10.4.4. If the committee is unanimous, its decision shall be final. If the committee is not unanimous, the matter shall be referred to the Chairman whose decision in the matter shall be final.

10.4.5 If a candidate brings to the notice of the Chairman in writing certain facts within 30 days of the decision made by the UMC Committee and the Chairman feels that had those facts been brought before the committee, the same might have resulted into a decision other than the one arrived at by the committee.

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* Amended vide 94 Board's Meeting under Item No. 5 on Dated 29.07.2009

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The Chairman may order that the case be brought before the UMC committee again.

10.4.6 UMC Committee shall then re-consider the case. The unanimous decision of the committee shall be final but in the event of any difference of opinion, the case shall be referred to the Chairman whose decision in the matter shall be final.

10.4.7 If owing to special circumstances of a case, the UMC committee feels that a lenient view of the case is called for, the committee may so decide the case with the prior approval of the Chairman.

10.4.8* All the members of the panel except the Secretary shall be entitled for a remuneration at the rate of Rs. 500/- per day or as prescribed by the Board from time to time for each day on which the UMC Committee meets, besides TA/DA to the members coming from outside Dharamsala shall be paid as per TA/DA rules as prescribed by the Govt. of H.P.

10.5 PROCEDURE OF ENQUIRY AND IMPOSITION OF PENALTY.

10.5.1 On receipt of a report from the Superintendent/Sub-Examiner/Head-Examiner/Member of a Flying Squad/Inspector of examinations or otherwise when a prima-facie case is made out that a candidate has adopted any kind of unfair means during or after any examination conducted by the Board, the Secretary or any other officer authorised by him in this behalf shall call upon the candidate by way of notice in such form as the circumstances of the case may warrant, to show cause on or before the prescribed date why the action should not be taken against him for his misconduct.

10.5.2 The show cause notice shall be accompanied by copies of the reports against the candidate as well as a copy of his statement, if any, made at the centre , with a view to enable him to answer the allegations levelled against him.

10.5.3 The candidate may exercise any of the following options to defend himself: (i) To appear before the Secretary on any working day between 11 a.m. to 4 p.m. before the date fixed for his hearing,. in case the candidate wants to make a reference to original reports containing the allegation and the material on which such allegations are based.

or

(ii) To send a written reply in the prescribed proforma before the date fixed for his hearing by Registered Post to the Secretary of the Board.

or

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* Remuneration increased in 103 Board Meeting under Item No. 16 on dated 02.07.2014

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(iii) If the candidate wants to be heard in person and also to produce witnesses, the candidate may appear along with his witnesses before the UMC Committee on the date given to the candidate for the purpose. In this eventuality, the candidate may not come earlier and if a reference to the original record is to be made by him, he may do

so on the date of appearing before the Standing Committee or a day earlier as may be convenient to the candidate .

10.5.4 The UMC Committee shall examine the documents and all the evidence available in the case, hear the candidate in case he wants personal hearing, record the evidence produced by the candidate and decide the case on merits and on the principles of natural justice recording its opinion whether the case is established or not and impose the necessary penalty.

10.5.5. The candidate shall produce the witnesses in support of his case or appear for personal hearing at his own expense.

10.5.6. An anonymous complaint will not ordinarily be entertained, but if the facts alleged in the complaint are likely to be true, the Secretary may order enquiry through any person,collect the necessary evidence and if a prima-facie case is made out against any candidate, the procedure detailed above shall be followed for imposition of penalty.

10.5.7 In all proceedings before the UMC Committee, the candidate alleged to have used unfair means shall not be allowed to be represented by any other person or advocate.

10.5.8 The record of unfair means cases shall be retained intact for one year after the expiry of the penalty imposed upon the candidate. In case a candidate is exonerated, the record shall be kept intact for six months from the date of exoneration.

10.5.9 Fee as prescribed shall be charged for the supply of a copy of any document required by a candidate in connection with his case.

10.6 FURTHER CONSEQUENCES

10.6.1 The result of all the candidates who have been alleged to have used unfair means in an examination, by an invigilator, Centre Superintendent, member of Flying Squad , Inspector of Examination or Examiner shall be declared as UMC. In case on enquiry a candidate is exonerated before the declaration of result, his result shall be declared as usual.

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10.6.2* All unfair means cases shall normally be decided within a reasonable time from the date of declaration of the result.

10.6.3 The names of candidates, who are punished under any of the above rules, shall be notified by the Secretary in the manner prescribed by the Board.

10.6.4 The candidates who are debarred for one year from appearing at any examination of the Board will, however, be eligible to take admission in the same class as a regular candidate in the same year .

* Amended vide 99th Board's meeting under item no 12(1) on dated 18.1.12

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CHAPTER - 11

CONFIDENTIAL WORK

11.1 PAPER SETTING

11.1.1 For the purpose of paper setting, the Secretary shall from time to time, approve subject-wise panel of teachers of proven integrity from which paper setters will be appointed.

11.1.2 The Board may use multiple set of question papers for the same examination, if considered necessary.

11.1.3 No paper setter shall be engaged for the same type of work for more than three years continuously.

11.2 QUALIFICATIONS FOR PAPER SETTERS

11.2.1 The persons appointed paper setters shall possess the following qualification:

I. FOR SENIOR SECONDARY EXAMINATIONS:

(i) * A Lecturer with at least 8 years teaching experience.

(ii) He should possess a postgraduate degree in the concerned subject.

(iii) He should be in touch with the subject curriculum by being engaged in teaching the concerned subject to the classes.

II. FOR MATRICULATION/MIDDLE EXAMINATION:

(i) * A TGT with 10 years teaching experience.

(ii) He should have studied the subject at the degree-level.

(iii) He should be in touch with the subject curriculum by being engaged in teaching the concerned subject to the classes.

11.3 DISQUALIFICATIONS;

11.3.1 A person shall not be appointed paper setter if he has written any help book or a guide on the concerned subject.

11.3.2. A person shall not be appointed paper setter if his close relative is appearing in the concerned examination/subject.

11.3.3.In case teachers with the prescribed qualifications are not available, the Chairman may relax the qualification. Similarly in subjects where academicians are not available, professionals may be appointed paper setters

* Amended vide 109th Board's Meeting under Item No. 7 on Dated 18.07.2016

11.4 MODERATION

11.4.1* All the question papers shall be moderated by a team of moderators consisting of eminent scholars. Moderators should have at least 08 years teaching experience as Lecturer for Senior Secondary Certificate Examination (Plus One & Plus Two) and 10 years teaching experience for Middle / Matriculation Examination in the concerned subject to see the correctness and consistency of question papers with curriculum.

11.4.1(a)* Those subjects in which teachers /lecturers (as Moderator) are not available within the eligibility criteria set for Moderators. In all such subjects, teachers / Lecturers / trainers who are teaching in the Govt. Schools / institutes to that subject /class will moderate the question papers of such subjects to see their correctness and consistency with curriculum.

11.4 (A) Grant of special grace mark(s) in case of any substantial objection received from any candidate on the question(s) & grant of honorarium to the subject experts for providing report(s).**

(i) In case of any objection received from any candidate on any question /questions during / termination of Board Examination, The Board shall obtain a detail report on the complaint(s) from subject experts and Chairman shall grant grace mark(s) to a particular question / questions on the recommendation of subject experts if the objection is proved to be substantial.

****(ii) A payment of `500/- as honorarium in addition to TA/DA will be given to subject expert(s) for providing reports on the objection**

11.4.2. The moderators shall be appointed by the Secretary.

11.5 RECEIPT OF ANSWER BOOKS

11.5.1 All the answer books on which fictitious roll numbers are to be given shall be received at the headquarters by an officer designated by the Secretary.

11.5.2 All answer books shall be deemed as confidential document and no person except those authorised by the Chairman/Secretary shall be permitted to handle the same.

11.5.3 The Chairman shall decide the subjects of various examinations for which fictitious roll numbers are to be marked on the answer-books and also the subjects whose answer-books are to be received at the headquarters.

**Provision made under Board's 102nd meeting under item No. 10 on dated 28-1-2014th

Amended vide 112 Board's Meeting under Item No. 5 on Dated 14.07.2017

11.6 SECRECY OFFICERS

11.6.1* The conversion of real roll numbers to F.R's will be carried out by a team of Secrecy Officers constituted by the Controller of Examination from year to year.

11.6.2 The team of Secrecy Officers shall undertake to maintain the confidentiality of the assignment given to them.

11.6.3 No person whose ward or near relation is appearing in the examination of the Board shall work as a Secrecy Officer or a member of such team.

11.7 EVALUATION

11.7.1 All answer books shall be evaluated by the approved examiners.

11.7.2 The answer books may be got evaluated centrally at such centres as are approved by the Chairman from time to time.

11.7.3 Ordinarily the answer books shall be evaluated by the examiners at their residences/ spot evaluation centres.**

11.8 MARKING SCHEME

11.8.1 All question-papers set for the purpose of examination in the Board shall be accompanied by detailed marking scheme.

11.8.2 The marking scheme will indicate value points in respect of each answer and award to be assigned to each of the value points.

11.9 HEAD EXAMINERS

11.9.1 * The Head examiners for various subjects shall be appointed by the controller of Examination from amongst the serving teachers of affiliated institutions

11.9.2 The Head examiner shall be responsible for ensuring uniformity in evaluation as per the norms prescribed by the Board.

11.9.3 * The Head examiner shall bring to the notice of the Controller of Examination, discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation.**

* Amended vide Board's 112th meeting under item No. 13 on dated 14.7.2017
**Amended vide 99th Board's Meeting under item No.12(1) on dated 18-1-2012)
***Amended vide Board's 112th meeting under item No. 13 on dated 14.7.2017

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11.9.4 The Head examiner shall recommend to the Secretary in writing the names of such examiners who have not carried out the instructions of the Board and have not been punctual or have not observed code of conduct for such action as may be deemed fit by the Board.

11.10 QUALIFICATIONS FOR THE APPOINTMENT OF HEAD EXAMINERS:

A person to be appointed as Head Examiner should possess the following qualifications :

(i)* He should have a teaching experience of not less than 10 years. (ii) He should be in touch with the subject curriculum by being engaged in teaching the concerned subject to the classes

11.11 DISQUALIFICATIONS

No. person whose ward or relation is appearing in the examination/subject shall be appointed as Head-Examiner.

11.12 SUB-EXAMINERS

11.12.1# The Sub-Examiners shall be appointed by the Controller of Examination. They will evaluate the answer books in accordance with the approved marking scheme.

11.12.2 The Sub Examiners shall be appointed by the Secretary from the panel. The panel shall consist of such serving teachers of Government/Privately managed institutions affiliated to the privileges of the Board whose names are recommended by the Heads of the institutions for the purpose. The recommended teachers should have been working on regular/Contract/Para basis for at least three years in a Government institution. The Board may also avail of the services of such Contract teachers for such other assignments of the Board which it considers necessary.**

The teachers working in the privately managed institutions affiliated to the privileges of the Board should have been working as such for four years without any break.

However, in case the teachers with three years of teaching experience in Matriculation Classes have been transferred to Middle Schools and TGTs promoted to the post of Lecturer will be eligible for appointment as Sub Examiner for the work of evaluation of Answer Books of Matriculation Examination within six months of such transfer/promotions.

*Amended vide 97th Board's Meeting under item no 11 on dated 19-1-11) th
Amended vide Board's 112 meeting under item No. 13 on dated 14.7.2017 **Amended vide 109th Board's Meeting under item no 21 on dated 18.07.2016)

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11.12.3 The Board shall enlist the sub-examiners and the list of such sub-examiners shall be maintained by the Secrecy Branch at its headquarters.

11.12.4 No person who is not in the approved list of sub-examiners shall normally be appointed examiner for evaluation work.

11.12.5 No person whose ward or near relation is appearing in the examination shall be appointed as a sub-examiner for that examination.

11.12.6 No person shall be appointed as a sub-examiner for two subjects or for two examinations simultaneously as far as possible.

11.12.7No person even if he is fully qualified shall be appointed as sub-examiner for evaluation in a subject, if he is not engaged in teaching the same.

11.13* CHECKING ASSISTANTS

Checking Assistants shall be appointed by the Secretary from among the panel of Sub Examiners who will assist Head Examiners in totaling marks, comparing the award lists with the answer scripts to ensure accuracy in the work and keeping watch that no portion of the script has remained unmarked.

In case Checking Assistant is not appointed by the Secretary then the Head Examiners will be competent to appoint Checking Assistants as per the guide-lines of the Board.

11.14 SPOT EVALUATION CO-ORDINATORS:

11.14.1The Board may appoint Spot Evaluation Co-ordinators in all evaluation centres to co-ordinate and facilitate the conduct of Spot Evaluation.

11.14.2 Normally the Spot Evaluation Co-ordinator shall be the Head of the institution, where the spot evaluation is conducted. However, the Controller of Examination may appoint the Vice-Principal or any other senior teacher as the Evaluation Co-ordinator under special circumstances.**

11.14.3 The Evaluation Co-ordinator shall be the custodian of all answer books entrusted for evaluation at the centre and will provide such physical and administrative facilities as necessary to ensure quick, smooth and fair conduct of evaluation.

*Amended vide 109th Board's Meeting under item No. 22 on dated 18.07.2016 th
** Amended vide Board's 112 meeting under item No. 13 on dated 14.7.2017

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11.14.4 The Evaluation Co-ordinator shall bring to the notice of the Board, in writing, discrepancies in the answer books, if any, and any such matter that affects the validity or reliability of evaluation.

11.15 AWARD LISTS

11.15.1 Two Copies of Award lists shall be prepared.

11.15.2 All award lists are confidential documents of the Board.

11.15.3* No other person except those authorised by the controller of Examination shall be permitted to handle the award lists

11.15.4 No person shall be authorised to change the marks already in the award lists. Discrepancies, if any, identified during verification shall be communicated to the appropriate agencies through a separate communication.

11.15.5.* No person other than the controller of Examination or any officer authorised by him shall be competent to communicate any change in the awards. All such communications shall be sent in writing duly attested and signed by the concerned officer.

11.15.6 All award lists of the Board shall be destroyed one year after the declaration of results in the presence of a Committee appointed by the Chairman of the Board.**

11.15A# TABULATION OF RESULT:

(i) The particulars of candidate shall be posted as per admission forms submitted;

(ii) Subject wise marks obtained by the candidate shall be posted as per the award list as well as INA statement;

(iii)

Absentee shall be marked on the result sheets from the Absentee Memo/ Statement or Signature Chart provided by the Centre Superintendent of the examination centre established by the Board from time to time; (iv) Absent remark in one or more subjects against roll number of the candidate , result shall be declared as Absent in such subject or as the case may be;

(v)

Blank / unsigned Column against the Roll number shall be verified from Centre Superintendent of the concerned examination centre ;

(vi) The Absentee shall be verified in case of RL Cases from the forwarding memo provided by the secrecy branch.

* Amended vide Board's 112th meeting under item No.13 on dated 14.7.2017 **Amended vide 92nd Board's Meeting under item No.15 on dated 05.08.2008
# Amended vide 98th Board's Meeting under Item No. 11 on Dated 16.07.2011

11.16SCRUTINY OF RESULTS:**

11.16.1# Computed result shall be checked on computerized result sheets to ensure accuracy in posting awards and tabulation of result or as procedure fixed by the Board from time to time in view of computerization.

11.16.2* The Controller of Examination may appoint scrutineers to scrutinise the computed result to ensure accuracy in posting awards and tabulation of result.

They shall be paid remuneration as prescribed by the Board from time to time.

11.17 MODERATION OF RESULTS:

11.17.1 Before declaration, the result of an examination together with a statement of percentage of passes in the whole examination and in each subject for the current and the four-preceding years, shall be submitted to the Chairman.

11.17.2* The Chairman shall order publication of the result unless on scrutiny of the figures submitted, he considers that there has been a distinct change of standards on the whole examination or in a particular subject and in that case he may refer the matter to the Examiners concerned for a report on the apparent change of standards, and may suggest a specific modification of the results or may take any other action as considered necessary. Notwithstanding, anything contained in this Regulation, the Chairman, in peculiar circumstances on merits, with a view to increase the overall pass percentage, shall have the power to allow increase of more than 1% of usual grace marks but the manner in which these increased grace marks shall be accorded shall be laid down by him in writing.**

11.17.3 The Board may make rules relating to preparation of results including appointment of scrutineers and prescription of their duties, prescription of forms for the purposes of tabulation, checking of results, making provisions to guard against possible occurrence of mistake and other relevant matters.

11.17.4# Grace marks upto 1% of the total aggregate marks may be awarded to a candidate who has passed an examination but has failed to obtain either the second or the First Division, if by the addition of such grace marks he is enable to be place in Second or the first Division, as the case may be. Provided that grace marks shall not be allowed to a candidate to improve his division, if he has already been allowed grace marks to pass the examination or any part thereof.

Amended vide 99th Board's Meeting under item No.12,(1) on dated 18-1-2012 th
* Amended vide Board's 112 meeting under item No. 13 on dated 14.7.2017 ** Amended vide 98th Board's Meeting under item No. 11 on dated 16-7-2011 & *** Amended vide 89th Board's Meeting under item No. 18(1) on dated 28.06.2007

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11.17.5 # A candidate appearing in the additional subject(s) or compartmental or English only or qualifying subjects shall also be eligible for the above concession, but the limit of grace marks shall be 1% of the total marks of the subject(s) in which he/she appears.

Provided that compartmental candidate shall be given 1% of the aggregate marks as grace marks to improve the division only. However , such candidate who has already availed of marks for passing the examination or any part thereof shall not be entitled to any grace marks for improving the division.

11.18 DECLARATION OF RESULTS

11.18.1The results of all the examinations held by the Board will be declared only after obtaining prior approval of the Chairman.

11.18.2 The Board shall not be responsible for non-receipt of any communication by a candidate or a school with regard to the declaration of the results.

11.18.3The Board shall not be held responsible for any material or other loss incurred by a candidate, if the result of a candidate is delayed by the Board as 'Result Later' for justifiable reasons.

11.18.4 The 'Result' will indicate the factual position of the candidate with the marks obtained by him published in a 'Gazette' and kept in the office of the Board for information.

11.18.5* 'Confidential Result' in case a candidate desires the communication of his result before its declaration for seeking admission in next higher class "Confidential result" may be sent to the concerned head of the institution in a sealed cover or through E-mail / Fax on payment of prescribed fee. Such communication will be issued for admission to the next higher class only.

11.19. PUBLICATION OF RESULTS:

11.19.1 For calculating pass marks fixed by the regulations for each examination , if a fraction is half or more it shall be rounded off to the next higher figure. And if a fraction is less than one-half, it shall be ignored.

11.19.2 The Secretary shall publish the result of an examination in such manner as may be directed by the Board.

* Amended vide 99th Board's Meeting under item No. 12(1) on dated 18-1-2012 # Provision made vide 101th Board's Meeting under item No.,(3) on dated 9-9-2013

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11.19.3 Failure statement of the examinees, showing the subject or subjects in which they have failed to obtain the prescribed minimum number of marks, shall be prepared by the Secretary and it shall be his duty to communicate the same to the institution concerned within one week of the publication of result.

11.20 'RESULT LATE' CASES

11.20.1 The Board may declare the result of the candidate(s) as "Result Late" due to inadequacy of data, lack of information from the candidate/School/Examination Centre or receipt of inadequate fee from the candidate etc. In case the fee and requisite information in such cases is not received within the stipulated time frame set out by the competent authority, the result is liable to be cancelled and outstanding dues to be paid by the Institution or the candidate, as the case may be, shall stand written off. However, in case of candidates whose result (s) is/are declared as RLE and if a candidate or the Head of the Institution as the case may be, does not respond within the stipulated time frame of three months from the date of issue of the final letter after the declaration of result shall be declared as cancelled and the fee/late fee etc. due from the candidate which could not be recovered may be written off.**

11.20.2* The result of such candidates shall normally be declared by the Board within a reasonable period on the basis of the response received from the candidate or the Head of the institution, as the case may be, in terms of Regulation 11.20.1. The Assistant Secretary shall have the power to decide the Result Late or ML Cases.

11.20.3* deleted.

11.20.4* In the event of a candidate, who fails to appear in all subjects of examination for whatsoever reasons, the outstanding dues or late fee if any to be paid by him/her, shall stand written off.

11.21* MAINTENANCE OF ANSWER BOOKS AND EXAMINATION RELATED OTHER RECORD

i. The answer books of regular exams, all used/unused OMR response sheets and unused question booklets for JBT CET/TET, Departmental Exams and any other competitive/recruitment examinations assigned by the HP Government or any other agency from time to time as per prescribed rules of syllabus/ structure of question paper provided by them under rule 2.1.1 (XII) shall be maintained for a period of six months

* Amended vide 99th Board's Meeting under item No. 12(2) on dated 18-01-12

** Amended vide 96th Board's Meeting under item No. 25(6) on dated 21-07-2010

from the date of declaration of result and shall thereafter be disposed off in the manner as decided by the Chairman from time to time.

ii. Application forms, attendance sheets, admit cards, seating plans, centre-lists, all kind of bio-data, blank/cancelled certificate and all other miscellaneous documents of JBT CET/TET, Written Exams/Counseling etc., Board's Recruitment Exams for the staff, Departmental Exams and any other competitive/recruitment examinations assigned by the HP Government or any other agency from time to time as per prescribed rules of syllabus/ structure of question paper provided by them under rule 2.1.1 (XII) shall be maintained for a period of one year from the date of declaration of result and shall thereafter be disposed off in the manner as decided by the Chairman from time to time.

iii. Result Gazette/sheets, viva result sheets wherever applicable and final result sheets of JBT CET/TET, Written Exams/Counseling etc., Board's Recruitment Exams for the staff, Departmental Exams and any other competitive/recruitment examinations assigned by the HP Government or any other agency from time to time as per prescribed rules of syllabus/ structure of question paper provided by them under rule 2.1.1 (XII) shall be maintained as permanent record.

11.22 MAINTENANCE OF CONFIDENTIALITY:**

Every person appointed by the Board for confidential work like paper setting, printing/ cyclostyling /typing or otherwise producing the copies of the question papers, moderating the question papers, evaluating the answer books, co-coordinating the work of examiners, handling the answer books, putting- fictitious number on the answer books, computing, scrutinizing or moderating the results or assigned any other confidential work shall maintain utmost secrecy of the Board work.

However in pursuance of the Right of Information Act, 2005 as per provisions under Section 8 (1)(a), (e), & (g), the information about the following items cannot be disclosed in Public interest Under section refer to above under the Right the Information 2005:

i) Names of papers setters, Centre Superintendents, Deputy Superintendent, Co-ordinator, Invigilator, Supervisors, Flying Squad members, Examiners including examiners for Practical.

ii) All matters relating to question papers and their printing/packing/ distribution/storage/security etc.(marks/awards and their code etc.)

iii) All details about movement of Answer Books at various stages of

* Amended vide 111th Board's Meeting under item No. 27 dated 03.02.2017 Board's Meeting ** Amended vide 99th Board's Meeting under item No. 12(2) dated 18.01.2012 Board's Meeting

evaluations /re-evaluation/ re-checking, identity of rubber stamps and its impression used or to be used on different dates of various examinations.

However, evaluated Answerbooks of theory paper can be examined by the examinee under Right to Information Act,2005 on payment of prescribed fee.

iv) Question Booklets, OMR Answer sheets and their keys to correct answers and merit lists of all the Entrance Tests before the declaration of result.

v) Names of the persons of Selection Committees or any type of other committees and their recommendations.

vi) The copy of evaluated answer book of any examination conducted by the board shall be provided to the candidate on payment of Rupees 500/- per Answer Book under RTI Act-2005 on the following conditions:-**

A) The copy of answer book shall only be provided to the candidate himself he have to produce his Authentic Identity proof ;

B) The candidate have to apply within 60 days after declaration of the result after this period no such application shall be acceptable. If in case the answer book does not sold or contained in bulk, the acceptance of application for providing the answer sheet shall be made by the Secretary C) The answer sheet shall be provided within 30 days after the receipt of application along with requisite fee.

D) The applicant have to sworn and undertaking on format prescribed by the board from time to time to the effect that he will not challenge the evaluation status of the answer sheet.

E) After getting the photocopy of the answer book(s) or the evaluated/ re-evaluated answer book(s), if any discrepancy of following nature; i). Mistake in totaling of marks.

ii). Unmarked Questions is pointed out by the student within 15 days of the receipt of these copies then the Secretary/Re-evaluation Branch will rectify the same without charging any further fee the applicant / examinee as the case may be.

F) In case the answer book(s) engaged under revaluation/ re-checking process the answer sheet shell be provided within 15 days after completion of such process. The applicant who applied for

** Provided vide 101st Board's meeting under item No. 16 on dated 9.9.2013. }

revaluation/re-checking of answer sheet but does not satisfied with the process of revaluation/re-checking, can also apply for the answer sheet within 15 days of completion of revaluation/re-checking.

G) Candidate shell be the self custodian and shell not share the answer sheet with anybody. The candidte shell have to given an undertaking to the effect that he will not misuse the answer sheet and will not challenge the marking processor. The process under UMC rules shell will be initiated against the applicant if he act against undertaking.

viI) * The copy of evaluated OMR response sheet of TET (JBT, Shastri, LT, TGT-Arts, Medical, Non-Medical etc.) and other recruitment / departmentalexaminations conducted by the Board shall be provided to the candidate after completion of relevant /selection process on payment of Rupees 300/- per OMR sheet under RTI Act-2005

11.22(a)#The data from Board record in connection with Examinations conducted by the Board shall be provided to the research scholar, institute or any individual on payment of prescribed fee of 1000/- per CD/per Class/ per year or as amended by the Board from time to time on the condition that the recipient of the information shall have to furnish an undertaking to the effect that the data shall not be misused to harm or harass any person indicated in the data and he/she shall handle such data with full confidentiality. The data shall be provided in the form of soft data only.

Provided that the data be provided by the Board shall include only name, father's name, permanent address, class, division and marks obtained by the student and shall not include other personal information like mobile number, date of birth, e-mail id and Aadhar number of the student.

11.23 REMUNERATION:

Every Paper Setter, Moderator, Head-Examiner, Sub-Examiner, Checking Asstt. Secrecy Officer, Scrutiner or any other person deployed by the Board for examination work shall be paid remuneration at the rates approved by the Board, besides the TA/DA or other compensation in lieu of TA/DA wherever admissible as per the rules of the Board.

11.24 DERELICTION OF DUTY:

11.24.1 If any person assigned any confidential work is found guilty of dereliction of duty or misuse of his position, or otherwise detrimental to the smooth and fair conduct of work, he may be forthwith relieved of his duties by the competent authority.

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* Amended vide Board's 103 meeting under item No. 6 on dated 2.7.2014

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Amended vide Board's 111 meeting under item No. 12 on dated 24.11.2016

11.24.2 The Chairman after satisfying himself that a person assigned any confidential work has not discharged the same to the satisfaction of the Board or has misused his position to the detriment of smooth and fair conduct of work, may impose any or all the following penalties on him:

(i) forfeit the whole or part of remuneration payable to him.

(ii) disqualify him permanently or for a specific period from assigning any duty of the Board.

iii) Initiate disciplinary action against him through the Departmental agency. (iv) Initiate legal action against him.

11.25 PENALTIES IN THE CASE OF HEAD EXAMINERS/SUB-EXAMINERS/ CHECKING ASSISTANTS ETC.

The Board shall prescribe the rates for imposing penalties on the examiners for the delay in submission of awards to the Board and mistakes committed by the examiners and Checking Assistants etc.

GENERAL

11.26 *The controller of Examination, may permit sub-examiners to mark more than 360 answer books in special cases in the interest of the Board.

11.27 When a third examiner is appointed by the Secretary in the event of a difference of opinion between the Head and Sub-Examiners, the remuneration fixed for examining the answer books shall be divided between the two sub-examiners. The distribution will be decided by the Secretary after taking into account the nature of the work involved.

11.28 The Head-examiner may re-examine more answer books in theory as well as practical examinations to satisfy himself, but he shall not be paid for more than the prescribed percentage of answer books without obtaining the previous sanction of the Chairman.

11.29 If necessary, the Head-Examiner may, with the approval of the Chairman, re-examine more than the prescribed percentage of answer books and claim remuneration for it at the rates prescribed by the Board for re-examination of answer books by Head Examiners.

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* Amended vide Board's 112 meeting under item No. 13 on dated 14.7.2017

CHAPTER - 12
CERTIFICATION

12.1 PASS CERTIFICATE/MARKS STATEMENT.

12.1.1A candidate who has appeared at an examination of the Board shall be given a statement of marks /grades.

12.1.2 A candidate who has appeared at the examination of the Board and has passed the examination shall be given a pass certificate. However, a candidate who has appeared for an additional subject in a subsequent examination shall not be given a separate certificate or a combined marks statement. Such candidate shall be given only a statement or marks in that subject.

12.2 PROVISIONAL CERTIFICATE.

12.2.1 A candidate who has passed an examination may be given a provisional certificate by the Board on request.

12.3 DATE OF BIRTH CERTIFICATE.

12.3.1The date of birth of the candidate as admitted in the records of the Board shall be indicated in the pass certificate issued to the candidate at the Middle Standard and Matriculation level only.

12.3.2 A candidate can obtain a date of birth certificate indicating his date of birth as admitted in the records of the Board on payment of the prescribed fee.

12.4* MIGRATION CERTIFICATE.

12.4.1* A Migration Certificate may be granted by the Controller of Examination to a student wishing to migrate to any Board/University/Institute after passing an examination of the Board on payment of the prescribed fee alongwith prescribed application form.

Provided further that migration certificate shall be issued to all such candidates who have passed ten plus two examination as regular candidate of the Board or through H P State Open School. The payment of prescribed migration fee in addition to admission fee shall be charged from all candidates of ten-plus-two at the time of admission. Any other candidate applying after one year of the Academic Session in which he has passed the examination shall be issued Migration Certificate on payment of prescribed fee supported by either

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* Amended vide Board's 112 meeting under item No.13 on dated14.7.2017

form duly attested by the specified authority to the effect that the applicant did not join any College affiliated to the Universities of Himachal Pradesh or any recognised institution in Himachal Pradesh.

12.4.2* A candidate declared fail or placed under Compartment /Re-appear may also be given a Migration Certificate on payment of the prescribed fee alongwith prescribed application form.

Provided further that migration certificate shall be issued on demand to the candidates who have declared failed or placed under Compartment /Re-appear in ten plus two examination as regular candidate of the Board or through H P State Open School . The payment of prescribed migration fee in addition to admission fee shall be charged from all candidates of ten-plus-two at the time of admission therefore, no extra fee shall be charged from such candidates for current Academic Session. Any other candidate applying after one year of the Academic Session of examination in which he has declared failed /under compartment , shall be issued Migration Certificate on payment of prescribed fee supported by either an affidavit sworn before the Notary Public or certificate No 1 on the migration

form duly attested by the specified authority to the effect that the applicant did not join any College affiliated to the Universities of Himachal Pradesh or any recognised institution in Himachal Pradesh.

12.4.3# A duplicate copy of the migration certificate, if required by a student may be issued to him by the Controller of Examination on payment of prescribed fee alongwith an affidavit to the effect that the applicant did not join any College affiliated to the Universities of Himachal Pradesh, or any recognised institution in Himachal Pradesh.

12.5. DUPLICATE PASS CERTIFICATE.

12.5.1 In the event of loss of original certificate a candidate may, on making an application to that effect on the prescribed**

form duly attested by any recognised school and payment of requisite fee to obtain a duplicate certificate by furnishing copy of FIR/DDR from any Police Station, provided that if certificate has been destroyed under any other circumstances the candidate has to file an affidavit to that effect .

It is further provided that if certificate has been damaged & it has visibility of Roll number, session and name of candidate, the applicant has to surrender his damaged certificate along with application form with requisite fee. In such

* Amended vide 101st Board's Meeting under item No. 4 on dated 09-09-2013)

** Amended vide 106th Board's Meeting under item No. 14 on dated 11-6-2015)

\# Amended vide Board's 112th meeting under item No. 13 on dated 14.7.2017

cases no need to furnished any affidavit /FIR or any declaration.

12.5.2# Duplicate certificate showing detail of marks shall be issued to a candidate within 10 years from the year of passing the said examination. The candidate applying for issue of duplicate certificate after the stipulated period shall be issued certificate showing the total marks obtained by him in the examination but on demand the duplicate certificate showing detail marks shall be issued subject to availability of Result Sheets.

Provided further that in the case for change in name or correction in any particulars depicted in the certificate the candidate shall be issued the duplicate certificate showing detail of marks as shown in the original certificate .

12.5.3 In case a candidate applies for issue of duplicate certificate more than once the following shall be printed on top middle of the issued certificate ;**

Nature of Certificate		**Word to be printed:**
(i) If applied for first time	**:**	**(Duplicate) ;**
(ii) If applied for Second Time	**:**	**(Triplicate) ;**
(iii) If applied for Third Time	**:**	**(Quadruplicate)**

12.5.4* The prescribed application forms requesting for issue of Migration Certificate, Duplicate Certificates and the Counter Foils of Migration Certificate issued and copies of the orders passed to effect the change in name/correction of any particulars in the certificates shall be destroyed after one year from the date of issue of such certificates/orders.

Provided that in the matter of Court Case pertaining to a particular case the application form/counter foil/orders shall be destroyed after six months from the date of judgment of the Hon'ble Court.

12.5.5 ##In the event of loss of Teacher Eligibility Test (TET) examinations a candidate may, on making an application to that effect on the prescribed

form duly attested by any Gazetted officer o and payment of requisite fee to obtain a duplicate certificate by furnishing copy of FIR/DDR from any Police Station, provided that if certificate has been destroyed under any other circumstances the candidate has to file an affidavit to that effect .

It is further provided that if certificate has been damaged & it has visibility of Roll number, session and name of candidate, the applicant has to surrender his damaged certificate along with application form with requisite fee. In such

* Provision made in 96th Board's Meeting under Item no 17&5 on dated 21-7-2010.

** Provision made in 49th Board's Meeting under Item no 13on dated 18-2-1987.

Amended vide 99th Board's meeting under item No. 12(1) on dated 18.1.2012.

Amended vide 102nd Board's meeting under item No. 11 on dated 28.1.2014.

cases no need to furnished any affidavit /FIR or any declaration.

12.6. TAMPERING WITH A CERTIFICATE AND OBTAINING A CERTIFICATE ON FALSE REPRESENTATION.

12.6.1 The Chairman shall have power to disqualify a person from appearing in any examination of the Board who is found guilty of :

(i) tampering with his/her own certificate , or

(ii) obtaining or attempting to obtain a certificate to which he/she is not entitled.

The period of disqualification will be determined by the Chairman and the decision taken by the Chairman shall be reported to the Board.

12.7* VERIFICATION OF CERTIFICATES.

12.7.1 The Board shall charge a fee of ` 600/- each or as prescribed by it from time to time for verification of various certificates issued by the Board.

12.7.2*The certificate issued by the Board in respect of various examination conducted by the Board (ie. Middle , Matriculation, Plus One, Plus two ,JBT /D.El.Ed./ Teacher Eligibility Test /TET etc) may be verified with the concerned record of the Board through the section established by the Board for this purpose.**

12.8 MERIT CERTIFICATE.**

12.8.1Merit Certificate shall be issued free of cost to such candidates who secured 75% marks or more in Matriculation Senior Secondary examinations only.

* Provision made under 98th Board's meeting under item 13 on dated 19-1-11 &than after further Amended vide 105th Board's meeting under item No. 16 on dated 27.1.2015.

** Provision made vide 46th Board's meeting under Item no 16 on dated 14-2-1986.

*** Provided vide 103rd Board's meeting under item No. 5 on dated 2.7.2014.

CHAPTER - 13

RE-CHECKING ,RE-EVALUATION AND RECTIFICATION OF RESULTS

13.1 RECHECKING.

13.1.1 # A candidate who has appeared at any examination conducted by the Board, may apply on the prescribed proforma giving specimen of his handwriting at the indicated place in the proforma or file an online application alongwith prescribed rechecking fee to the Controller of Examination for the rechecking of his answer scripts.

13.1.2* Such an application must be made by the candidate and must reach in Board Office within 15 days from the date of declaration of result through the gazette, and thereafter no application shall be entertained and be returned the candidate.

13.1.3* If in the gazette, the result of a candidate is shown as R.L.E./R.L.D or R.L.F. he shall settle his case with the Board promptly as the date for the purpose of entertaining application shall be the date on which result was notified in the gazette.

13.1.4 All such applications must be accompanied with full fee as prescribed by the Board within 15 days from the date of declaration of results. Application received with less fee shall be rejected and be returned to the candidates.**

13.1.5 The work of scrutiny does not include re-evaluation of answer scripts but is confined to rechecking of marks awarded for each question in the answer book together with re-totaling of marks. The total is then compared with that given in the examiner's award list.

13.1.6## A candidate shall not be entitled to refund of fee under any circumstances except in the case of increase in marks due to any clerical mistake/error of computer system or any variation detected in rechecking of answer books.

13.1.7* In no case shall the scrutiny and re-checking, referred to above be done in the presence of the candidate or his representative nor will the answer book be shown/given to him or to his representative except it is demanded under Right to Information Act,2005.

* Amended vide 99th Board's Meeting under Item No. 12(1) on Dated 18.01.2012 th

\# Amended Board's 112 meeting under item No. 13 on dated 14.7.2017

** Amended vide noti□cation no. 19(3) hi.shi.bo./re-evaluation dated 24.4.2015

Amended vide Board's 100th meeting under item No. 23(2), 23(4) on dated 20.6.2012

13.1.8# Rechecking will be done by the officials appointed for the purpose by the Controller of Examination and they shall be paid remuneration as approved by the Board.

13.1.9 If any mistake is discovered as a result of re-checking of answer scripts, the Chairman shall have the power to rectify the result.

13.1.10. The marks, on rechecking will be revised upward if the same stand increased as a result of rechecking. In case the marks obtained by the candidate are reduced on rechecking , no change will be made in his previous score.

13.1.11. The communication regarding the outcome of rechecking shall be sent to the candidate through ordinary mail under certificate of posting.

13.1.12. Rechecking is not a time bound process. As such , in their own interest the candidates should send their admission forms for the forthcoming examination without waiting for the result of rechecking or take further action on the basis of the result already notified. The Board shall not be liable for any loss caused to any candidate, if he misses any examination etc., simply because he had applied for rechecking

13.1.13# No candidate shall be entitled to any retrospective benefit by way of admission to any class/course /programme consequent upon any change in his result/marks after re-checking.

13.1.14 If the result of rechecking is declared after a candidate has appeared in the subsequent examination of this Board, he shall be given the benefit of the best of the awards obtained by him on rechecking or in the examination.

13.1.15# In case of any increase in marks, the Board shall revise the marks statement /certificate of such candidate free of cost after he/she returns the previous marks statement/certificate to the Board. The merit list shall be subjected to any modification or alteration as a result of re-checking of answer books.

13.1.16 The decision of the Board regarding the result of scrutiny and rechecking shall be final.

13.1.17 In case the answer script of any candidate is not available due to loss, theft or for whatever other reason , the fee deposited by him for rechecking shall be refunded , on application, without any deduction or he may re-appear in the same paper at the next examination without payment of examination fee and

\# Amended vide 98th Board's meeting under Item no.-1 on dated 6-7-2011

in that event his result shall be determined on the basis of the marks secured by the candidate in the paper in which he re- appears.

13.1.18* All Entries in the application for re-checking should be complete and correct in all respects. The Board will not be responsible for the delay/rejection of the case, if the**

form is not complete in all respects or not accompanied by full fee.

3.2 RE - EVALUATION

13.2.1 Re-Evaluation is permissible in Matric & +2 examinations theory paper only. Provided that candidate must has secured. 20% or more marks in theory paper in which he intends for Re-evaluation.**

13.2.2 * (i) A candidate who wishes to seek re-evaluation of his Answer book/s may apply for re-evaluation to the Controller of Examination on the prescribed application form or file an online application accompanied with prescribed fee fixed by the Board from time to time alongwith the detailed marks card/certificate in original must reach within 30 days from the date of declaration of result, and after this no application shall be accepted.

The applications received with less fee shall be rejected and returned to the candidates.

(ii) A candidate whose result is declared late on account of awards may also seek re-evaluation within 30 days of the declaration of his result provided that this period should not exceed 3 months from the declaration of main result..

13.2.3 # A candidate will not be entitled for re-evaluation after the expiry of normal date as mentioned in Rule-2 (i) & (ii) , if his/her result has been delayed on account of his/her own fault/s . In case of any dispute whether an application is within time or not , the decision of the controller of Examination shall be final.

13.2.4 Late procurement of form shall not be entertained as plea for its late submission in any case.

13.2.5 i) All Entries in the application for re-evaluation should be complete and correct in all respects. The Board will not be responsible for the delay/rejection of the case, if the

form is not complete in all respects or not accompanied by full fee and detailed marks card/original certificate.

* Amended vide 99th Board's Meeting under Item No. 12(1) on Dated 18.01.2012 and further Amended vide Board's 112th meeting under item No. 13 on dated 14.7.2017

** Amended vide 78th Board's Meeting under item No. 2 on dated 28.05.2002

*** Amended vide Board's 99th BOD meeting under item No. 12(1) on dated 18.1.2012

Amended vide Board's 112th meeting under item No. 13 on dated 14.7.2017

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(ii) No change in the entries once made by the candidate shall be allowed after the receipt of application by the Board office. However , a candidate shall be allowed to withdraw his application form for re-evaluation as also delete one or more subject(s) paper(s) for which application for re-evaluation has been received within the due date provided such requests are received within 10 days of the date of submission of application form by the candidate. In case of withdrawal or deletion no refund of fee shall be granted.

(iii) Ignorance of the titles of any paper or option shall not be accepted as a plea for wrong entry in the application for re-evaluation.

13.2.6 A candidate shall not be entitled to refund of fee under any circumstances.**

13.2.7 The re-evaluation will be done under the rules framed by the Board and the result of re-evaluation will be communicated to the candidate soon after it is declared. No interim communication to this effect will be entertained.

13.2.8 The result of a candidate will be changed on re-evaluation if the character of result is changed. (Character means 'fail' to 'pass' or 'compartment' or 'compartment to pass' change in division, in aggregate).

13.2.9 The score on re-evaluation shall supersede the original score provided that in case of a candidate securing pass or more marks in original evaluation the downward revision on re-evaluation shall not go lower than the level of pass marks in the paper concerned.

13.2.10 (i) Whatever be the change in awards after re-evaluation the same shall be conveyed to the candidate.

***(ii) A candidate who applies for re-evaluation shall not be entitled to claim any retrospective benefit such as admission/promotion to any course/class, eligibility to sit for any entrance test , on the basis of declaration of the result of re-evaluation. Further that the declaration of the result of re-evaluation shall not be considered as time bound process and as such the candidate should plan his future programme in accordance with his original result till it is actually superseded.**

***(iii) The merit list shall be notified on declaration of the original result and shall be subjected to any modification or alteration as a result of re-evaluation of answer books.**

(iv) In case the re-evaluation result is received after the commencement of

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* Amended vide Board's 98th meeting under item No. 1 on dated 16.7.2011

** Amended vide Board's 92nd meeting under item No. 23 on dated 05.8.2008

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the subsequent examination which the applicant has taken , out of the two results i.e. one on the basis of re-evaluation and the other on the basis of his performance in the subsequent examination, the result that is advantageous to the applicant will be conveyed to him.

13.2.11* A candidate whose answer book is not available for re-evaluation due to any reasons beyond control of the Board, may be allowed by the Controller of Examination either:-

(a) To re-appear in the same paper at the next examination without payment of examination fee and in that event his result shall be determined on the basis of the marks secured by the candidate in the paper in which he re-appears.

OR

(b) To have his re-evaluation fee refunded in full.

13.2.12 No further re-assessment shall be allowed after the award/s by re-evaluation has /have been received . The result of re-evaluation whether favorable or unfavorable shall be binding on the candidate who applied for re-evaluation.

13.3 RECTIFICATION OF RESULTS.

**** The Board/Chairman shall have the power to quash/rectify the result of a candidate within six months after it has been declared, if :-**

(i) he is disqualified for using unfair means at the examination: or

(ii) a mistake is found in his result :or

(iii) he is found ineligible to appear at the examination; or

(iv) he is a person against whom action under regulation 4.11.2 could have been taken, had the facts come to the notice of the Board, earlier.

** Amended vide Board's 99th meeting under item No. 12(1) on dated 18.1.2012

* Amended vide Board's 112th meeting under item No. 13 on dated 14.7.2017

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CHAPTER-14

CORRECTION / CHANGE IN NAME AND DATE OF BIRTH

14.1 CORRECTION / CHANGE IN NAME.

14.1.1 Correction in name means correction in spelling errors, factual errors, typographical errors in candidate's name/surname, father's name, mother's name to make it consistent with what is given in the school record on the basis of application/admission form filled in by the parents/guardian at the time of seeking admission in 1st standard or admission form of the class in which the wrong entry has been made .

Change in name means alteration, addition, deletion to make it different from the school records .

14.1.2 Application regarding any kind of alteration, addition, deletion and change/correction in name/surname, father's name, mother's name to make it different from the school records shall be considered, provided that the correction/change has been admitted in a Court of Law. Ordinarily, in such cases the Board may not defend the proceedings even if the Board is made a party to such proceedings.

14.2. PROCEDURE FOR CORRECTION IN NAME

14.2.1 Application for correction in name may be considered at any time on payment of requisite fee alongwith prescribed application form, if it is proved that a wrong entry was made on the certificate (s) of the candidate which is not consistent with entry as per 1st standard School record which is recorded by the institution on the basis of admission form submitted by the parents/guardian of the candidate while seeking admission in 1st standard. Provided that the application of the candidate is forwarded with the following documents by the Head of the institution;

1. Copy of Admission form filled in by the parents at the time of admission to 1st standard or admission form of the class in which the wrong entry has been made at the time of re-admission in higher class , duly attested by the Head of the concerned School.

2. Attested copy of School Leaving Certificate of the previous school submitted by the parents of the candidate at the time of admission if the candidate has changed the institution(s) during the course of his studies.

3. Potion of the page of Admission and Withdrawal Register of the school

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on which entry has been made in respect of the candidate duly countersigned by the Deputy. Director of Education concerned.

4. Attested copy of the correct certificate/s issued by the Board and Original certificate in which correction is required.

14.2.1(A)* In case of spelling errors/typographical errors in candidate's name/surname, father's name, mother's name when the name remains unchanged the corrections shall be considered at any time on payment of requisite fee alongwith prescribed application form on the basis of the report submitted by the concerned School duly countersigned by the Deputy Director of Education or as per Middle Standard /Matriculation Certificate duly issued by the Board.

14.2.2 The Secretary may effect necessary corrections on the certificates after verification of the records of the School and on payment of the requisite fee alongwith prescribed form.

14.2.3 **Chairman/Secretary may permit correction in spelling errors, factual errors, typographical error in candidate's name, surname, father's name, mother's name to make it consistent with what is submitted online and what is given in school records. They may also permit correction in case of genuine clerical mistakes. Representation in these cases will be sent by Principal or Head of the Institution or In-Charge of Study Centre of HPSOS within one year from the date of declaration of result. Such cases shall be processed through examination branch concerned and no fee will be charged from the candidates. Correction/change in Date of Birth will be allowed under rule 14.6 & 14.7.

14.2.4.# In case if any application received in the office regarding correction in personal information of the candidate i.e name/surname, father's name, mother's name, category or sub-category etc in respect of Teacher Eligibility Test (TET) conducted by the Board and the error occurred at the time of data entry /Scanning of admission forms, in such cases the error shall be rectified /corrected free of cost after inspecting the Educational Certificates issued to the candidate by any recognized Board / University, Voter Identity Card, Adhar Card etc. by the concerned branch within one year from the date of declaration of result.

14.2.5.# In case if any application received in the office regarding change in personal information of the candidate i.e name/surname, father's name, mother's

*Amended vide Board's 102nd meeting under item No. 9 on dated 28-1-2014 **Amended vide 110th Board Meeting under Item No 10 on dated 23-11-2016 # Amended vide 103rd Board's meeting under item No. 5 on dated 2.7.2014

name, category or sub-category etc in respect of Teacher Eligibility Test (TET) conducted by the Board in such cases the error shall be rectified /corrected on the basis of education certificates of the candidate though General Branch by adopting procedure fixed by the Board for correction/ change in particulars for educational certificates. In such cases duplicate certificate may be issued by the Duplicate Certificate Branch.

14.3 PROCEDURE FOR CHANGE IN NAME.

14.3.1 (a) Application for change in name may be considered at any time on payment of requisite fee alongwith prescribed form, provided the changes have been admitted in a Court of Law or notified in any news paper. The following documents must be enclosed:

(i) Certificate duly attested by the Head of the institution/ department on the prescribed form

(ii) A original cutting from the newspaper in which the applicant has advertised the change in name be pasted in the space provided for it on the prescribed form and a full page showing name and date of the newspaper .

(iii) An affidavit duly attested by an Executive Magistrate/Oath Commissioner as per specimen given in the prescribed form .

14.3.1 (b) Applications regarding addition of surname / change in surname may be considered on payment of prescribed fee provided the change has been admitted in a Court of Law.

14.3.2 Women candidates whose surname/sub caste has been changed /added due to marriage, shall be required to submit an affidavit duly attested by an Executive Magistrate to this effect on payment of requisite fee alongwith prescribed form. In such cases, there is no need to publish any advertisement in the news paper. In such cases name in the Board's record as well as in the duplicate copy of the certificate, shall be shown as "Actual name and surname," For example, where change in name

is allowed from Reeta to Reeta Verma , changed name in the Board's record as well as in the duplicate copy of the certificate shall be shown as "Reeta Verma Nee Reeta."

14.3.3 The name in the Board's record as well as in the duplicate copy of the certificate shall be shown as "new name alias old name," For esample, where change in name is allowed from Megh Raj to Raj Kumar and Meeta to Reeta changed name in the Board's record as well as in the duplicate copy of the certificate shall be shown as "Raj Kumar alias Megh Raj" and "Reeta nee Meeta.

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14.3.4 Ordinary addition of Sur name / Sub cast shall not be permissible.

14.3.5 Secretary may permit change in name on the certificates and record of the Board after verification of the records and on payment of the requisite fee alongwith prescribed form .

14.3.6 Chairman may permit Change in name due to change in sex with prescribed fee and on production of Medical report/certificate from a reputed Medical Institution duly countersigned by the Director of Health Services concerned.

14.3.7 PROCEDURE FOR REFLECTING THE NAME OF ADOPTIVE PARENTS IN PLACE OF BIOLOGICAL PARENTS:-

Secretary may permit change in father's name & mother's name for adoption cases. The name of adoptive parents/person (father's name & mother's name) in place of natural parents/person (Father's Name & Mother's Name), if the following documents are submitted by the applicant and the case is forwarded by the Head of the School/Institution (last attended by the candidate) :-

i) Photo copy of Adoption deed duly attested by oath commissioner / Executive Magistrate.

Ii) An affidavit duly attested by the Executive Magistrate indicating the reasons and details for adoption from the biological parents, biological mother in case biological father is not alive, biological father in case biological mother is not alive and by the guardian in case biological parents are not alive.

iii) An affidavit from the adoptive couple or person duly attested by the Executive Magistrate indicating reasons for adoption.

iv) Two affidavits from Gazetted officers or Persons of repute indicating reasons for adoption duly attested by the Executive Magistrate.

v) An application on prescribed form alongwith requisite fee requesting for reflecting the name of adoptive parents/person on the duplicate certificate(s).

NB: Only the name of adoptive parents/person shall be reflected on the duplicate certificate(s).

14.4 ISSUANCE OF DUPLICATE CERTIFICATE.

14.4.1 Duplicate certificate with changed name and corrected particulars i.e candidate's name/surname, father's name, mother's name and date of birth shall be issued on payment of the prescribed fee and on return of the original certificate(s) as well as in the Board's record. This fee will be in addition to the

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fee paid for change /correction.

14.4.2. If change in the name is permitted, the name in the Board's record as well as in the duplicate copy of the certificate, if obtained, shall be shown as "new name alias old name,". For example , where change in name is allowed from Megh Raj to Raj Kumar , changed name in the Board's record as well as in the duplicate copy of the certificate shall be shown as "Raj Kumar alias Megh Raj." In case of female the word "nee" shall be used instead of "Alias".

However in case of adoption of a child, the name of adoptive parents shall be shown instead of biological parents.

14.5 CORRECTION IN DATE OF BIRTH:

14.5.1 Correction in date of birth means removing typographical and other errors to make the certificate consistent with the date of birth recorded by the examinee/institution in the

examination admission form. Change in date of birth means alteration, addition, deletion to make it different from the admission form.

14.6 PROCEDURE FOR CORRECTION IN DATE OF BIRTH.

14.6.1* Chairman/Secretary may permit correction in date of birth of a candidate in case of genuine clerical errors, if it is proved that wrong entry was depicted on the original certificate(s) certificate of the candidate which was not consistent with the entry in his/her school records, provided that the requests for such corrections are received within one year from the date of declaration of result. In such cases no fee shall be charges. Thereafter, such cases shall be processed under rule 14.7.

However, correction in date of birth shall be allowed at any time in the Matriculation Examination certificate only on the basis of Middle Standard examination certificate conducted by this Board or elementary examination certificate issued by the Education Department, on the following conditions:-1. Request for correction in date of birth shall be forwarded by the Head of the Institution.

2. Attested copy of 8 class th certificate or elementary examination certificate issued by the Education Department and Original certificate of the Matriculation examination in which correction is to be made.

3. Duplicate certificate with corrected/changed date of birth shall be issued on the payment of the prescribed fee and on return of the original certificate(s). This fee will be in addition to the fee paid for change in date of birth.

*Amended vide 110th Board Meeting under Item No 10 on dated 23-11-2016)

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4. Chairman/Secretary may permit necessary correction after verification of the records and prescribed fee.

14.7 CHANGE IN THE DATE OF BIRTH.

14.7.1 Applications regarding change/correction in date of birth may be considered, provided that the change/correction in date of birth has been admitted in a Court of Law. Ordinarily in such court cases the Board may not defend the proceedings even if the Board is made a party to such proceedings.

14.7.2 Deleted (already exists under 14.4.1)

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This chapter has re-constituted under 99 Board's meeting vide item no. 12(2) on dated 18.1.2012

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CHAPTER - 15
SCHOLARSHIPS

15.1 GENERAL CONDITIONS.

15.1.1. The Board shall award annually, scholarships to be known as Board scholarships on the basis of result of various examinations.

15.1.2 The Board shall determine from time to time, the examinations for which scholarships have to be awarded , their number and period of their tenure.

15.1.3 The scholarships will be awarded on the basis of the result of main examinations annually , keeping in view the position of a scholar in the merit list prepared on the basis of aggregate marks obtained in the concerned examination.

15.1.4 If a scholarship holder ceases to be eligible for the scholarship ,it shall lapse to the Board.

15.1.5 The decision of the Chairman shall be final in all matters pertaining to the award of scholarships.

15.2 NUMBER OF SCHOLARSHIPS.

15.2.1* Candidates appearing in the examination subject to a maximum of four hundred scholarships on the result of Matriculation examination and two hundred scholarships i.e. hundred scholarships of science group and hundred scholarships of other groups on the results of Senior Secondary Certificate (Ten Plus two) examination will be awarded by the Board every year.

15.2.2. If two or more candidates having the same aggregate are eligible for the last scholarship, the younger/youngest in age amongst them shall be ranked

higher in merit. If their age is also the same, all shall be entitled to the scholarships and the number of scholarships shall be increased accordingly.

15.2.3* Board shall conduct a Special Test for Scholarship at the Block Level in Himachal Pradesh for school candidates appea4ring in sixth standard. Five candidates from every Block shall be awarded with scholarship on the merit of such test.

*Amended/Provision made 100th Board Meeting under Item No 25 on dated 20-06-2012)

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15.3 VALUE OF SCHOLARSHIPS.

15.3.1* The value of each scholarship on the basis of result of Matriculation examination shall be 7200/- per annum or as revised by the Board from time to time.**

15.3.2* The value of each scholarship on the basis of result of Senior Secondary Certificate (Ten Plus Two) Examination shall be 10,000/- per annum but 12,000/- per annum for medical or engineering students or as revised by the Board from time to time.**

15.3.3* The value of each scholarship on the basis merit of Special Test for scholarship shall be Rs. 1,000 per annum or as revised by the Board from time to time for the period of 3 years.**

15.4* TENURE.

15.4.1 Scholarship awarded on the basis of result of Matriculation examination will be tenable for two years.

15.4.2 Scholarship awarded on the basis of result of Senior Secondary Certificate (Ten Plus Two) examination shall be tenable for three years.

In case the candidate takes admission in Medical or Engineering such as Technical Education Courses, he will be awarded scholarship tenable for the full duration of the course, provided he/she fulfils the conditions pertaining to award of scholarship.

15.5 ELIGIBILITY.

15.5.1 A candidate shall be eligible for the scholarship provided he

(a) is placed in the First Division on the result of Board examination.

(b) joins some recognised school/college or other teaching institution in India for prosecuting further studies;

(c) maintains good conduct and satisfactory progress in studies in the institution and is so certified by the Head of the institution.

(d) continues to be on the rolls of the institution;

(e) # is not in receipt of any other scholarship except merit-cum-means scholarship or a scholarship reserved for Backward classes / Schedule Caste/Schedule Tribes.

* Amended vide 99th Board's Meeting under Item No. 12(1) on Dated 18.01.2012 # Amended vide 109th Board's Meeting under Item No. 08 on Dated 18.07.2016 *** Amended vide 100th Board Meeting on dated 20-06-2012

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However, on the basis of an inquiry / complaint if it is established that the student has furnished false information or concealed material facts, the amount disbursed to the student in the shape of a scholarship, if any, shall be recovered from the recipients.

(f) All cases of scholarship shall be forwarded only through the Head of Institution concerned.

(g) He will cease to receive scholarship if he fails in an examination or involves in ragging during the course of studies.**

15.6 NON-ACCEPTANCE.

If an awardee does not accept the scholarship , such scholarship will be offered to the next eligible candidate on the list, if he too, does not accept the scholarship the same will be offered to the next student in order of merit. The scholarship , however , shall not be offered any further thereafter.

15.7 INFORMATION TO THE AWARDEE.

15.7.1 Each awardee shall be informed of his having been awarded a scholarship. If the awardee does not communicate to the Board in writing his acceptance of the scholarship within two weeks of the receipt of notice by registered post, he shall be liable to forfeit his scholarship which may then be offered to the next eligible candidate.

15.8 * MODE OF PAYMENT.

The payment of scholarship will be made to the awardee on submission of a bill on the prescribed proforma duly signed by the awardee and countersigned by the Head of the institution where the candidate is studying.

15.9 LATE DECLARATION OF RESULT.

If the result of a candidate is declared after the list of the awardees has been finalised, no eligible candidate will be ignored even if the number of scholarships fixed by the Board has to be exceeded.

* Amended vide 99th Board's Meeting under Item No. 12(1) on Dated 18.01.2012 th

** Amended vide 94 Board's Meeting under Item No. 7on Dated 29.07.2009

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CHAPTER -16

AFFILIATION

16.1 SHORT TITLE AND COMMENCEMENT :

16.1.1 These regulations may be called the Himachal Pradesh Board of School Education Affiliation Regulations, 1992 as amended from time to time.

***16.2 DEFINITIONS* :**

16.2.1 "Academic Committee" means the Committee set up under section 24 of the Himachal Pradesh Board of School Education Act,1968

16.2.2 "Act" means the Himachal Pradesh Board of School Education Act,1968 as amended from time to time.

16.2.3 "Competent Authority" means Chairman of the H.P. Board of School Education for the purpose of granting Provisional or Permanent Affiliation under regulation 16.5.1, withdrawal of Provisional or Permanent affiliation under regulation 16.11.1 and relaxing requirements laid down under regulation 16.3.1 of these regulations .

16.2.4 "Institution" means an educational institution like College, Senior Secondary School, High School.

16.2.5 Deputy Director Education means Deputy Director Education(Elementary/ Secondary) of Edu.Deptt. and the Dy.Director/Joint Director of Education Deptt. in case of +2 institution under whose jurisdiction and administrative control the concerned school/Institution is located.

16.2.6 "Regulation" means regulation made by the Board under this Act.

16.2.7 Words importing the singular number also include the plural number and vice-versa.

16.2.8 Words importing the masculine gender also include the feminine gender.

16.2.9 All other terms used in these regulations shall have meaning assigned to them in the Act.

16.2.10 "Board" means the H.P. Board of School Education.

16.2.11 "Affiliation Fee" means charges payable by the schools to the Board in connection with affiliation.

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16.2.12 "Government School" means a school runs by the Department of Education of the State Government.

16.2.13 "No Objection Certificate" means a letter issued by the appropriate authority of the Education Department of the State Government for affiliation of the school to the H.P. Board of School Education.

16.2.14 "Session" means the period of twelve months duration, when instructions are provided to the students, normally April to March.

16.2.15 "Officers of Education Department" means Principal/Lecturer of Government Senior Secondary School of the State.

16.2.16 "Affiliation" means formal enrolment of a school among the list of approved schools of the Board following prescribed/approved courses of studies as well as those preparing students according to prescribed courses for the Board's examinations.

16.2.17 "Examination" means examinations conducted by the Board.

16.2.18 "Head of Institution" means the Principal/Headmaster of a Senior Secondary or High School affiliated with the Board .

16.2.19 "Teacher" means a person in the employment of an institution affiliated with the Board for teaching purposes.

16.2.20 "Screening Committee" means a committee setup for recommendation of affiliation to the institutions.

16.3 **STANDARDS AND GUIDELINES FOR THE INSTITUTION SEEKING AFFILIATION WITH THE BOARD :**

16.3.1 The following are the standard requirements of teaching staff, buildings, equipments and other educational facilities for the institutions seeking affiliation with the Board. Where these requirements cannot be complied with, the institution submitting application for affiliation should explain in detail the specific considerations, reasons or local conditions owing to which any deficiency or deviation may be relaxed(Except Court directions) by the competent authority.

16.3.2 CATEGORES OF SCHOOLS

The Board may affiliate several categories of schools all over Himachal Pradesh, such as:-

(a) Schools run by Government directly like Education Department.

(b) Schools managed directly by Public Sector Undertakings or by reputed societies for Public Sector Undertakings under the financial control of such Public Sector Undertakings or by Societies formed by such undertakings.

(c) Private, unaided schools established by Societies registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments as educational, charitable or religious societies having non-proprietary character or by Trusts.

16.3.3 TYPES OF APPLICATION FOR AFFILIATION

Applications for affiliation may be considered (9th-+2) under the following five categories:-

(a) Renewal Affiliation .

(b) Up-gradation Affiliation.

(c)Fresh Affiliation.

(d) 3/5 years affiliation.

(e) Extension of Stream i.e.(Arts/Science/Commerce)

16.3.4 **DOCUMENTATION**

Any educational institution in H.P. which fulfils the following essential conditions (without which the case cannot be processed), can apply to the Board along with prescribed application form & below mentioned essential documents for affiliation.

(a) Society/Trust that runs the school should be duly registered in the office of the Registrar of society and need to acquire a registration certificate & a copy of bye laws from it.

(b) According to H.P Govt. Notification –Shiksha-II(Ga)-6-1/98 dated 19/10/2004,the old but newly upgraded and new privately managed institutions shall obtain NOC from the Govt. before applying for Affiliation (i.e 9-12) to the H.P. Board of School Education.

(c) Latest Fire Safety Certificate shall be obtained from Chief Fire Officer, Shimla.

(d) Latest Building Safety Certificate shall be obtained from Executive Engineer (PWD) concerned.

(e) The building Map/plans for school shall be prepared only by a Government certified engineer.

(f) The rent agreement of school building & playground shall be obtained /countersigned by the Executive Magistrate

(g) Affidavit of transaction above 5100/- shall be made by the Executive Magistrate.

(h) Teachers (As prescribed in the Affiliation Regulations) Consent letter duly countersigned by the school management i.e (Chairman/

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Secretary of the school society) with their educational qualification Certificates be attached with the application form.

(i) No Grant in aid affidavit shall be obtained from the Executive Magistrate.

(j) Non-encroachment certificate of Govt. land be made/obtained from Executive Magistrate i.e. (Tehsildar / Naib Tehsildar).

(k) Library/laboratory/Drinking Water /furniture /lavatory & electricity facility certificates should be given by the School management.

(l) Staff salary affidavit showing the salary of the staff given/paid as per the Notification of Department of Labour & Employment regarding minimum rates of wages should be given by the management.

16.3.5 FOR RENEWA L & 3-5 YEARS AFFILIATION

Board will grant yearly basis renewal affiliation & also five years affiliation to those institutions who apply for these affiliation. Such Institutions need only submit prescribed affidavit (Annexure-1) , Fire Safety Certificate from chief fire officer & Building Safety Certificate from concerned Executive Engineer PWD along with prescribed application form with fee every year. After five years, the institutions will have to submit all the documents prescribed for fresh/U.G cases in the regulation, which will support for granting of permanent or renewal of affiliation. When inspected, the concerned institute shall produce all the documents pertaining to renewal as per affidavit to the official on duty.

16.3.6 FOR PERMANENT AFFILIATION

(a)Institutions getting affiliation (Renewal), unconditionally for the last five years.

(b)Land on which Building & playground of the institution exist must have been registered in the name of society or on lease basis for not less than 30 year.

(c)Institutions who are getting 95% aid from the Govt. have been exempted for condition no.(ii).

(d)Before granting Permanent affiliation, the record of the concerned institution for the last five years will be checked.

16.3.7. AFFILIATION AS PER GRADE

The Board may grant periodical affiliation i.e. 3 to 5 Year affiliation to the institution as per grading norms approved by the Government of Himachal Pradesh vide letter no. Shiksha-11-Chha(1)-3/2007 dated 26/05/2007:-

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Sr.No.	After inspection/ screening committee report school falls in:-	Affiliation granted
1.	A grade	Affiliation granted for 5 years

2.	B grade	Affiliation granted for 3 years
3.	C grade	Affiliation granted for one year

16.3.8 INFRASTUCTURE/ACCOMODATION

The school seeking affiliation shall provide at least one room for each section of each class in every subject faculty wise and at least one separate laboratory for each Science and Practical subject. The accommodation provided should be as follows in addition to minimum 8 rooms for 1 to 8 class (If institution already running 1 8 class)

Sr.No.	School	Classes	Streams	Class Rooms with labs/Library
1.	Sr.Sec.Schools	9-12	All Streams (Arts/ Science/ Commerce)	1. Class rooms = 08 (In addition, separate room required for each section) 2. Labs(Sc.) =03 3.Library =01 4.Principal room=01 5.Staff room =01
2.	Sr.Sec.Schools	9-12	Two Streams (Arts/ Science) & Commerce/Science)	1. Class rooms = 06 (In addition, separate room required for each section) 2. Labs(Sc.) =03 3.Library =01 4.Principal room=01 5.Staff room =01
3.	Sr.Sec.Schools	9-12	Two Streams (Commerce/ Arts)	1. Class rooms = 06 (In addition, separate room required for each section) 2. Labs(Sc.) =01 3.Library =01 4.Principal room=01 5.Staff room =01
4.	Sr.Sec.Schools & Colleges	11-12	All Streams (Arts/ Science/ Commerce)	1. Class rooms = 06 (In addition, separate room required for each section) 2. Labs(Sc.) =03 3.Library =01 4.Principal room=01 5.Staff room =01

5.	Sr.Sec.Schools & Colleges	11-12	Two Streams (Arts/ Science) & Commerce/Science)	1. Class rooms = 04 (In addition, separate room required for each section) 2. Labs(Sc.) =03 3.Library =01 4.Principal room=01 5.Staff room =01
6.	Sr.Sec.Schools & Colleges	11-12	Two Streams (Commerce/ Arts)	1. Class rooms = 04 (In addition, separate room required for each section) 2. Labs(Sc.) =01 3.Library =01 4.Principal room=01 5.Staff room =01
7.	High Schools	9-10	N/A	1. Class rooms = 02 (In addition, separate room required for each section) 2. Labs(Sc.) =01 3..Principal room=01 4.Staff room =01

(a) The premises should be sufficiently healthy, well lighted and ventilated with due provision for the safety of the pupils and with separate satisfactory and adequate sanitary arrangement for girls in case of co-educational institution.

(b) There should be sufficient space to accommodate pupils actually admitted in each class at the rate of not less than ½(half). Sq. mtr. per pupil on the rolls.

(c) The maximum number of students admitted to a class should not exceed 50 in one classroom.

(d) Every Institution would as far as practicable, provide a playground not less than 400 Sq.mtr. for every 250pupils within a reasonable distance from the school.

(e) Adequate and suitable furniture, equipments, appliances, library and recreation facilities should be provided for the pupils.

(f) The school shall provide separate toilets for Boys and Girls.

(g) The map/blue print of the building from SDO/ Asstt. Engineer/J.E of PWD be attached with the application form.

(h) A latest certificate to the effect that the school building has not been constructed on encroached land be obtained from the revenue authorities.(Non encroachment of Govt. land certificate from Tehsildar /Naib Tehsildar)

(i) The private Institutions/school must attach the copy of latest Rent Deed, if school is running in rented building (obtained from the Executive Magistrate) and in case the building is owned by the Society /Trust, an affidavit to this effect shall have to be produced(Ownership affidavit form Executive Magistrate).

(j) In Institutions where technical, Science and Vocational subjects are taught, well-equipped workshops, laboratories and equipments for practical work should be

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provided and the number of pupils assigned to a single teacher for a practical work at one time, should not exceed the standard strength of one section. There shall be adequate Science/Practical articles keeping in view the number of students. The list of such articles is as under:-

(i) HIGH/SR.SEC.SCHOOLS(with Art Stream) for General Science lab:-

Almirahs, tables, stool, biological model, science models, science charts, lens of all types, mirror of all types, microscope, voltaic cell, magnets, model of solar cooker, model of respiratory system, acids, bases, alkali, zinc, flasks, test tubes, drawing boards, pins.

11th -12th

(ii) <u>Physics</u>

Vernier calliper, Screw Gauge, Parallelogram law apparatus, Grave sand apparatus, Sonometer, Tuning Forks, Rubber pads, Pendulum, Stop watch, Hookes law apparatus, Inclined plane, Meter and Half meter scales, Beaker, Calorimeter, Spherometer, Prism, Drawing Board, Optical Bench, Concave Mirror, Convex Mirror, Concave Lens, Convex lens, Conecting wires, sand papers, Pins, Ammeters, Voltmeters, Rheostats, Logic Gate apparatus, Galvanometers, Resistance's Cods, Resistance Boxes, Batteries, P.N Junction diode characteristic apparatus, Daniel cell, Leclanche Cell, Meter Bridge, Potentiometer.

(iii) <u>Chemistry</u>

Salts Pkt., 1 Ibs(Two pkt each), Acids of all type(Hcl,H2 SO4,HNO3), Burette, Burette Stands, flask, Pipette, Heating apparatus(stove etc.) (if no gas plant),Test tubes, Glass rod, Beakers (all sizes), Almirah, Sinks, Tables, Analytical Reagents, Carts, China dishes, Alkali etc. NaoH, KOH, KMNOH

(iv) <u>Biology</u>

Tables, Different types of Microscope,Almirah, Thermometer, Permanent prepared slide, Plants animals, Beaker-250 Ml, Coly cerine, xylene, Benedict sol, Soframine sol, Fast green, Methylene Blue, Barfords reagant, Test tube stand, Prescribed articales-animal& plants, Ganongs Resprometer,Willmotts Bubbler, Bell Jar, Chromatography apparatus, Models of different animal and cells, Chart concerned as per syllabus, staining chemicals, Glycerin, Formaline, Burners, Balsan canade,

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borosil glass articels, Human skeleton, Centrifugation machine, Oven, Gas plant burners, Auxometers, Hydrochloric acids, Sodium Hydroxide.

(v) Information Technology

Systems : Monitor, CPU, Key Board, mouse, printer UPS, mouse pad, Projector , speakers (one system for four students)
Tables, chairs/stools as per strength of students, charts, blackboard, internet(optional)

Note : For all other subjects, in which practical's are involved, adequate apparatus/ material concerning the subject should be available.

(k) The School should have well qualified staff as per the norms of the Govt. given in Chapter-V.

(l) For the purpose of granting affiliation to new schools & up gradation of schools, there shall be following units.

FOR ESTABLISHING NEW SCHOOLS

i)	**Sr. Sec. Schools**	**(Class IX to XII)**
ii)	**Sr.Sec.Schools**	**(Class XI to XII)**
iii)	**Colleges**	**(Class XI to XII)**
iv)	**High Schools**	**(Class IX to X)**

FOR UP GRADATION OF SCHOOLS

Sr. Sec. School (XI to XII)

(m) The Institution should also follow the curricula, detailed syllabi and textbooks approved by the Board from time to time.

(n) No Private Institution shall open its branches after obtaining affiliation for one Institution. If any Institution is found violating rule; its affiliation will be cancelled.

(o) All private Institutions will ensure that admissions are made as per the notification of 'The Education Deptt.' of H.P./ The Hon'ble High Court.

(p) All private Institutions will ensure the maintenance of Admission and Withdrawal Register as per Govt. Rules.

(q) The Education imparted in the school, in the opinion of the competent authority, should be satisfactory in all respects.

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(r) The Institution should follow the rules and instructions issued by the Board or the Department of Education (H.P) in the following matters:-

(a) In making admissions to various standards.

(b) In making promotion from one standard to the other standard. (c) In maintaining registers and records.

(d) In maintaining discipline among the employees and pupils

(s) The time and vacation schedule shall be the same as would be prevalent in the Government running schools in Himachal Pradesh. Only half an hour deviation in school timings can be granted on the written request by the competent authority.

(t) The private institutions can re-open their schools for the last 15days of vacations to cover their syllabus of Board classes i.e. 10 & 12 with the prior approval of the competent authority on written request giving class-wise time table.

16.3.9 FINANCES

(a) Any transaction for Rs. 5100/- and above shall be made by the privately managed institution through cheques only.

(b) The admission fee shall be charged from the students only at the time of admission in class 9th, 11th & 12th.

(c) If affiliation is granted, the Institution shall not claim any financial aid from the Board as well as the Govt. The Institution shall give an affidavit to this effect.(No grant in aid affidavit)

(d) The Institution should have sufficient financial resources to guarantee its continued existence. It should have permanent source of income so as to meet the needs of the Institution and maintain its efficiency to pay salary to teachers and other categories of staff regularly and to undertake improvement/ development of institution.

(e) All Private Institutions affiliated to H.P. Board of School Education will ensure to follow the Notification of Department of Labour & Employment No.Sharan(A)4-8/2006-Partfile Dated 28.05.2014 regarding minimum rates of wages as under with effect from 02.07.2015.

Un-skilled Workers	**Rs. 170/- per day or**	**Rs. 5100/- per month**
Semi- skilled	**Rs. 185.55/- per day or**	**Rs. 5567/- per month**
Skilled	**Rs. 214.17/- per day or**	**Rs. 6425/- per month**
Highly Skilled	**Rs. 227.12/- per day or**	**Rs.6814/- per month**

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NOTE:

1. These rates shall be effective w.e.f. 02.07.2015.

2. There will be no distinction between the minimum wages of male or female and adult or non-adult for the same and similar nature of work.

3. Wages of Apprentices are to be regulated under the Apprentice-ship Act,1961(No.52 of 1961)

4. Where any class of works is performed on piecework basis, the time rate prescribed for the particular category shall be guaranteed for that category.

5. 25% increase shall be applicable over and above the minimum wages in the Scheduled Tribal Areas in Himachal Pradesh.

The definition of unskilled/ semiskilled/ skilled/highly skilled will be as:-

(f) Unskilled:- An unskilled employee is one who performs the simple duties, which require negligible experience or no independent judgment or previous experience although familiarity with the occupational environment is necessary. His work may thus require in addition to physical exertion, familiarity with variety of articles or goods.

(g) Semi-Skilled:- A semiskilled worker is one who does work generally of defined routine nature wherein the major requirement is not so much or the judgment, skill and but for proper discharge of duties assigned to him or relatively narrow job and where important decisions made by others . His work is thus limited to the performance of routine operations of limited scope.

(h) Skilled:- A skilled employee is one who is capable of working efficiently or exercising considerable independent judgment and of discharging his duties with responsibility. He must posses a thorough and comprehensive knowledge of the trade, craft or industry in which he is employed.

(i) Highly Skilled:- A highly skilled worker is one who is capable or working efficiently and supervises efficiently the work of skilled employees.

(j) The building fund shall be charged from the students only if the school building is in the name of registered society which is running the school. No building fund shall be charged if the school is running in a private rented building. In case such institutions charge building fund, the building shall have to be constructed with in three to five years and a separate account must be opened in the bank in the name of building fund.

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16.3.10 FOR FRESH/UP-GRADATION/EXTENTION OF STREAM i.e (ARTS / SCIENCE / COMMERCE) AFFILIATION

Private institutions who want to apply a fresh/U.G/Extension of Stream affiliation by the H.P. Board of School Education will have to submit all documents with affiliation fee prescribed in the Affiliation Regulation.

16.3.11 FOR RENT AGREEMENT & ALL OTHER AFFIDAVITS:

All privately managed institutions who have applied for affiliation, the documents in respect of Rent agreement and all other affidavits for affiliation, will only be accepted if, countersigned by the Executive Magistrate from the session 2010-2011.

16.3.12 MISCELLANEOUS

(a) The privately managed Institutions shall not carry out any commercial activities in the Institution e.g. sale of uniforms, ties, belts, badges, shoes etc. The affiliation of the schools indulging in such activities shall be cancelled.

(b) In case, an Institution fulfils the requisite conditions/standards within 15 days and applies to the competent authority along with relevant documents for reconsideration, the affiliation fee deposited by the said Institution shall not be refunded. On the other hand if the Institute applies after the above said period, such requests shall not be entertained and the amount of affiliation fee deposited by the Institute shall be refunded after deducting Rs.100/- . However, the Chairman shall have the power to decide such cases on merits.

(c) Group Photograph and individual passport size Photographs should be countersigned by the School Management and the staff members are required to put their signature against their individual photographs.

(d) In case the Institution is being managed by a Society/Trust the same should be properly registered as per rules.

(e) The competent authority may relax any of the above requirements in special circumstances or conditions of individual Institution on the merits of each case.

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16.4 SAFETY MEASURES

16.4.1 Fire Safety Measures in Schools

(a) Provision of adequate capacity and number of fire extinguishers of ISI mark to be provided in eye- catching spots in each block of the Institution.

(b) First Aid Kits and necessary medicines should be readily available in the Institution.

(b) Provision of water tank and separate piping from the tank with hose reel to the ground floor and first floor be made.

(c) Fire fighting training to all teachers and students from X to XII standards.

(d) Fire Task Force in every school comprising of Head of the institution, two teachers/staff members and one member from the Fire and Rescue Department should be constituted. The Fire & Rescue Department member shall monitor and make fire safety plan and conduct inspections once in every three months.

(e) Display of emergency telephone numbers and list of persons to be contacted on the notice board and other prominent places.

(f) Mock drills to be conducted regularly. Fire alarm to be provided in each floor and for rural schools separate long bell arrangement in case of emergency be made.

(g) All old electrical wiring and equipment shall be replaced with ISI mark equipments and routine maintenance conducted by the School management in consultation with the Fire and Rescue Deptt.

(i) No High Tension lines should run inside or in close proximity to the institution. Steps must be taken to shift them if they are already there.

(h) The Fire and Rescue Department shall frame guidelines with "DOS and DON'T's for Institution and issue a fitness certificate, which shall be renewed periodically.

16.4.2 Training of School Teachers & Other Staff.

(a) The teachers along with other staff shall be trained to handle safety equipments, initiate emergency evacuations and protect their students in

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the event of fire and other emergencies by the Fire and Rescue Department.

(b) They shall also be trained in providing emergency first- aid treatment.

(c) There shall be a School Safety Advisory Committee and an Emergency Response Plan be drafted by the Committee in approval and consultation with the concerned Fire & Rescue Department.

(d) Emergency Response Drills be conducted at regular intervals to train the students as well as the school staff.

(e) All schools to observe Fire Safety Day on 14 of April th every year with awareness programs and fire safety drills in collaboration with the Fire and Rescue Department.

16.4.3 School Building Specifications

(a) The school buildings shall preferably be a 'A' Class construction with brick/stone masonry walls with RCC roofing. Where it is not possible to provide RCC roofing only non-combustible fireproof heat resistance materials should be used.

(b) The nursery and elementary schools should be housed in single storied buildings and the maximum number of floors in school buildings shall be restricted to three including the ground floor.

(c) The School building shall be free from inflammable and toxic materials, which if necessary, should be stored away from the school building.

(d) The staircases, which act as exits or escape routes, shall adhere to provisions specified in the National Building Code of India 2005 to ensure quick evacuation of children.

(e) The orientation of the building shall be in such a way that proper air circulation and lighting is available with open space all round the building as far as possible.

(f) Existing school buildings shall be provided with additional doors in the main entrances as well as the class rooms if required. The size of the main exit and classroom doors shall be enlarged if found inadequate.

(g) School buildings have to be insured against fire and natural calamities with Group Insurance of school pupils.

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(h) Kitchen and other activities involving use of fire shall be carried out in a secure and safe location away from the main school building.

(i) All schools shall have water storage tanks.

16.4.4 Clearances & Certificates

(a) Every School shall have a mandatory fire safety inspection by the Fire Rescue Services Department followed by issuance of a 'no objection certificate' to the School as a mandatory requirement for granting permission for establishing or continuation of a School.

(b) * An Inspection Team consisting of experts like a Civil Engineer, a Health Officer, a local body officer ,a development officer,One Fire Officer, One Psychologistand an officer of the Board besides the educational authorities shall carry inspection and assessment of infrastructural facilities before the commencement of each academic year. The Team shall submit its Inspection Report to the concerned district Chief Educational Officer.

(c) The building plans for schools shall be prepared only by a Government certified engineer and the PWD Executive Engineer concerned should inspect the building and award a structural stability certificate. Stability Certificates shall be issued by the State or Central Government Engineers only and shall be mandatory for granting permission for establishing or continuation of a School.

(d) In every district, one Recognition Committee headed by a retired judge shall be constituted. Officials from Revenue Department, Public Works Department, Fire Service, Electricity Board, Health and Education Department, a reputed NGO shall be members. They shall visit the schools periodically or at least the erring institutions as listed by the Chief Education Officer.

(e) Conditional recognition/ approval shall never be resorted to any school.

Note:- The regulations at 16.4.1 to 16.4.4 have been incorporated in view of orders of The Hob'ble Supreme Court of India dated 13.4.2009 in the WPC No.483/2004.

16.5 MINIMUM STAFF OF SCHOOL WITH QUALIFICATION

16.5.1The teaching staff of the Institution should be adequate as per Education Deptt.

*Ammanded vide 112nd Board Meeting under Item No 7 on dated 14-7-2017

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Norms, well qualified with regard to the size of the school, the courses provided, and the elective subjects taught therein. The qualifications of the teachers should be as per the requisition of the Education Department in respect of its own institutions for the comparable standard and subjects. However, the RTE act will be applicable to the schools as prescribed by the Govt. The minimum faculty norms are given as under:-

(a) High Classes(9-10th th)

Sr.N o.	Faculty Name	Teacher required	Qualification
1.	Headmaster	One	1. B.A(B.Ed) Or 2. B.Sc(B.Ed)
2.	TGT(Arts)	One	1. BA(B.Ed)/B.Com(B.Ed.) with 50% Marks
3.	TGT(Sc.)	Two	1.B.Sc.Medical with B.Ed. & 2.B.Sc.Non Medical with B.Ed. with 50% Marks
4.	Oriental Teacher/Shastri	One	1.Shastri Or 2.M.A Sanskrit with B.Ed.
5.	Language Teacher	One	1.L.T Or 2.B.A with Hindi (50% Marks in Hindi) Or 3.B.A with Parbhakar (50% Marks in Parbhakar) 4.M.A Hindi
6.	Art and Craft Teacher	One	1. 10+2 & Diploma in Art & Craft.
7.	Physical Education Teacher(PTI)	One	1. 10+2 & Diploma in Physical Education/Bachelor Degree in Physical Education with 50% Marks
8.	Lab Attendant	One	1Matric
9.	Clerk	One	1. Pass (10+2) Examination
10.	Peon	One	1. Matriculate.

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(b) Sr.Sec.Classes(9-12th th)

Sr.N o.	Faculty Name	Teacher required	Qualification
1.	Principal	One	1. M.A(B.Ed) Or 2. M.Sc(B.Ed)
2.	TGT(Arts)	One	1. BA(B.Ed)/B.Com(B.Ed.) with 50% Marks
3.	TGT(Sc.)	Two	1.B.Sc.Medical with B.Ed. & 2.B.Sc.Non Medical with B.Ed. with 50% Marks
4.	Oriental Teacher/Shastri	One	1.Shastri Or 2.M.A Sanskrit with B.Ed.

5.	**Language Teacher**	**One**	**1.L.T Or 2.B.A with Hindi 50% Marks Or 3.B.A with Parbhakar 50% Marks 4.M.A Hindi**
6.	**Art and Craft Teacher**	**One**	**1. 10+2 & Diploma in Art & Craft.**
7.	**Physical Education Teacher(DPE)**	**One**	**1. 10+2 & Diploma in Physical Educationwith 50% Marks**
8.	**Lab Attendant**	**Two**	**1. Matric**
9.	**Lecturers Arts**	**Five**	**Master Degree in the concern subject with 50% Marks and B.Ed. with 50% Marks**
10.	**Lecturers Science(including Math)**	**Four**	**Master Degree in the concern subject with 50% Marks and B.Ed. with 50% Marks**
11.	**Lecturers Commerce**	**Two**	**Master Degree in Commerce.(M.Com) with 50% Marks and B.Ed. with 50% Marks**
12.	**Assistant Librarian**	**One**	**B.A & Diploma in Librarian./Library Science**
13.	**Assistant/Clerk**	**One**	**Pass (10+2) Examination**
14	**Peon**	**One**	**Matriculate**

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(c) Sr. Sec. Classes (11-12)th th

Sr.N o.	Faculty Name	Teacher required	Qualification
1.	**Principal**	**One**	**1. M.A(B.Ed) Or 2. M.Sc(B.Ed)**
2.	**Physical Education Teacher(DPE)**	**One**	**1. 10+2 & Diploma in Physical Education with 50% Marks**
3.	**Lab Attendant**	**Two**	**1. Matric**
4.	**Lecturers Arts**	**Five**	**Master Degree in the concern subject with 50% Marks and B.Ed. with 50% Marks**
5.	**Lecturers Science(including Math)**	**Four**	**Master Degree in the concern subject with 50% Marks and B.Ed. with 50% Marks**
6.	**Lecturers Commerce**	**Two**	**Master Degree in Commerce.(M.Com) with 50% Marks and B.Ed. with 50% Marks**
7.	**Assistant Librarian**	**One**	**B.A & Diploma in Librarian./Library Science**
8.	**Assistant/Clerk**	**One**	**Pass (10+2)Examination**
9	**Peon**	**One**	**Matriculate**

16.6 PROHIBITION OF RAGGING

(i) All Private Schools affiliated to H.P. Board of School Education will ensure to follow the Notification of the Government of Himachal Pradesh Department of Education letter No. EDN-A-Ka(3)-6/2009 dated 27/03/2009 regarding ragging in the educational Institutions as under with effect from the academic session 2010-2011.

(ii) Any student Practicing ragging in any form, within or outside the premises of an Educational Institution, on conviction be punished with imprisonment for a term of three years or with fine that may go upto 50,000/- rupees or with both. Expelled students, on account of ragging shall not be admitted in any other Educational Institution for a period of three years from the date of order of such expulsion, and a Head of Educational

Institution or an officer, directly or primarily in- charge of supervision for the proper maintenance of discipline in the Educational Institution, Knowingly omits to check and report or connives or abets the commission of the offence shall be punished for a term of two years or with fine which may go upto 50,000/- or with both. In addition to that whenever any student or, as the case may be, the parents or guardian or a teacher of an educational institution or an officer-in-charge makes a complaint in writing of ragging to the Head of the Educational Institution

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shall, without prejudice to the foregoing provisions, within 24 Hours of the receipt of the complaint, enquire into it and , if prima facie, it is found true, suspend the student found guilty. If it is proved that prima facie there is no substance in the complaint received, he shall intimate the fact, in writing to the complainant.

(iii) Every offence under this ordinance shall be cognizable, non-bailable and compoundable with the permission of the Court.

(iv) Reoccurrence of such incidents in any institution will be viewed seriously and that may also lead to the cancellation of affiliation of the concerned intuition for the next five years.

(16.6.1)NO OBJECTION CERTIFICATE (N.O.C)

All private institutions which are already affiliated with this Board and interested to get affiliation with other Boards they will have to get No Objection Certificate from this Board. And the new institutions who want to get affiliation from other Boards the No Objection Certificate will be issued by the H.P. Education Department.

(a) * The institutes have to pay a sum of rupees 25000/-(Non-refundable) to get the NOC.

(b) Once the NOC is issued by the Board in favour of such institutes their affiliation will continue temporarily with this Board, subject to the condition that every year when they apply to affiliation they will have to produce a documentary proof(Affidavit) of their non-affiliation to the desired Board alongwith other required documents unless & until it gets the same.

(c) In case, the institution desires to continue affiliation with this Board it will be mandatory for the institution to produce the documentary evidence regarding no-affiliation from other Board alongwith an affidavit, requesting for cancellation of earlier issued No Objection Certificate by this Board.

A fee of Rs. 5000/- will be charged again to continue the affiliation and a new NOC will not be issued for at least five years.

16.7 SUBMISSION OF APPLICATIONS FOR AFFILIATION AND FOLLOW- UPACTION

Any Institution in the State which intends to present candidates for any examination i.e. 9 -+2/ conducted by the Board shall apply for affiliation to the

* Ammended vide 112 Board's Meeting under Item No 7 on dated 14-7-2017

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Secretary, H.P. Board of School Education on the prescribed form not later than 31 OCTOBER (Renewal/ Fresh/Up gradation/ Extension of stream Cases) of the session preceding the one in which it proposes to present candidates for the final examination of the Board.

16.7.1 Application for affiliation from schools shall be invited by the Board issuing advertisements in the month of September of the year previous to the academic year for which affiliation is sought in leading news papers being widely circulated in Himachal Pradesh (three English & three Hindi) requiring that the application for affiliation should be submitted to the Board by 31 October of the session prior to the year for which affiliation is sought and no application for affiliation shall be entertained thereafter . However, the Chairman shall have the power to decide any delayed case on merits.

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16.7.2 On receipt of application for affiliation, the Chairman shall appoint one or more inspection teams to visit the schools in which the officers of education Department shall also be

associated. These inspection teams shall visit the schools as per directions issued by the Board authorities so that the reports may be received in the Board by 30th November prior of the year for which affiliation is sought. On receipt of reports, the Chairman may pass orders for rejecting/granting affiliation on the basis of report of the team and screening committees if satisfied or may make such further inquiry as he may deem necessary.

form detailed plans of the existing structure and facilities available with the school and also the names & qualifications of the staff proposed to be engaged in the school along with consent letters of such persons and fees as prescribed by the Board from time to time.

(b) The Board shall convey the objections, if any, raised by the inspection team(s)/screening committees to the school(s) by registered post within 15th days thereafter i.e. latest by 15 December.

(c) The School(s) shall submit the application(s) after removing the objections by 30th December prior of the year there after the competent authority shall pass orders on the application for affiliation on or before 31st January of the year for which the affiliation is sought.

(d) No school shall admit any student unless it is affiliated to H.P Board of School Education.

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(e) While granting the affiliation the Board shall specifically state that affiliation is granted for particular classes and for particular streams especially for classes 10+1 and 10+2 . The Board shall, keeping in view the facilities available (including laboratory facilities) in the school, specify the maximum number of students who should be admitted to a particular class or subject or stream.

(f) The school granted affiliation shall depict the affiliation number on its official stationery and a copy of the affiliation letter shall be conspicuously displayed on the notice board of the school. This certificate/document should reflect not only the affiliation granted, it should clearly state that affiliation is granted for particular classes and streams. This document shall also clearly mention the maximum number of students that can be admitted in each class and in each subject.

(g) The school shall submit list of students class-wise, subject-wise and stream-wise to the Board by 31st May of the concerned year. This shall be the last date of admission and no admission shall be normally granted thereafter. With late fees, in special cases the school may grant admission upto 30th June.

(h) The schools shall within 15 days of the withdrawal of a student or the striking off his name from the rolls of the school, inform the Board about the same along with complete details such as parentage, date of birth, residence address etc. The vacant seat so created may be filled in by transfer etc. up to 31st July.

(i) In exceptional cases, in view of the transfer of the parents etc. the schools may admit students in a school at a different place even after31st July with permission of the Board. In such cases the school may provisionally admit the student but it shall be within 15 days of such admission submit the reason for late admission along with the entire case to the Board and the admission shall be subject to the final decision of the Board.

(j) The affiliation shall be granted only after all the facilities such as buildings, laboratories, classrooms are complete and not before completion of the facilities.

(k) The school shall within 15 days of the commencement of the academic year send complete information to the Board with regard to the staff, which has actually been recruited, names of the members of the staff along with qualifications, photographs etc. In case any teacher resigns or

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his/her services are terminated, within 15 days thereof, the school shall inform the Board of such fact and shall also inform the Board of the fresh teacher appointed in his/her place.

(l) Renewal affiliated institutions must be inspected at least once in every five years.

(Note):- The regulations at 16.7, 16.7.1 and 16.7.2(a) to (k) have been incorporated in view of orders of The Hon'ble High Court of H.P dated 25.5.2006 in the CWP No.

92/2006. & vide 98th Board Meeting item No.4 dated 16.07.2011

16.7.3 The composition of the Committee mentioned in regulation 16.7.2 shall be decided by the Chairman.

16.7.4The Officers/team shall prepare its report in writing based on its observations and inquiry.

16.7.5 The report mentioned in regulation 16.7.4 shall be placed before the Chairman for consideration who may grant provisional affiliation/reject or accord permanent affiliation on merits according to the norms to be laid down by the Board.

16.7.6 The competent authority shall pass final orders regarding the granting/rejecting an application as a whole or in parts or pass any other order deemed fit by it.

(a) In any case, such an order shall be passed and conveyed to the applying institution on or before 31 January of the year for which affiliation is sought.

16.7.7 While granting affiliation the competent authority shall specify the examination, subjects and the period for which affiliation has been / is granted.

16.7.8 The provisional affiliation subject to fulfillment of certain conditions within stipulated period, may be granted for one year in the first instance and the same may be extended on year to year basis or for five years at a time or at the discretion of the competent authority for granting periodical/permanent affiliation the institution must have been provisionally affiliated with this Board for a period of not less than five years.

16.7.9 The Institution whose case for affiliation i.e(Fresh/U.G/Renewal) is rejected for certain discrepancies, and it represents again within 15 days after removing the said discrepancies, the Chairman may, after having been convinced that all discrepancies have been eradicated, grant affiliation to the applying institution i.e(Fresh/Up-gradation)for current session only. Such institution shall apply a-

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fresh next year along with prescribed fee as provided under rules and in Renewal cases they will have to apply for Renewal case next year.

16.7.10 In case the competent authority rejects an application it shall record reasons for it and a copy of such orders shall be sent to the concerned institution within ten days from such order. A copy of such order shall also be endorsed to the concerned Deputy Director of Education.

16.8 REGISTER OF AFFILIATED INSTITUTIONS :

Whenever any institution is granted affiliation by the competent authority, its name will be entered in the register of affiliated Institutions and the concerned institution will be informed through a letter citing the conditions, subject to which affiliation has been granted.

16.9 WITHDRAWAL OF APPLICATION FOR AFFILIATION :

An institution may withdraw its application for affiliation at any time before the competent authority passes the final Order under regulation 16.7.

16.10 REFUND OF AFFILIATION FEE

When any Institution withdraws its application under regulation 16.9 before inspection or when its application for affiliation whether Fresh or renewal or up-gradation is rejected by competent authority under regulation 16.7, the affiliation fee deposited by the institution may be adjusted for next year(s) and any institution(s) has deposited/submitted excess fee, the excess affiliation fee may be adjusted in any subsequent year(s) where ever be less or refunded on the written request of the institution after deduction of Rs. 100/-.

Excess amount in any shape received from various institutions from session 2002-2003 onwards may be adjusted in any subsequent year(s) where ever be less.

However, once the Board has carried out the inspection of the applicant institution and the request for withdrawal is received after such inspection, no refund will be made to the applicant institution.

16.11 OBLIGATIONS ON THE PART OF THE AFFILIATED INSTITUTIONS :

The affiliated Institutions shall have the following obligations:

(a) The affiliated Institution shall remain opened for the inspection by any Officer of the Board or any committee constituted by the Board/Chairman (b) It shall furnish the information and returns called for by the Board within

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the stipulated time to the authority concerned.

(c) The building and furniture of the affiliated Institution shall be placed at the disposal of the Board for the conduct of any of its examinations and spot evaluation free of charge, the Management, and the head of the Institution shall co-operate with the Board in the examinations and evaluation of scripts by providing teachers.

(d) The Institution shall maintain authentic records of daily attendance of all students for the purpose of admission to the Board examinations. The entries in these registers shall be properly checked at the end of each session and signed. The attendance registers shall be produced for inspection to the officer of the Board.

(e) The Institution shall arrange the medical check up of the students at least once a year and keep a proper record of the same.

(f) The Institution shall not charge any capitation fee or voluntary donation for granting admissions in the Institution.

(g) The Institution shall not refuse admission merely on the ground that a pupil belongs to a particular caste, community or religion.

(h) The Institution shall follow rules/regulations/instructions or any other directions issued by the Board from time to time.

(i) The Institution shall have to furnish an undertaking to the effect that it shall send up the names of only those students as regular candidates for various examinations of the Board who are borne on the admission register of the school and have actually attended classes in the premises for which affiliation was granted by the Board .

(j) During surprise inspection if an institution is found to be not following Rules, Regulations and guidelines of affiliation, its affiliation will be withdrawn forthwith.

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CHAPTER- XII

16.12 FEES :

16.12.1 The Institution seeking Fresh/Up-gradation/Renewal/Permanent affiliation on rescinded form shall pay fees as given below or as prescribed by the Board from time to time:-

<table>
<tr><th>S.N.</th><th>Type of Schools</th><th>Fresh Affiliation Fee</th><th>U.G. Affiliation Fee</th><th>Renewal Affiliation per year fee</th><th colspan="2">Yearly fee for periodical/ permanent affi. i.e more than one year</th></tr>
<tr><td rowspan="2">1.</td><td rowspan="2">High/ Sr.Sec.Schools (9-10 & 9-+2)</td><td>10,000/-</td><td>10,000/-</td><td rowspan="2">5000/-</td><td>3-5 Years affiliation</td><td>Permane nt affiliation</td></tr>
<tr><td colspan="2">(c) Affi. Fees= 7500/-
(ii) Inspection fee = 2500/- (non refundable)</td><td>8000/-</td><td>15,000/-</td></tr>
</table>

2.	**Ext. of Stream**	**---**	**10,000/-**	**----**	**-----**
3.	**+2 College**	**10,000/-**	**10,000/-**	**5000/-**	**-----**
4.	**Re- inspection fee of High/ Sr.Sec.Schools**	**Rs. 2500/-(Every Re- inspection)**			
5.	**Fee for each additional subject**	**Rs. 600/-**			

16.12.2 16.13 **The prescribed fee shall be paid by way of payment gateway.**

WITHDRAWAL OF AFFILIATIONS :

16.13.1 **Affiliation either may be withdrawn in a particular subject or in all subjects and an Institution may be disaffiliated if the competent authority is satisfied that the Institution concerned is not fit to enjoy affiliation with the Board.**

16.13.2 **Proceedings for withdrawal of affiliation may be initiated in case any Institution is found guilty of following after reasonable notice.**

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(a) Non compliance of conditions laid down regarding discrepancies/ drawback to be removed.

(b) Disregard of rules and conditions of affiliation.

(c) Not paying salaries to teachers and other employees, at least as per norms fixed in the clause 16.3.9(e)

(d) Financial irregularities including channeling of funds for purposes other than those provided for in these Regulation/ Bye-Iaws.

(e) Engagement in activities prejudicial to the interest of the State, inculcating or promoting feelings of disloyalty or disaffection against the Government established by law.

(f) Hindrance in the smooth functioning of the school on account of dispute between rivalries within the school management.

(g) Non-availability of proper equipment/space/staff for teaching a particular subject.

(h) Any other misconduct in connection with the admissions/ examinations/any other area which in the opinion of the Board warrants immediate disaffiliation of the school.

(i) Any violation of the norms that have been prescribed by the Hon'ble Supreme Court of India in the writ petition (Criminal) nos. 666-70 of 1992 Vishaka and others V /s State of Rajasthan and others delivered on 13-8-1997 for protection of women from sexual harassment at the work place if established would attract strict action against the institution which may even lead to disaffiliation.

(j) Encouraging disharmony / hatred between different sections of the society.

(k) Every head of privately managed institution while applying for affiliation shall have to submit a certificate duly issued by the Revenue Officer not below the rank of Tehsildar/ Naib Tehsildar that the school building & play ground, whether owned or hired, has not been constructed by encroaching upon the Govt. land In case any encroachment on Govt. land is detected subsequently, the head of institution concerned shall be issued a notice asking him to show cause within one month failing which the institution shall be declared

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disaffiliated straightway.

In case the Head of institution shows cause within stipulated period of One month but fails to establish or prove that the building of school has not been constructed by encroaching upon Govt. land, the affiliation granted to the institution shall be cancelled straightway.

(l) The private institutions who are affiliated to this board if found guilty of activities like; working knowingly for commercialization of education setting aside the guidelines/ norms laid by the H.P. Board of school education/not teaching the prescribed syllabus to the enrolled students/ Charging higher fees/dues willfully and not opening the institutions in scheduled time, strong action will be initiated against them in the form of financial penalty, scraping the affiliation, by the Chairman.

(m) The Institutions who have obtained "No Objection Certificate" from the Education Department for running the schools/institutions but not affiliated to any board, on receiving complaints, such cases will be brought to the notice of the Director or the concerned Deputy Director of Education and shall be recommended to close such institutions or take necessary action as the case may be.

(n) The Institutions who have neither obtained "No Objection Certificate" from the Education Department nor affiliated to any board and have simultaneously mentioned the affiliation on their schools boards, on receiving such complaints the Chairman is authorized to take stern action against them for the violation of established norms.

16.13.3. Once Provisional/Regular/Permanent Affiliation granted to the school may be withdrawn by the Board on the establishment of serious irregularities which amount to cheating the Board/causing embarrassment to it. The Board may Black List such a school to debar it from seeking re-affiliation in future.

16.13.4 The competent authority shall provide an opportunity to the management of the Institution serving a show cause notice up to a maximum of fifteen days for adequate compliance/ removal of defects failing which the competent authority may declare the Institution disaffiliated.

16.13.5 In case a school seeks legal redressal from the Court against the decision of the Board, the jurisdiction of the court of Law shall be Dharamshala & Shimla only and not any other place.

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16.14 SOCIETY I TRUST RUNNING THE SCHOOL

Role/Aims/Power & function of Society/Trust

16.14.1. The Society / Trust running the school has a critical and key role to play in providing a good and healthy environment to the school to fulfil its aims and objectives, to enable the staff provide quality education and to be a centre for educational excellence. To achieve this aim, the role and responsibilities of the Society/ Trust are defined as under:

(a) It should ensure that the school gets proper land, building equipment, furniture and qualified staff at least as per norms of the Board.

(b) It shall ensure that the school is running as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever.

(c) It shall ensure that the funds accruing from the school are spent for the benefit of the school and for its expansion.

(d) It shall have control over the school management committee and shall approve the budget/tuition fees and annual charges etc., for the school.

(e) It shall have control over any capital expenditure i.e., on land and the construction of building, its expansion and procurement of major equipments for the school.

(f) It shall generate funds for the needs of the school whether it is recurring or non recurring.

(g) It shall ensure that the school has the basic essential facilities such as Laboratory equipment, equipment for games and sports and other co-curricular activities, Library books etc.

(h) It shall have the powers to constitute Committees for various activities.

(i) It shall have powers to lay down conditions of service as per norms of Government, and to approve promotion/appointment/termination of the employees as well as to grant special increments or rewards to the staff.

16.14.2 The Society/Trust will ensure that the school is running as per the provisions

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of the Education Act/affiliation norms and shall be committed to provide quality education to the children and for this shall take necessary steps as per its needs i.e.

(a) supervise the activities of the school for its smooth functioning. (b) look into the welfare of the teachers and employees of the school.

(c) powers for making appointment of teachers and non teaching staff.

(d) guide the Principal to maintain tone and discipline in the school.

(e) ensure that the norms given in the Act of the State and by the Board regarding terms and conditions of service and other rules governing recognition/affiliation of the school are strictly adhered to.

(f) ensure that the school gets Furniture, Science equipment, Library books and other teaching aids and the requisite sports material in adequate quantity and on time.

(g) exercise powers to take disciplinary action against staff.

(h) have powers to sanction leave to the Head of the Institution including casual leave.

(i) ensure that no financial irregularity is committed or any irregular procedure with regard to admission/examinations is adopted.

(j) Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Society/Board.

(k) Make all payments (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payment.

(l) Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, and other properties are properly and carefully maintained.

(m) Supervise, guide and control the work of the teaching and non- teaching staff of the school.

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(n) Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.

16.15 Maintenance of Record by the Teachers

16.15.1 A teacher is expected to maintain the following documents and also any other record as may be specified from time to time.

(a) Attendance Register of the class for which he/she is the Class Teacher.

(b) Personal Log Book and Class Log Book, Programme of Instruction and Lesson Plans.

(c) Cumulative result of his class.

(d) Attendance Diary of optional subjects in case of teachers teaching such optional subjects.

(e) Fee collection book of the class.

16.15.2 Attendance of Employees

(a) Every employee is expected to reach the school punctually and sign the attendance register on arrival before the working of the school begins and also mark the time of departure.

(b) An employee who has not signed the attendance register as above is liable to be considered absent from duty for that date.

16.16 APPEAL AGAINST THE ORDERS OF COMPETENT AUTHORITY :

16.16.1 Any Institution aggrieved by the final order passed by the competent authority under regulations 16.5 or 16.11 may file an appeal before the Board within 15 days from receiving such order.

16.16.2 The appeal so made shall be considered by the Board which may sustain, reject, modify the impugned order or pass any other order on such appeal as deemed fit.

16.16.3 An order passed by the board shall be final, against which no further appeal shall be approbated/accepted.

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16.17 AUTOMATIC AFFILIATION OF GOVERNMENT INSTITUTIONS

All Government Institutions, which prepare their candidates for the examinations conducted by the Board, shall be deemed to have been affiliated by the Board. Such Institutions shall also be exempted from making any formal application to the Board or from the payment of affiliation fee or extension fee.

16.18 POWER TO ALTER THESE REGULATIONS :

The Board may amend, modify or revise these regulations in the prescribed manner at any time without any notice to any party.

16.19 INTERPRETATION :

On any question as to the interpretation of any provision of these regulations, the decision of the Chairman shall be final.

16.20 REPEAL AND SAVING :

16.20.1 The existing provisions regarding affiliation and any notification or orders issued there under are hereby repealed by these regulations, provided that:-

(a) Such repeal shall not effect the previous operation of the said provisions or any notification or order made or anything done, or action taken there under:

(b) Any proceedings under the same provisions pending at the commencement of these regulations shall be continued and disposed of as may be in accordance with the provisions of these regulations as if such proceedings were under these regulations.

(c) Nothing in these regulations shall be construed as depriving any person to whom these regulations apply, or any right of appeal, which had accrued to him under the provisions, notification or orders in force before the commencement of these regulations.

(d) An appeal pending at the commencement of these regulations an order made before such commencement shall be considered and orders thereon shall be made in accordance with these regulations as if such orders were made and the appeals were preferred under these regulations.

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16.20.2 As from the commencement of these regulations, any appeal against any orders made before such commencements shall be preferred to or made under these regulations as if such order were made under these regulations.

16.21 NORMS FOR THE GRADING

The following norms have been approved by the Government of Himachal Pradesh vide letter no. Shiksha-11-Chha(1)-3/2007 dated 26/05/2007:-

1.TENURE OF SCHOOLS

Minimum tenure for getting A grade should be 10 years.

Minimum tenure for getting B grade should be 8 years.

Rest of the Schools will get C grade.

***2.*INFRASTRUCTURE**

For A grade

For Secondary:- **One Principal Room, One Staff room, one activities room, One sports room, one Library, one hall and One room for each section of a class for each stream. Water, Electricity and adequate urinals and toilets.**

For B grade

For Secondary:- **One Principal Room, One Staff room, One sports room, one Library, and One room for each section of a class for each stream. Water, Electricity and adequate urinalsand toilets.**

Rest of the Schools will get C grade.

***3.* PLAY GROUND**

For A grade

Minimum essential area of play ground should be 1000 Sq.Mtrs.

For B grade

Minimum essential area of play ground should be 500 Sq Mtrs.

Rest of the Schools will get C grade.

4. LABS (Sc./Phy/Che./Bio/Geo./I.T./Phy.Edu)

For A grade

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Separate well furnished and will equipped labs for each practical subjects as per syllabus.

Minimum Computer & student ratio should be 1:10 for I.T Subject.

For B grade

Slightly less equipped labs.

Minimum Computer& student ration1:15 for I.T. Subject. Rest of the Schools will get C grade.

5. COMPUTER

For A grade

Minimum 8 Computers are required.
The School shall have its own website.

For B grade

Minimum 5 Computer are required.
Rest of the Schools will get C grade

6. STAFF

For A grade

According to H.P.Govt.(Edu.Deptt.Norms) and adhoc arrangement for vacancy if any.

For B grade

According to H.P.Govt(Edu.Deptt.Norms)
Rest of the Schools will get C grade

7. RESULT

For A grade

Minimum 50% students should get first division in Board examination of last three years.

For B grade

Minimum 30 to 49%students should get first division in Board examination of last three years.

Rest of the Schools will get C grade

8. FURNITURE

For A grade

A very good quality furniture as per need of the student i.e. Desk, Blackboard,

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Notice board, lecturer stands, Stools, News paper stands, Almirah, Chairs, addres system and classrooms table in every classrooms or where ever needed.

For B grade

Less furnished and sufficient furniture.

Rest of the Schools will get C grade

9. LIBRARY/BOOKS/JOURNAL&NEW PAPERS

For A grade

More than one thousand Books of(Arts, Science, G.K and other reference books).

Minimum news paper and Journal 5 each.

For B grade

More than six hundred Books of (Arts, Science, G.K and other reference books)

Minimum news papers and Journal 3 each.

Rest of the Schools will get C grade

10. EXTRA CURICULAR ACATIVITIES

For A grade

Participation in National and State level competition by the students.

For B grade

Participation in District level competition by the students. Rest of the Schools will get C grade.

11. Follows H.P.Board of School Education Rules & Regulations.

For A, B & C grade

Must follow

12. Sports Activities.

For A grade

Participation in National and State level competition by the students .

For B grade

Participation in District level competition by the students. Rest of the Schools will get C grade.

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The school fails to conform to the norms laid down above for the purpose of grading in the subsequent years, the Board's Chairman shall have the power to relegate the grade of the school.

In case a newly opened school submits his application for grading having all the parameters/infrastructure at the very beginning i.e at the time of opening of the school even, in such exceptional cases, Chairman is authorized to decide the case on its individual merits.

JBT AFFILIATION

16.22 AFFILIATION TO THE PRIVATELY MANAGED INSTITUTIONS FOR RUNNING TWO YEARS JBT (D.El.Ed. Course)

Procedure for granting affiliation to the privileges of the Board to privately managed institutions for running Two Years JBT Course:-

1. **Any privately managed institution which intends to seek affiliation to the privileges of the Board for running Two Years JBT(D.El.Ed.) Course shall have to apply on the application form prescribed by the Board(Annexure-I)**
2. **The Affiliation fee for running the course for each batch shall be Rs. 50,000/- or as prescribed by the Board from time to time.**

3. The affiliation shall be granted to the applying institution for a particular batch only after the Common Entrance Test(CET) or any other mode for allotting the candidates is notified by the Government of Himachal Pradesh for that particular batch.

4. The applications shall be invited from interested privately managed institutions by way of advertisements in newspapers. The application forms shall be available for sale at the counters for Sale Book Depots of the Board or any other places notified by the Board on payment of fee as prescribed by the Board from time to time.

5. The privately managed institutions shall be required to enclose following documents with the prescribed application form:-

(a) The prescribed affiliation fee may be remitted in the shape of Bank Draft drawn in favour of The Secretary, Himachal Pradesh Board of School Education, Dharamshala payable at Dharamshala or by any other mode it may deem convenient.

(b) Recognition letter issued by the NCTE.

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(c) List of faculty staff.

(d) Any other documents that may be prescribed by the Board or asked for by the Government of Himachal Pradesh or NCTE from time to time.

6. The Chairman shall be the authority to grant affiliation to such applying institutions with fulfill the requisite conditions and parameters laid down at serial number 5, supra.

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Annexure-I SPECIMEN (Only for the Renewal Af□liation)

A F F I D A V I T

I _____ S/O Sh._____ age_____ years Head of the Institution/Management committee of the School named _____ _____ fully authorized to give the following statement on behalf of the management committee named_____ which is registered under Registration Act,1860 bearing Registration No._____:-

1. That the below mentioned documents, articles and other facilities required for the renewal of af□liation of the above mentioned institution as required under the Af□liation Regulation are available with the management which will be made available at the time of inspection or demanded by theBoard's authorities from time to time.

i) NOC/Recognition letter
ii) No grant in aid declaration af□davit.
iii) Building Map duly signed by the J.E/Govt. certi□ed engineer.
iv) Certi□cate of No encroachment of Govt. Land given by Tehsildar / Naib Tehsildar.
v) Af□davit of Transaction above 3000/- made by cheque.
vi) Ownership af□davit/documents of the school building land.
vii) Rent agreement of the school building as per accommodation required. viii) Salary given to the staff as per norms.
ix) Required teaching & non teaching staff.
x) Lavatory, Electricity, Drinking water & furniture facility.
xi) Laboratory facility(Equipment & room)
xii) Library facility.

That the above statement is true and correct to the best of my knowledge and belief. In case, any part of the above statements be found false, the H.P.Board of School Education can cancel the af□liation already granted to the institution without serving any notice.

Deponent

Verification:

I the above named deponent further on oath verify that contents of my af□davit are true and correct to the best of my knowledge and belief, nothing has been concealed or mis-stated therein.

Deponent

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Annexure-II SPECIMEN

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(For Fresh/New Appointment)

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2					
3					

Staff Photographs

(Group/Individual)

(Stamp size)

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CHAPTER-17

Himachal Pradesh Board of School Education.

(Recognition of Examinations of other Universities, Board and Bodies) Regulations, 2009 .

(Under sub section (1) of Section 26 of the Act)

Part-I

Short Title:

17.1 These regulations may be called the Himachal Pradesh Board of School Education (Recognition of Examinations of other Universities, Boards and Bodies) Regulations, 2009.

Commencement:

17.2 These shall come into force at once.

Extent of application:

17.3 These shall apply to the examinations of various Universities Boards and Bodies for the purpose of granting of recognition of the examinations as equivalent to the Matriculation, Senior Secondary Certificate Examinations or any other examinations of this Board.

17.4 Equivalence of Examinations under these regulations shall be determined by the Board on the recommendations of the Equivalence Committee, constituted under sub

section (3) of Section 24 of the Act of 1968, amongst Board members and any other authority empowered by the Board.

Part-II

Procedure to be followed:

17.5 The following procedure shall be adopted for Equivalence of Examinations conducted by other University, Boards and Bodies who apply for equivalence of examination under these regulations:

(i) The Board shall Constitute a Equivalence Committee, from time to time amongst its members.

(ii) Copy of Act to verify the facts whether the concerned University, Board and Body has been established under Act by the State Government/ U.T./ Govt. of India.

(iii) Two copies of syllabuses and Rule/Regulations of concerned examination whose recognition is required by the other concerned

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University, Board and Body. Comparison Report of prescribed Syllabuses examination-wise of concerned University, Board and Body with the prescribed syllabuses of this Board examination-wise.

(iv) Authenticated proof whether the examinations of concerned University, Board and Body has already been recognized by the concerned State Board of School Education and Council of Board of Secondary Education (COBSE) member School Boards.

(v) Equivalence Committee shall give its recommendations whether the examinations of other University, Board and Body be recognized as equivalent with the exami+nations conducted by this Board for the purpose of admission to the next higher course of studies on reciprocal basis.

(vi) The Board, or the authority appointed or constituted in this behalf may from time to time review the equivalence of various examinations or modify such equivalence previously granted, may be considered necessary.

(vii) Examinations from other recognized Board/Bodies/University /State Open School shall be accepted as equivalent on the following conditions only :

(a) scholars must have passed his Matriculation or equivalent examination with English, Mathematics and Hindi subjects.

(b) scholars must have passed his Senior Secondary Examination or equivalent examination in four or five subjects alongwith English subject.

It is provided that if any scholar who has not qualified above-mentioned compulsory subjects in his previous Board/Bodies/ University, he/she shall be allowed to take such examination as additional subject before or simultaneously passing the higher examination.

(viii) Equivalence of examinations based on Modern Indian Languages i.e. Hindi/ Sanskrit/ Urdu etc. shall be subject to the comparison report of Syllabus & Scheme of Study of the Board.

(ix) Examinations conducted by Education Department of any Government shall be deemed as equivalent examinations of the Board on conditions mentioned on rule 17.5(vii) of these regulations.

17.6 Rejection of Application for Equivalence:

Incomplete application for want of requisite documents or whatsoever reasons shall be rejected at the office level of the Board.

(i) Private Board ,Bodies , University, Institute of Open Schooling, Trust etc. shall not be considered for the matter of equivalence and straight away

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rejected at the office level of the Board.

(ii) Applications received from any Board /Bodies / Universities/ Institute of Open Schooling / which has not been established under its own Act and

under executive order by the State Government/ U.T./ Govt. of India through Parliament/Legislation.

(iii) Institute of Open Schooling which has not been established under the auspices of any recognized / Equivalent State Board of School Education and also not recognized by the National Institute of Open Schooling (NIOS) & Ministry of Human Resource Department, Govt. of India.

(iv) Board /Bodies / Universities/ Institute of Open Schooling which has not been recognized by the concerned State Board of School Education and Council of Board of Secondary Education(COBSE) member School Boards.

(v) If any Board, Bodies, University, Institute of Open Schooling, Trust etc. does not respond with requisite documents within six months from the last correspondence by the board , the matter shall automatically be rejected and no action shall be initiated.

(vi) If any Board, Bodies, University, Institute of Open Schooling, Trust etc. submit/provide unrequited documents/certificates for equivalence, no correspondence shall be initiated by the end of Board.

(vii) Degree/diploma or examination of Foreign Board / Bodies / Universities conducted / awarded anywhere in India without obtaining proper executive orders from concerned State/UT in India shall not be considered as equivalent for any purpose.

17.7 Equivalence to State Open School / Institute of Open Schooling of other States.

State Open Schools / Institute of Open Schooling which have following status shall be eligible Equivalence of Examinations:

(i) State Open School/ Institute of Open Schooling which has been established under its own Act and under executive order by the State Government / U.T. /Govt. of India through Parliament/Legislation.

or

State Open School/ Institute of Open Schooling which has been established under the auspices of any recognized / Equivalent State Board of School Education as per Project Proposal designed and

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developed in collaboration with the National Institute of Open Schooling (NIOS) & Ministry of Human Resource Department, Govt. of India.

(ii) State Open School/ Institute of Open Schooling which has already been recognized by the concerned State Board of School Education and Council of Board of Secondary Education(COBSE) member School Boards.

(iii) other than (i) & (ii) the procedure for equivalence of State Open School/ Institute of Open Schooling shall be same as 17.5 of these regulations.

17.8 Equivalence to Foreign (Out of India) Board /Bodies / Universities .

(i) The degree / diploma or examination conducted by the Awarding Authority of Foreign Board /Bodies / Universities (out of India) which have been mentioned as equivalent examinations of Himachal Pradesh University, Punjab University & Kashmir University in the Book "Equivalence of Foreign Degrees" published by the Association of Universities shall considered as equivalent examination of the Board on suo-moto basis.

It is provided that such degree / diploma or examination of Foreign Board / Bodies / Universities conducted/awarded anywhere in India without obtaining proper executive orders from concerned State/UT in India shall not be considered as equivalent for any purpose.

Above Regulation made in 93rd Board's Meeting under Item No 17on dated 07-1-2009. further, Provisions made th th under 99 Board's Meeting under Item No. 12(1) on dated 18-1-12 & 105 Board's Meeting under Item No. 26 (1,2,3,5) on dated 27-1-15 .

CHAPTER-18
REGISTRATION

18.1 Registration Procedure :

Registration of the candidates with the Board shall be originate from regular students of 9 class and from 11 class studying in all the Schools/ institutions affiliated to the Board. Term and conditions for registration with the Board shall be as follows :

1. **The registration fee shall be 50/-per student.**
2. **The last date to apply for the registration shall be 30th of December every year without late fee .**
3. **Last date with late fee of ` 100/- shall be 15th of January of every next year. No application/fee shall be accepted after due date without the permission of Hon'ble Chairman of the Board.**
4. **Blind, physical handicapped or unable to write candidates shall be exempted from Registration Fee. Such candidates shall have to submit Disability Certificate duly issued by CMO.**
5. **Registration fee for candidates who has less than 40% disability shall be 20/- if Such candidates submit Disability Certificate duly issued by CMO 6. Registration fee once deposited in the Board shall not be refundable. 7. The matter of migration of the candidate from one affiliated institution to another Institution shall be solved with the consent of Head of the institutions concerned. After that ex facto permission shall be obtained from the Board by the concerned Instructions.**
8. **All the Schools/Institutions shall have to send all the registration forms to the board's office in one lot with in stipulated period. If any lot left out forms are to be submitted in the Board, it shall be accepted by the Board after verifying the following documents:**
   - i. **Admission and Withdrawal register.**
   - ii. **Counter foil of candidate's fee receipt along with fee register.**
   - iii. **All supporting documents regarding admission of the candidates.**
   - iv. **Attendance Register. Without attendance register candidate shall not be allowed to take Board exams and the Head of the Institution/school shall be held responsible for this action taken by the Board . No correspondence shall be made by the board in this regard.**
9. **The registration for candidates (for Matriculation & Ten Plus two exams) who are migrating from another recognized Boards / University shall be done superbly as per rules.**
10. **In case the name of candidate stuck off by concerned school, such candidates shall also be registered but such candidates shall be allowed**

to appear in the examination only after verifying their eligibility as per rules.

11. **A unique number shall be issued to each candidate.**
12. **The information and data of Registration shall be used for all forthcoming Board examinations.**
13. **Any error / mistake depicted in registration data shall rectified / before the commandment for Board examination only on the recommendation of the Head of the institution / school.**
14. **Chairman of the Board shall be authorized to amend or approve the application regarding registration / Registration Card.**

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Above Regulations made in 101st Board's Meeting under Item No 7 on dated 09-9-2013.