

GOVERNMENT OF HIMACHAL PRADESH



THE HIMACHAL PRADESH SECONDARY EDUCATION CODE

(C)

**DEPARTMENT OF HIGHER EDUCATION
HIMACHAL PRADESH**

Also available on departmental website (www.educationhp.org.)

FOREWORD

It gives me great satisfaction to know that Department of Higher Education has come up with the revised edition of the Himachal Pradesh Secondary Education Code 2012. This revision has been attempted after a gap of more than a decade during which period many changes in the field of education have taken place. This revised code will not only help all concerned officials/officers in their efforts to achieve universalisation and quality of education but also enable them to be abreast with the latest instructions/guidelines in this regard. This will serve as a useful document to educationists, administrators, heads of educational institutions, teachers and planners as it focuses on the rules, regulations, general information on various programmes in the area of schools supervision, planning and management of the institutes.

I hope the code will serve as a guide to all in discharging their duties and responsibilities in cohesive manner. I also hope that they will provide constructive feedback so as to improve upon the same in the next re-print.

I wish to place on record my appreciation for the efforts made by Dr. O.P. Sharma, Director of Higher Education Himachal Pradesh and his team of officers and other staff members who have contributed whole-heartedly in bringing out this code in the given timeframe.

Shimla : March 21, 2012

K. SANJAY MURTHY,
Secretary (Higher Education)
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PREFACE

Knowledge is fast expanding and the problems are also increasing side by side. There have been major technological advancements changing the way people and Government interact with each other for better service delivery. Modern world is engulfed with two problems viz. information explosion and population explosion. So more things to learn and more people to be taught has become need of the hour.

In view of what has been said above it was felt necessary a few years back in 2001 that in order to cater to the educational needs of the students of the state in all seriousness and earnestness, the department of Education must have a document which gives all guidelines and directions for smooth running of the institutions in close coordination with the higher authorities. And thus came the Himachal Pradesh Education Code, 2001 into existence which served as a very useful guide to the school managements in achieving the targets.

However, with the drastic changes during the last eleven years particularly in the field of Information Technology, Teaching Learning Methodology and Educational Administration, it was considered imperative to revise the Himachal Pradesh Education Code, 2001.

New programmes, policies and amendment in overall structure of education needed coverage. PMIS, e-Governance, ICT@ School etc. have been introduced to maintain records in a transparent and easily retrievable manner and to make teaching learning process interesting.

Various instructions issued from time to time have been incorporated. Vacation schedule and many other additional informations have been core issues which needed to be taken care of. A summary of Central and Himachal Pradesh Government Scholarship Schemes have also been incorporated. Inspection norms, building norms, co-curricular activities, value education, professional ethics for teachers, career guidance and counselling cells for students and general administrative guidelines have been given due weightage

I believe this code will provide comprehensive information and guidelines for efficient institutional management and administration. It will immensely benefit our educational institutes, educationists, educational administrators and teachers. This document is being published with a view that it is going to serve as a very important document, self speaking in itself and giving details in all aspects.

I record my appreciation for sincere and strenuous efforts put in by Sh. Rajesh Gupta, Retd. Dy. Director of Hr. Education and Dr. Arun Dev Bhardwaj, Retd. Lecturer under the able guidance of Sh. Shashi Bhushan Sekhari, Joint Director (Colleges) and assistance of Sh. Ashok Kumar, Supdt. Gr.-II in compiling and putting their valuable suggestions in preparing this code.

DR. O.P. SHARMA,
Director of Hr. Education
Himachal Pradesh.

Shimla March 21, 2012

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CHAPTER -1

Short Title and Commencement:

1. The Code may be called “The Himachal Pradesh Secondary Education Code”.
2. This code will come into force w.e.f. 1st April 2012.
3. With the coming into force of this Code as approved by the Government vide letter No.Shiksha-II-Chha(5)-2/2012 dated 04-04-2012, the provisions contained in the old Education Code published in 2001, will stand repealed.
4. The directions, rules given in this code are in supersession of all previous orders.
5. The regulations in this code apply to all the Government/Government Aided High and Senior Secondary Schools in the State.

Definitions and Classifications:

- 1.1 The definitions and classifications in this chapter apply throughout the code except where it is otherwise stated.
- 1.2 In this code unless there is anything repugnant in the subject or content:--
 - (i) Words implying the masculine gender shall be taken to include females also,
 - (ii) Words in singular shall include the plural and vice –versa.
- 1.3 **Government:** Means the Government of Himachal Pradesh.
- 1.4 **Department:** Means the Department of Higher Education, Himachal Pradesh.
- 1.5 **University:** Means the Himachal Pradesh University.
- 1.6 **School Board:** Means the Himachal Pradesh Board of School Education.
- 1.7 **Local Body:** Means a Municipal Corporation or a Municipal Council, Nagar Parishad or Gram Panchyat.
- 1.8 **Head of the Department:** Means the Director of Higher Education.
- 1.9 **Head of the Institution:** Means Principal/Headmaster.
- 1.10 **Teachers:** Means all categories of teachers appointed/engaged by the Govt.
- 1.11 **Lecturer/ PGT:** Means the teacher who possesses the master degree in the concerned subject having professional degree of B. Ed.
- 1.12 **Student:** Means who is enrolled or attends classes in a school.
- 1.13 **Inspecting Officers:** Means any officer of the Department to whom the duty of inspection is entrusted.
- 1.14 **College:** Means an institution in which University or Professional education is given in Courses prescribed by the University or by a Department of Government.
- 1.15 **Professional College:** Means a college teaching a course of study recognised by the University or by a Department of Government and qualifying for the pursuit of a profession.
- 1.16 **College of Teacher Education:** Means a professional institute in which the students are prepared/ trained to be teachers by acquiring B.Ed. Degree and also where in-service teacher training programmes are conducted.
- 1.17 **School:** Means an institution designed for the Teaching of students under the directions of Teachers for the following standards:-
 - (i) High School (upto 10th Class)
 - (ii) Senior Secondary School (upto XII Class)
- 1.18 **State Council of Education Research and Training:** Means an institution imparting in-service training to all categories of teachers and offering subject based training modules and educational/academic/research guidance to teachers/educational institutions.

- 1.19 Elementary Education:** Means Directorate of Elementary Education Himachal Pradesh.
- 1.20 District Institute of Education and Training:** Means an institution imparting training, instruction and guidance to Pre-service and In-service teachers.
- 1.21 Aided School:** Means a school under private management which receives aid from general revenue of the State.
- 1.22 Boys School:** Means a school classified for admission to boys only.
- 1.23 Girls School:** Means a school classified for admission to girls only.
- 1.24 Co-Educational School:** Means a school classified for admission to both boys and girls.
- 1.25 Government School:** Means a school which is under the administrative control of the Government in which the courses of study conform to standards approved by the department.
- 1.26 School Year:** Means the year starting from 1st April and ending on 31st March.
- 1.27 School Management Committees (SMC):** Means a body constituted for better co-operation and co-ordination between society and teachers for improvement in the academic standards of students and infrastructure in a school as per the terms and conditions contained in Govt. Notification No. Shiksha –II-Ga(17)-2/2009-L Dated 11/06/2010.
- 1.28 Scholarship:** Means a periodic payment to a student, granted for a fixed period on terms and conditions approved by the Department/State Government/Central Government.
- 1.29 Open Scholarship:** Means a scholarship which is not restricted to any particular section or class and is awarded under rules of general application.
- 1.30 Closed Scholarship:** Means a scholarship, the award or tenure of which is subject to special restrictions.
- 1.31 Stipend:** Means subsistence allowance paid to a student on certain conditions to enable or induce him to pursue specified courses of study.
- 1.32 Government Revenue:** Means the Revenue administered by the Himachal Pradesh Government.
- 1.33 The Code of Professional Ethics:** Means a set of rules and obligations for the conduct of teachers /non teaching staff framed by the Department/Government.
- 1.34 Hostel Warden:** Means a government employee entrusted with the duty of the management of the hostel.
- 1.35 RTE and Mid Day Meal:** Certain provisions where these pertain to Middle Schools/ Middle units of High and Senior Secondary Schools, in that event Code of Elementary Education Himachal Pradesh will prevail.

Note.- The provisions contained in “The Himachal Pradesh Secondary Education Code” will be applicable to all the Deputy Directors of Higher Education, Principals of the Senior Secondary Schools, Headmasters of the High Schools as well as all teaching and non teaching staff working in the Offices of Deputy Director of Higher Education or in the Government Institutions who will ensure that all the provisions contained in this code are adhered to in letter and spirit and no deviation is made from any provision at any stage; failing which the defaulters will be liable for any disciplinary action warranted under the rules.

School Administration

2.1 Duties of the Head of the Institution :

It is the duty of the Head to exercise general control of the school, its property and connected wings (like hostels, stores, farms, canteen etc.) in his charge, to maintain discipline among staff and students, to organise, guide, stimulate and supervise the instructions, to prescribe approved text books, to take a regular part in the teaching work especially in classes and subjects in which his personal guidance is desirable as prescribed from time to time, to arrange games, physical education and other co-curricular activities of the student to see that all registers are regularly and accurately maintained, to keep precise accounts of all the money entrusted to him and to see that they are properly disposed off in accordance with the rules laid down in that regards, and generally to promote the physical, intellectual and moral welfare of the student under his charge.

It will be the duty of the Head of the Institution to ensure that:—

- (i) The Annual Confidential Reports of all the ministerial staff is initiated by him by 15th of April every year (even in those cases where the ACR forms have not been received from the concerned officials after having recorded his resume of work/self appraisal). The ACRs in such case is to be initiated suo-motu and submitted to the Reviewing Officer by 22nd of April. In the case of Teaching staff the reports is to be initiated by 15th of September every year and submitted positively irrespective of the fact whether self appraisal /resume of the work has been recorded by the teacher concerned or not. Such ACRs may also be initiated suo -motu by due date and are submitted to the reviewing officer for further action.
- (ii) The monthly vacancy position and quarterly establishment returns are submitted to the Directorate and office of the Deputy Director of Higher Education of the concerned district, by 7th of the following month/quarter respectively.
- (iii) The list of staff due to retire during next year up to 31st December is prepared and submitted to the Deputy Director of Higher Education in the month of September (present year) who will further send it in consolidated form to the Director of Higher Education by December positively.
- (iv) Budget requirement/estimates for the following financial year will be submitted to the office of Deputy Director of Higher Education of the concerned District in the month of September (present year) who will further send it in consolidated form to the Director of Higher Education by December positively.
- (v) The institutional and numerical data as on 30th September will be submitted to the office of the Deputy Director of Higher Education of the concerned district by last week of October every year.
- (vi) The scholarship forms complete in all respects are submitted to the office of the Deputy Director of Higher Education of the concerned district by 15th September and to the Directorate by 15th October, in consolidated form by the concerned Deputy Director of Higher Education.
- (vii) The matters relating to Courts/Vidhan-Sabha and disciplinary matters are attended to on top priority and in a time bound manner.
- (viii) The employee(s) under transfer/promotion are relieved within the stipulated time limit notified by the Government from time to time and not allowed to continue beyond such time limit under any circumstances, unless extension has been granted by the competent authority for specific period and the LPC has not been issued. The salaries of such staff for

the following months be drawn only from their new place of posting. It will also be ensured that no surplus arrangement/mal-adjustment beyond the sanctioned strength is allowed in the institution, and also ensure that no new joining without the relieving of the incumbent is allowed.

- (ix) All the teachers should maintain Teacher Diaries mentioning therein yearly teaching details divided in four quarters subject-wise, class-wise and get it signed from the Head of Institution in the first two weeks of academic session. Monthly teacher diary will be maintained and teaching task accomplished in the next month will be got signed by the concerned teacher from the Head in the last week of the current month.
- (x) A “Calendar of Activities” to be undertaken during the whole Academic year in the Institution annexed in this Code will be displayed and implemented to bring improvement in the standard of education and proper management of the Institution by the Head of Institution in letter and spirit. This calendar encompasses the activities which will be expected to be carried out in the school. The charts depicting the calendar of activities are to be displayed prominently in the office of the Head of the Institution and also on the school notice board for the information of students.
- (xi) The winter closing schools will celebrate their annual function in the month of November/December and in respect of summer closing schools it should be held in the month of January/February that too before 15th February only every year. Annual report to be read by the Head of the Institution should be precise and complete in all respects indicating results of the students, specific mention of achievements of the students and the staff and other activities carried out by the school during the academic year. It has to be a part of the school magazine to be published by each High/Senior Secondary School after the annual prize distribution function.
- (xii) The departmental website www.educationhp.org must be checked daily and all Official Orders/Circulars uploaded on the departmental website be treated as authentic.
- (xiii) The e-mail accounts of all Head of the Institutions have been created for faster flow of data/information, and it is the duty of Head of the Institution to check their e-mail account daily to avoid the deactivation of email account of the institution.
- (xiv) PMIS entries of service books, updating and regular verification of the same including grant of annual increment, sanction of leave, pay fixation, transfer, promotion and obtaining other bio-data is mandatory. Employee’s code has to be given to every employee. All correspondence of employees must bear employee’s code number. No correspondence without employee’s code will be entertained in the department. For any laxity in this case, the Head of the Institution will be responsible.
- (xv) Many special departmental services/programmes have been introduced in High and Senior Secondary Schools for all round development of students. These are School Health Programme, Eco Clubs, Bal-Vigyan-Sammelans, Free Text Books, Youth Parliament, Polythene Hatao Paryavaran Bachao Campaign etc. The Head of the Institution will administer these ancillary services well with the help of Teachers, SMC, concerned departments and students of the school, so that maximum number of students benefit.
- (xvi) The Right to Information Act, 2005 should be followed in letter and spirit by all the Head of the Institutions in all matters relating to school records. To implement Section-4 of the Act which concerns disclosure of information should be complied with. Principal of a Senior Secondary School is designated as the Public Information Officer (PIO) whereas Superintendent Grade II of the school is the APIO. In case of High school the Headmaster will be the PIO and senior-most teacher will be the APIO. Public access to key records and key informations wherever applied for, should be ensured at all levels as per RTI rules/norms. Under the Right to Information rules two registers have been prescribed which are mandatory for Public Information Officers (PIO’s) to maintain.

- (xvii) No permission should be granted for various events in school premises/playground without the prior permission of Deputy Commissioner of the concerned district.
- (xviii) A teacher will be deputed half an hour before start of the school and half an hour after school hours keeping in view the safety of students in the school campus. The members of Panchayat/SMC/Police authorities/Local Administration may be requested to have a vigil around the school campus including various roads, paths frequently used by students especially girls while coming to/going back from school.
- (xix) Committees to address the complaints against Sexual Harassment and problems of Adolescent, Ragging, Disaster Management etc. ordered to be constituted by higher authorities from time to time, will be formed in the school. It is also to ensure zero tolerance towards sexual harassment and non performance of duties assigned to teachers by the Head of the Institution will be viewed seriously for strict action as per rules.
- (xx) The school will set up a Counselling Cell that will offer a comprehensive programme which will be designed to cater to the mental and emotional well being of all students. The school counselling committee works in close collaboration with students, teachers, parents, school administration and members of SMC to address the academic, social, behavioural and emotional needs of students within the school.
- (xxi) Teachers/Students will not be allowed to use the cell phones in the school campus during class room teaching, morning assembly and during other school activities. The students should be directed not to use cell phones during school hours.
- (xxii) Two separate attendance registers be maintained for marking the attendance by teaching and non teaching staff working in the institution on regular basis. All employees will mark attendance by putting full signatures for arrival and departure alongwith time. Separate attendance register in respect of staff working on Adhoc/ Contract/Para Teachers be maintained. Schools where Vocational Courses are going on, the attendance register in respect of such staff will also be maintained separately for marking attendance on the same analogy. All attendance registers shall be kept under the control and custody of Head of the Institution.
- (xxiii) The certificates/degrees submitted by the candidate at the time of first appointment must be got verified from the concerned Board/University which has issued the certificate/degree. Expenditure on the verification fee wherever applicable will have to be borne by the concerned employee. He/she shall record a certificate to this effect in the Service Book of the employee concerned after getting the degree verified from the concerned Board/University. A duly attested passport size photograph will also be pasted in the Service Book of the concerned employee at the appropriate place. Personal file of an employee will also have to be maintained.
- (xxiv) “Zero Tolerance Strategy for Plastic/Polythene Waste” and other related matters will be brought into the notice of the students as there is a complete ban on the use of Plastic/Polythene in any form as per Government orders.
- (xxv) 9 Point Pledge on Protection of Environment may be displayed at the vantage point in the campus and this pledge will be taken daily by students in the morning assembly.

2.1.1 Assignment:

Every Head of the Institution will ensure that all the teachers are given administrative as well as other co-curricular assignments (at least one administrative and one co-curricular) and performance of the same be monitored throughout the year.

2.1.2 School Magazine:

Every school will make endeavour to publish its own School Magazine. However, it is mandatory for all the Senior Secondary Schools to publish their own magazine every year. Annual

report of the school must be the part of school magazine and it may be brought out after the Annual Prize Distribution Function.

2.1.3 Celebration of National Days:

It will be the duty of the Head of the Institution to ensure that every student of the school takes part in the Cultural/Sports activities /Co-curricular activities including N.C.C/ N.S.S./ Scout and Guides and celebration of days as per calendar of school. Each Head of the Institution will ensure that all functions like Independence Day/ Republic Day/Children Day/ Himachal Statehood Day/Himachal Day are organised in his Institution on these occasions. All units of N.S.S/N.C.C/Scout and Guide will participate in March-Past and other cultural programmes. The participation of the concerned school on all such functions shall also be ensured by all concerned Head of the Institutions at Block/ Sub-Tehsil /Tehsil/ District and State Level. The Head of the Institution will prepare the students for these events and ensure their participation. The Head of the Institution shall also remain present in school on all important days/functions.

2.2 Safety of Students:

(a) Ban on Corporal Punishment :

Corporal punishment in any form, for any reason, is totally banned. No student of a school shall be subjected to physical punishment, mental harassment or discrimination of any kind. Who so ever contravenes these provisions shall be liable for strict disciplinary action under the service/conduct rules applicable to such a person. The Head of the Institution shall enquire into the matter suo-motu as and when such instance of physical punishment, mental harassment or discrimination of any kind comes to his/ her notice and if such enquiry reveals that the allegations have substance, the matter with the enquiry report shall be sent to the Director/Deputy Director of Higher Education of the concerned district who shall take appropriate departmental action against the defaulter. Ban on corporal punishment shall also be in accordance with the provisions contained in Section 31 (3) of National Commission for Protection of Child Rights (NCPCR).

(b) Ban on Ragging in Educational Institutions:

The Ragging has totally been banned in all the educational institutions. It is the duty of Head of the Institution that:—

- (i) Institution shall at a reasonable time before the commencement of academic year and thereafter at such frequent intervals as may be expedient, deliberate over and devise such positive and constructive activities to be arranged by involving the students generally so that the seniors and juniors, and the fresher interact with one other in a healthy atmosphere and develop a friendly and cordial relationship.
- (ii) Seniors and juniors should be encouraged to exhibit their talents in such events so as to shed their complexes.
- (iii) While issuing Prospectus/Brochure for admission by the educational institutions, it will be clearly stipulated that in case the applicant for the admission is found to have indulged in ragging in the past or if it is noticed later that he has been indulged in ragging, admission may be refused or he/she shall be expelled from the institution.
- (iv) Anti-Ragging Committee and squads shall be formed by the institution consisting of Senior Teachers, SMC members and Hostel Warden to keep a

continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.

- (v) Undertaking shall be obtained from the students and their parents/ guardians studying in the institution at the commencement of the academic Year/Session that he/she or his/her ward will not indulge in any kind of ragging activity in/outside the school campus.
- (vi) Toll Free Helpline Number of Anti Ragging Campaign is 1047 for registering any complaint against ragging should be displayed on School Notice Board prominently, for any complaint regarding ragging.

(c) **Mental Harassment and Incidents of Violence in the Institution:**

Mental harassment and incidents of violence among the students has to be curbed. For this purpose every institution must install a Complaint Box in the campus where the complainant may drop his/her complaints regarding mental harassment/incidents of violence etc. The Complaint Box, under the charge of the Corporal Punishment Committee, will be opened in the presence of SMC every week. The action taken on such complaints will be intimated quarterly to the Deputy Director of Higher Education of the concerned district. Toll Free Helpline Number 1098 in this regard should also be displayed on the school notice board.

(d) **Escorting and Compulsory Staying of Female Teacher with Girl's Contingent:**

While deputing/sponsoring the girl students participating for various activities/sports events/competitions being organised outside the school campus, the security/safety of the girl students will be ensured by deputing the female teacher as Contingent-in-Charge. No female teacher will refuse such duty as this duty will be mandatory for her. The female Contingent-in-Charge will stay with the girl students. Such female teachers will ensure the safety of girl students and for any dereliction of duty or mis-happening it will make them liable for disciplinary action as per rules.

(e) **Safety of Students in Educational Institutions:**

- (i) Many times disciplinary problems occur resulting in fights/skirmishes and other unsavoury incidents among the students in the school campus. In order to avoid such incidents atleast one teacher on rotation basis must be put on duty half an hour before and half an hour after the school hours to maintain the discipline in/outside the campus surroundings.
- (ii) In order to ensure safety/ security of the students outside the campus the members of the Panchayat/SMC/Police Authorities/Local Administration may be requested to have a vigil around the school campus including various roads, paths frequently used by students especially girls while coming to /going back from school.

2.3 Expulsion, Rustication and Suspension of a Student:

In first instance serious misconduct of non- criminal nature of the student, the parents may be called and he should be given time for amendment in his behaviour. For second time the matter may be referred to the disciplinary committee of the school for imposition of fine. If again the student proves erratic in his behaviour the committee may recommend expulsion. Expulsion in extreme cases be got approved from the Deputy Director of Higher Education of the concerned District.

2.4 Class Promotion:

The class promotion shall be made by the Head of the Institution at the close of the academic year, in accordance with the criteria fixed by the Education Department from time to time. It has been decided not to allow double promotion in any class:

- (a) No student shall be promoted to class 9th of a High/Senior Secondary School unless he/she has passed the middle standard examination.
- (b) The students declared successful in the middle standard examination are awarded Certificates and names of such students only are carried to 9th class if they want to continue studies.
- (c) The names of the students who are awarded class promotions at the end of the session shall be automatically carried to next higher class. In case of failure, the names shall be re-entered in the same class.

2.5 Pecuniary Dealing with Students :

Teachers are not allowed to borrow money from students or their parents or to have any pecuniary dealings with them in private capacity also.

2.6 Co-curricular Activities:

It is the duty of all members of the staff of a school to take personal interest in all the activities, school games to promote general conduct of the students in and outside the class room which tend to contribute to the physical, intellectual and moral development of the students.

2.7 Private Tuitions:

The teachers in Government Schools shall not undertake any private tuition. Strict vigilance shall be maintained and those who force the students to enrol for private tuitions shall be liable for strict disciplinary action. It is a moral duty of Head of the Institution that special coaching classes for weak students are arranged before or after the school hours. Nothing is to be charged from students on account of such special coaching. All the teachers are expected to prepare the students in such a manner that the students attain confidence and are able to develop proficiency.

2.8 Teaching Norms in School:

2.8.1 School Timings:

The duration of the school timing will be of six hours daily (subject to change from time to time as per the directions of the government). There will be 9 periods (5 periods before and 4 Periods after Recess) daily i.e. 54 periods a week for teaching works in all schools. However, the number and duration of instructional periods will be subject to change as per revision in the curriculum by the H.P. Board of School Education. In order to inculcate moral values in students and development of interest towards Co-curricular activities a Zero Period of 45 Minutes by curtailing 5 minutes from each period can be fixed as and when required.

Distribution of Daily school timing will be as under:

Morning Assembly	..	25 Minutes
1 st Period	..	40 Minutes
2 nd to 5 th Period	..	35 Minutes
Recess	..	30 Minutes
6 th Period	..	35 Minutes
7 th to 9 th Period	..	30 Minutes

The participation of staff and students in the morning assembly shall be mandatory.

2.8.1 (a) Observance of School Timings in Winter Closing School:

The school timings for winter closing High/Senior Secondary School will be 10AM to 4PM. Those summer closing Schools in the past observing the school timings on the analogy of winter schools may continue to observe same timings.

2.8.1 (b) Observance of School Timings in Summer Closing Schools:

The school timings for summer closing High/Senior Secondary School will be 9AM to 3PM.

2.8.2 Minimum Teaching Work-Load in School:

- (a) Principal and Headmaster will teach 6 and 8 periods per week respectively.
- (b) All Teachers of each category will take minimum 36 periods per week.

Head of the institution shall assign any extra teaching, administrative or co-curricular work to any of the teachers as per requirement of the Institution.

2.8.3.1 Subject wise distribution of 54 periods per week:

A. Classes 9th to 10th:

Compulsory Subjects:

English - 8, Maths - 8, Hindi - 6, Science - 6, Social Studies - 6

Optional subjects-I:

Drawing /Home Sc. /Music/ Economics/ Agriculture/IT Education- 6.

Optional Subjects-II Indian Modern Languages:

Sanskrit /Urdu/Punjabi/ Tamil/ Telgu - 6.

Non-Examination Subjects:

Library- 2, Physical Education- 4, Co-curricular Activities - 2...

Total = 54 Periods.

B. Classes Plus One and Plus Two:

Students of plus one and Two classes will offer five subjects as given under:

Science Stream:

Non – Medical Group:

Compulsory Subjects:

1. English
2. Physics
3. Chemistry
4. Maths.

Optional subjects any one of the following:

Biology/IT Education /Physical Education/Music/Sociology/Home Science/Sanskrit/Public Administration /Geography/ Psychology/ Philosophy.

Medical Group:

Compulsory Subjects:

1. English
2. Physics
3. Chemistry
4. Biology.

Optional subjects any one of the following:

Maths/IT Education /Physical Education/Music/Sociology/Home Science/Sanskrit/Public Administration /Geography/ Psychology/ Philosophy.

Vocational Group:

Compulsory Subjects:

1. English 2. Foundation Course (common for all).

And any three of the following:

(i) Horticulture (ii) Electronics Technology (iii) Computer Techniques (iv) Auditing and Accountancy (v) Food Preservation (vi) Repair and Maintenance of Electrical Domestic Appliances.

Commerce Group:

1. English 2. Business Studies 3. Accountancy 4. Economics.

Optional subjects any one of the following:

Maths/IT Education /Physical Education/Music/Sociology/Home Science/Sanskrit/Public Administration/Geography/Psychology/Philosophy.

Arts Group:

Compulsory Subjects:

1. English

And any four of the following:

(i) Hindi (ii) Economics (iii) History (iv) Political Science (v) IT Education (vi) Maths (vii) Physical Education (viii) Music (ix) Sociology (x) Home Science (xi) Sanskrit (xii) Public Administration (xiii) Geography (xiv) Psychology.

2.8.3.2 Norms for Starting of Streams/Subjects

The norms for starting of various streams under Arts, Science, and Commerce Groups at 10+1 and 10+2 standards to provide qualitative education, the norms have been fixed which are as under:—

1. Number of students in first section may be up to 70, thereafter, the next section for every additional 60 students or part thereof may be made.
2. Subjects to be taught in Arts stream at Senior Secondary Schools:-
Considering the topography and less number of students in Govt. Senior Secondary Schools of Himachal Pradesh, there shall be fixed number of subjects including elective subjects in various schools different subject combinations will be available in nearby schools. The number of subjects for Arts shall be on the basis of actual enrolment in 10+1 class:

Upto 50 Students Six subjects only i.e. English, Hindi, Informatics Practices (I.P.), Physical Education and two subjects out of Political Science, History, Economics, Maths.

51 to 75 students Seven Subjects only i.e. English, Hindi, Informatics Practices (I.P.), Physical Education and three subjects out of Political Science, History, Economics, Maths, Music, Sanskrit,

Geography, Sociology, Home Science (only in girl schools). If Science/Commerce streams is functioning in the school then either of Economics or Maths will be the seventh subject.

76 to 100 students Eight Subjects only i.e. English, Hindi, Informatics Practices (I.P), Physical Education and four subjects out of Political Science, History, Economics, Maths, Music, Sanskrit, Geography, Sociology, Public Administration, Home-Science (only in girl schools). If Science/Commerce is functioning then either of Economics or Maths will be eighth Subject.

101 and above Thereafter, the next subject shall be allotted between 101-140 in 10+1 and subsequent subject for every additional 40 students or part thereof.

Note.—If SMC wants to start a new subject beyond these norms the SMC can engage a teacher (subject to the approval of Department /Government). The expenditure to be incurred on the salary of such teacher will be borne by the SMC after observing all codal formalities. The department will not bear any liability, what so ever it be in this regard.

There shall be maximum of 12 subjects in Arts stream. Subject wise grouping in various schools will be decided by the Director of Higher Education.

3. **Starting of Science and Commerce Classes.**—If the enrolment in 10+1 is, in between 60-100 students in Non-Tribal/Non-Difficult areas and ranges between 40-60 students in Tribal/difficult areas, either of Science or Commerce class shall be started. If the enrolment persists above 100 students in 10+1 in Non-Tribal/Non-Difficult areas and above 80 students in Tribal/Difficult areas, then both Science and Commerce classes shall be started in the school. Science classes shall also be started in a school located at District, Sub-Division, Tehsil, Sub-Tehsil, Block headquarters levels only, and if there is no school within a radius of 8 Kms offering Science/Commerce classes (subject to approval of the department). However, the Science and Commerce classes, wherever these are functioning in existing schools, will continue.
4. The students of Commerce and Science stream can also opt for an optional subject from Arts stream which are being taught in that school. Similarly, the students of Arts can also opt for Economics and Mathematics as an optional subject wherever these options are available in the school.
5. All teachers (lecturers/PGTs/DPEs/TGTs/C&Vs) serving in a High/Senior Secondary School shall take 36 periods a week. They shall also be assigned at least one administrative and one co-curricular assignment.
6. These norms shall be taken into consideration for rationalization also and surplus posts shall be kept in abeyance for additional requirements of some High/Senior Secondary Schools due to rationalization or where additional requirement due to more than one section in any subject occurs.
7. There shall be post of DPEs in all the Senior Secondary Schools of Himachal Pradesh.
8. Non-adherence to these norms shall invite the disciplinary action to be taken against the concerned Principals.

2.8.4 Monthly Tests, Terminal Examinations and Annual Examination:

In each academic year, every school will hold following tests and examinations:

- (i) Monthly Tests (Minimum 4)
- (ii) Terminal Examinations (2)
- (iii) Annual Examination.

2.8.4.1 Monthly Tests:

There will be four Monthly Tests in a year of 50 marks each respectively. Each monthly test will be conducted during the subject period allotted in the weekly time table :

1st Test – Last week of May, 2nd Test- Last week of September,

3rd test – Last week of October, 4th Test- Last week of November.

2.8.4.2 Terminal Examinations:

There will be two house examinations in an academic year for all classes. The first house examination for 9th to 12th classes will be conducted in last week of June. The second house examination will be conducted in the last week of December. The progress report including mark-sheet of the house examination of the students and detail of attendance, conduct, and turnout will be sent to the parents after each examination.

2.8.4.3 Annual Examination:

Class 9th and 10+1 examination shall be conducted internally by the schools themselves in the month of March every year while Class 10th and 10+2 examinations based only on the syllabi for Class 10th and 10+2 shall be conducted by H.P. Board of School Education in all subjects.

2.8.5 Students number in Class:

The number of students in a class or section shall not exceed the number for which accommodation is available in the class room, nor shall it ordinarily exceed 60 for class 9th to 10th, and 70 in case of 10+1 and 10+2 classes. A new section should be formed only if, in the opinion of the Head of the Institution, the total number in that class justifies it on grounds of efficiency, economy, feasibility and availability of accommodation.

2.8.6 Attendance of Teachers:

To maintain regularity and discipline in schools attendance of teachers is mandatory. All the teachers will mark their attendance regularly by putting full signatures (and not initials) two times a day viz. morning and evening in the register. The teacher will also record the time of arrival in the morning and time of departure in the evening. Arrival time of late comers shall be indicated. The name of teachers shall be mentioned in the attendance register category-wise viz.: Principal, Lecturers/PGTs/TGT's/C&Vs, (including Ad-hoc, Tenure, Contract, Para, etc.). Ministerial-staff/Teachers will not leave the school premises during school hours without the permission of the Head of the Institution but only for administrative purposes. Whenever the Head of the Institution leaves station on official duties or on leave, he must make an entry in the order-book and assign the officiating duty to the next senior teacher. At the same time, he is duty bound to obtain the permission to leave the station from the competent authority well in time under proper dispatch record.

2.9 Time Table:

A class time –table for the duration of 06 hours daily for teaching 54 periods in a week, showing the routine of study for each day of the week, shall be displayed in each class room. A general time-table depicting the class wise allotment of instructional work to each teacher will also be displayed in the Office of the Head of the Institution/Staff room. While framing the time table specific mention will be made for Science Practical, ICT, Library, Physical Education and co-curricular activities. Two periods of Co-Curricular Activities be kept together for the whole school either on Thursday or Saturday to be decided by the concerned Head of the Institution.

2.10 Students Attendance/Registration:

- (i) The roll call be taken at the time when the school starts, and again at the beginning of the second half after recess. No column should remain blank in the students' attendance register and after the roll call attendance of late comers should not be marked. If in any case, a student after coming to school has to leave the class/school due to sickness or some other reasons and his presence is less than two hours on that particular day, in that event his presence be cancelled and specific reasons for leaving the school be shown in the attendance register.
- (ii) Correct admission number should be entered in each class attendance register to avoid complications while issuing School Leaving Certificates. This must be got checked once in a year by the Head of the Institution and every month by the teacher responsible for the checking of the register.

2.11 Fine for Absence:

Fine for the absence will be as per government instructions issued from time to time. Name of a student, in any government school, who is absent without leave for ten consecutive school days or is continuously on sick leave for three calendar months, shall be struck off the rolls and he shall not be re-admitted without production of medical fitness certificate by the competent authority and on payment of re-admission fee as per rates applicable.

2.12 Late Fee Fine:

A late fee fine at the rates as applicable from time to time shall be charged from students. If the dues remain unpaid for ten consecutive school days, the student's name will be struck off the roll for non-payment of dues. However, the name of a student will not be struck-off during vacation period and can be struck-off if the dues are not paid up to ten days after reopening of the school.

2.13 Leave and Attendance:

Leave of absence may be granted by the Head of the Institution and also by the class teacher (subject to maximum of three days by class teacher) on written application duly signed or attested by the parents /guardian. Long leave absence except in case of illness be discouraged. The students who are absent from the institution continuously for ten days without permission from Head of the Institution, the parents of such students will be personally contacted/called by the Head of the Institution.

2.14 Monitor:

A student on the basis of his/ her overall performance (academic and others) in the previous class will be nominated by the class teacher/class to act as monitor. However, it is desirable with a motive to inculcate more leadership qualities amongst deserving top students, duties of monitor be

assigned on rotation basis after every two months. Definite duties should be assigned to him/her in connection with the discipline and proper working of the class. He/ she should be given due regard also.

2.15 Payment of Dues :

2.15.1 For 9th and 10th classes :

All the school dues viz. tuition fee, boarding house fees, science fund, other funds and fines etc. must be paid simultaneously by the 10th of the month for which they are due, if it is a holiday on 10th or for a number of days including 10th, fees without late fee shall be realised at the rates as prescribed by the government from time to time on the reopening of the institution. Fine shall be levied for each day after the 10th till the dues remain unpaid. If the dues, together with the fine or fines imposed are not paid in full by 20th of the month for which they are due, the names of the defaulting students shall be struck off the rolls and he/she shall not be re-admitted until all school dues, including re-admission fee are paid. Provided that the holidays intervene immediately after the 10th, late fee fine shall be levied from the date the institution reopens and his name shall be struck off after 10 days from such reopening.

2.15.2 For 10+1 and 10+2 Classes:

All the dues from of 10+1 and 10+2 classes mentioned under para 4.3 and 4.5.2 must be realised on quarterly basis as per rules given below.

1.	For first 10 working days from the commencement of the session/quarter i.e. April/July/October/December	Without any fine
2.	For next 10 working days	With a fine of Re 1/- per day

Thereafter the name of the student will be struck off the school rolls. In case the name of the student is struck off the school rolls, Principal of the institution may allow re-admission on request with justified reason with a re-admission fee as applicable.

Note:— Admission of a student would be confirmed only after he/she submits a copy of fee receipt to the concerned class teacher.

2.16 Age Limit for Admission:

No student who has attained at the age of 18 years, in High School and 20 years in a Senior Secondary School, may be retained in the school except with the sanction of the Deputy Director of Higher Education of concerned district, for exceptional reasons e.g. if the education of the student has been unavoidably hampered as per rules applicable.

2.17 First Admission:

2.17.1 Eligibility Criteria:

Application for the admission of a student to a school for the first time in 9th Class must be filled in the candidate's own handwriting on the prescribed form along with school Leaving Certificate of 8th class from the school last attended, and signed by the parent or guardian of the child seeking admission.

The students coming from other states to seek admission in Himachal Pradesh will get their school leaving certificates countersigned by the respective District Officer of Education of concerned district of the State.

2.17.2 Admission Schedule:

- (i) In case of 9th and 10th Class the admissions will start from 1st April to 7th April every year. Regular classes will start on 8th April itself.
- (ii) The provisional admission for 10+1 and 10+2 classes in Summer and Winter Closing schools will start on “Roll On” basis w.e.f. 1st April upto 10 days without late fee. For the next 20 days Principal will be competent to admit the students with a late fee of Rs.10/-. After this no admission will take place at any circumstance. The regular classes will start from 11th April positively every year, if in case there is a holiday on 11th April, it will be next working day.

2.18 Transfer Certificate:

- (i) A student leaving one school may not be admitted to another without the production of a transfer certificate in the prescribed form, issued by the last school attended. The parents/guardians of the ward may be guided to get the School Leaving Certificate (SLC) countersigned by the Deputy Director of Higher Education of the concerned district, if he/she intends to go out of Himachal Pradesh.
- (ii) In case, the SLC is not issued during the month in which the name of the students is struck off, late certificate fee at the prescribed rate will be charged.
- (iii) When one SLC has been issued in favour of a student and duplicate SLC is demanded the prescribed fee is to be charged. The name of mother along with the name of father will be recorded in future in all educational documents e.g. admission forms, examination forms and certificates to be issued by the H.P. Board of School Education.

2.19 Eligibility for Board/Final Examination:

The Head of the Institutions are required to send the names of the students, who may desire to present themselves as candidates for departmental or School Board Examination provided that:—

- (i) They are of good conduct.
- (ii) They have attended the class preparing for the examination with minimum of 75 percent of the attendance or in the case of candidates who failed in the previous examination, 75 percent of the attendance from the 1st day of the Month succeeding that in which the results were declared. For the purpose of calculation of 75 percent attendance time frame shall be counted from the day of admission upto the day before the submission of names of the students for examinations. The names of such students may, however, be submitted **provisionally**, who failed to cover 75 percent of total attendance till the day of submission of names, but they shall forfeit the right to sit for the said public Examination in case they do not make good the deficiency in attendance, 15 days before the commencement of examination.
- (iii) The students must obtain at least 20 percent marks in each subject and 25 percent in aggregate, in two terminals and other periodical tests held in the school before the submission of the admission form, failing which he shall forfeit his right to be sent for that particular public examination.

2.20 Board Examination and Evaluation Duties:

It will be obligatory on the part of the Head of the Institution and teachers of a school to perform Examinations and Evaluation duties of the School Board as and when assigned by the H.P. Board of School Education authorities for conduct of such examinations. They will ensure fair conduct of such examinations. They will take all remedial measures in eradicating copying menace in schools as per rules framed by the H.P. Board of School Education under relevant act. No teacher will involve himself in such practices. Any dereliction of duties found on the part of Principals/Headmaster/Teachers/Ministerial staff deployed on board examination duties will make them liable for disciplinary action.

2.20.1 Training of In-service Teachers:

Training of in-service teachers is a regular phenomenon for the enhancement of skills in teaching and learning of new techniques. There are two training Institutions of the Department i.e. SCERT Solan and GCTE Dharamshala, responsible for imparting training/re-orientation/ refresher courses/seminars to the teaching and non-teaching staff working in the Department. Side by side HIPA Fair Lawn Shimla, NCERT New Delhi and Regional Institute of English Chandigarh, CCRT Hyderabad and all other training institutes in State/Country also conduct trainings programmes from time to time. It is obligatory on the part of the head of the institution to depute the teachers and relieve the deputed teachers for training programme as and when sponsored. Further, it is mandatory on the part of Head of the Institution and every teacher sponsored by the department to attend various Training/ Seminar/Refresher and Orientation Programmes. Some time teachers refuse to attend the training on one or the other pretext. This will be taken seriously and it will come within the purview of violation of service and conduct rules.

Teachers must be made accountable to impart/transact the skill in actual class rooms situations which he/she has learnt through training.

It will be mandatory for all teachers, heads, officers, officials of the department to submit proper feedback on prescribed proforma to the Head of the Institution/District Head/Director of Higher Education being reporting officer as the case may be, stating how he/she plans to implement all that he/she has learnt during the particular training in the class room teaching/day-to-day functioning as job requirement in future in the interest of better results.

2.20.2 Analysis of Examination Results:

- (i) After declaration of annual result of each class by the H.P Board of school education, an analysis of the results will be carried within one month as follows:
 - (a) Matric and Plus two class results of board classes will be analysed by the SCERT for the State and Districts.
 - (b) Every school will analyse the results of various board classes as per data provided by the H.P Board of school education.
- (ii) The analysis of result referred to above will take into account:-
 - (a) The overall pass percentage ;
 - (b) Percentage of students scoring more than 60% marks;
 - (c) Number of students who are in top 500;
 - (d) Number of students in top 50
 - (e) Percentage of students who scored third Division.

2.20.3 Penalties for Poor Result:

- (a) Minimum requirement for entries in Annual Confidential Reports (ACRs) will be as follows:
 - (i) The entry of outstanding in ACR can be made only when the average result of all Board Classes is not less than 75 % (notwithstanding the other important parameters, too).
 - (ii) The entry of very good would require at least average result of 65% in Board Classes (notwithstanding the other important parameters, too).
- (b) Where results in a particular subject in a school is less than half of the pass percentage in the Board exams then the appointing authority will impose a penalty of withholding of one increment without cumulative effect. However, the penalty will be imposed only against the teacher who had taught that particular subject for a minimum period of nine months in an academic year with at least five students in that subject in the school.
- (c) In case where the result in a particular school continues to be less than half of pass percentage in the Board Examinations in the next academic year, then the appointing authority will impose a penalty of withholding of one increment with cumulative effect provided the same teacher continues to teach the class he has taught the class for at least nine months and the second academic year with at least five students in that subject in the school.
- (d) ACRs/Annual Performance Reports of all teachers, including the Contract Teacher are to be maintained. The Annual Performance report of Contract Teachers will be maintained by Head of the Institution and for retention of a Contract Teacher, it is necessary that the result must not be below Board's result along with an overall good conduct.

2.20.4 Maintenance of Results Record:

- (i) The School will maintain record of the results of all classes in all the mid-term examinations as well as that of final examination. The Head of the Institution shall ensure that the results are shared with the parents by sending a report card to them after the end of each quarter.
- (ii) Each school will maintain and display board showing the result of Board classes indicating therein the details of total candidates appeared, total candidates passed, Percentage of candidates scoring 60% or above marks and percentage of candidates securing less than 45% marks.

2.20.5 Holding of Meeting with the Parents of Failed Students:

- (i) All the Head of the Institutions will hold meeting with failed students along with their parents in the first month of academic session for the purpose of counselling by a team of teachers.

2.20.6 Proforma for submission of detail in r/o School Annual Result:

Proforma (A)

Detail of School Annual result in r/o Board Classes:-

Sr. No.	Class	Annual result				Pass %age of the Board	Difference	Reason for poor result along with explanation of Head of the Institution
		Total no. of students appeared	Total no. of students passed	Total no. of students failed	Pass %age of the school			
1	2	3	4	5	6	7	8	9

Proforma (B)

Detail of Lecturers/ PGT/Teachers whose annual result of Board Classes is below Board's Result in the concerned subject:

Sr. No.	Name of Lecturer/ Teacher	Board Class	Subject Taught	Result of Board class/subject taught by the teacher				Pass %age of the Board	Difference	Reason for poor result along with explanation of Head of the Institution
				Total no. of students appeared	Total No. of students passed	Total No. of students failed	Pass %age			
1	2	3	4	5	6	7	8	9	10	11

2.21 Correct Age Entry:

The Head of the Institution is required to make every endeavour to ensure that the age of a student is recorded with scrupulous accuracy on his first admission to a school and to make it clear to the parent or guardian that the date of birth once recorded will not be subsequently changed. Sometimes, it may so happen that at the time of change of standard/seeking readmission/ transfer of school the entries are wrongly made in the admission withdrawal register. If these are merely clerical errors, corrections should be made by the Head of the Institution instead of going into the whole of the procedure laid down for the change in date of birth. The case of change in the date of birth is to be treated entirely different from that of correction in the date of birth for clerical reasons.

2.22 Correction /Change in Date of Birth:

The following conditions should be fulfilled by the candidate studying in the school before the case for change/correction in the date of birth is submitted to the Head of the Institution for onward transmission to obtain the permission of the Deputy Director of Higher Education within two years after issuance of school leaving certificate. After the lapse of the stipulated period no case for change of date of birth will be entertained.

- (i) Extracts from the birth register of the student concerned showing the original date of birth including of all his brothers, sisters from the concerned Gram Panchayat /Chief Medical Officer/Municipal Council, Corporation, etc., of the area where the student

concerned and his brothers/sisters were born and the date of birth is registered. In case any child is dead, death extract from the death register relating to him/her should also be enclosed showing the date of birth/date of death.

- (ii) An affidavit of the father/guardian of the student about the actual date of birth of the student duly issued/ attested by the Executive Magistrate be furnished.
- (iii) Extract from the admission withdrawal register regarding date of birth/particulars of the student when he/she seeks admission for the first time in the first standard at primary level together with an extract of the last entry of the admission withdrawal register of the institution.
- (iv) Similar information as at serial (iii) above in respect of all the other institutions, in any case if the candidate has changed the institution(s) during the course of his studies.
- (v) An application form which is filled up by the Guardian/Father of the student at the time of 1st admission in the institution concerned.
- (vi) A statement showing detailed information (including complete postal address) of all educational institutions where the student studied from 1st class onward giving dates of admission and dates of leaving all such institutions and also in respect of all the brothers and sisters of the student be also furnished if applicable.
- (vii) Original Matriculation or equivalent certificate and other certificates in original such as Middle Standard Examination certificates, etc., in which date of birth of the student has been recorded be also enclosed.
- (viii) Detailed reasons be also explained that under which circumstances date of birth of the student in Middle/Matriculation or its equivalent certificates came to the notice of the candidate and further what steps were taken either by the candidate / Father/ Guardian to correct the actual date of birth with the concerned Issuing Authorities

2.23 Final School Certificate:

Students who complete the High/ Senior Secondary School are entitled to a final school leaving certificate. No fee will be charged for this certificate. In awarding this certificate special importance should be attached to the entry regarding conduct and character of the student and his interest in co-curricular activities.

2.24. Holidays List:

Every year, a list of holidays to be observed, shall be issued by the Government of Himachal Pradesh.

2.24.1 Vacation Schedule:

Following vacations will be observed in the educational institution in the Pradesh:-

Vacation schedule	
(a)	Summer Closing School
I	Except Kullu, Lahaul and Spiti Districts.
(i)	Monsoon break: 25 th June to 30 th July. 36 days

(ii)	Festival Break Starting from two days before Diwali upto six days	6 days
(iii)	Winter break 7 th January to 16 th January	10 days
	Total..	52 days

II	For Kullu District:	
(i)	Monsoon break: 20 th July to 10 th August.	22 days
(ii)	Festival Break Starting from one day before Dussehra upto six days	06 days
(iii)	Winter break 1 st January to 24 th January	24 days
	Total	52 days

III	For Lahaul and Spiti:	
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(i)	Summer Break 17 th July to 27 th August	42 days
(ii)	Dussehra Break Starting one day before Dussehra upto 10 days days	10 days
	Total..	52 days
(b)	Winter closing schools:	
(i)	Monsoon Break : 27 th July to 10 th August	15 days
(ii)	Festival Break : Two days before Diwali upto 6 days	6 days
(iii)	Winter Break : 1 st January to 31 st January	31 days
	Total..	52 days
(c)	Vacation Schedule for Kinnaur, Pangi and Bharmour (Tribal areas)	As in winter closing schools.

2.25 Proper Management of Offices in Educational Institutions:

- (a) Under various Acts and rules framed by the Government, all Public Servants are accountable for their officials actions. Government of H.P. Department of Personnel (Administrative Reforms) has brought out a 'Office Manual' for proper management of all Government offices including offices in the Educational Institutions. The duties of all officers/officials have specifically been defined in the said Manual. For proper management of offices, the Office Manual lays down the essential procedure for efficient paper work management i.e. processing, handling and control of official papers. All officers / officials may ensure the implementation of Rules and Regulations as envisaged in the said manual in letter and spirit. For detailed information the official website www.himachal.nic.in/ar can also be checked.
- (b) **Duties of Part Time Water Carriers in the Education Institutions.**— Elementary Education Department vide notification No. EDN-C-B(2)35/2006 dated 25th July 2011 has framed the recruitment scheme for appointment of Part time Water Carriers in the Schools of Education Department (Elementary and Higher Education). In the said notification, the Job Profile of the Part Time Water Carriers have also been defined, which is as under:—
- (i) Availability of safe drinking water to the students.
 - (ii) Maintenance of cleanliness and hygienic conditions in the school premises, class rooms and associated building of the school.

- (iii) Any other school related miscellaneous job assigned by In-charge of the school, School Management Committee.

2.26 Misbehaviour:

Misbehaviour should be understood to include unpunctuality, irregular attendance, idleness, use of bad language and slovenly habits as well as breach of school rules and moral delinquencies.

2.27 Moral Instructions:

The students in their debates and declamation during Morning Assembly/Co-curricular activities will be given such topics which ultimately counts in personality and all round development of students. Head of the institution/a teacher on rotation basis should address the students on the topics of moral education in such a way that students learn to shoulder their duties towards self, society, nation and neighbours. They should appreciate the cultural values of others, such as equality, friendship, cordial relationship, good manners, honesty, kindness, non-violence national integration and simplicity. While celebrating national and other days in school they must be given topics about human values, leadership quality and value for national/ civic property. For inculcation of truthfulness and tolerance/ endurance etc. the teacher will have to be role model. Students with such personality traits be given every opportunity to exhibit their qualities and potential. In morning assembly and on the day of annual prize distribution function the activities of such students be also highlighted so that they may set up an example for the other students also.

2.28 Cleanliness and Personal Hygiene:

- (i) For good hygiene, cleanliness leads a vital role and the students must be aware of their personal hygiene and ensure cleanliness for good health and healthy mind.
- (ii) For healthy and eco friendly environment the cleanliness of school campus and its surrounding be also ensured.
- (iii) Head of the institution/ class in-charge/other teachers will instruct the students on matters relating to personal hygiene and cleanliness of the students.

2.29 Smoking and Intoxicants:

Since like other public places the school campus is also declared “No Smoking Zone”. A board exhibiting “Tobacco Free School” will be displayed on the boundary wall outside the main entrance. The use of tobacco or intoxicants by staff and students is strictly prohibited in schools. It is the duty of Head of the Institution and teachers to see that these instructions are implemented in its true spirit and **they themselves set good examples before the students**. The Head of the Institution shall display and exhibit a board at a conspicuous place outside the premises, prominently indicating that sale of cigarettes and other tobacco products in an area within radius of 100 yards of Educational institution (100 Yards shall be measured radially starting from the outer limit of the boundary wall or fence as the case may be of the Educational Institution) is strictly prohibited and i.e. an offence punishable under sec-24 of the Act with a fine which may extend to Two Hundred Rupees. Every Head of the Institution is duty bound to ensure the implementation of these instructions. He/she will take necessary steps by involving local administration/ SMC for ban on such items. Failure to take such steps will make him/her liable for disciplinary action under rules. Drugs peddlers in the vicinity of schools should be identified and reported to the nearest Police Station.

The steps to be taken to check the menace of drug abuse among students are as under:—

1. The Head of the Institution should inform all teachers and students about the ill effect of drug abuse.
2. SMCs in all schools should be made aware of drug abuse.
3. Awareness campaign should be organised in schools about drug abuse at least once in a week preferably on Saturday.
4. The leave applications of students must be applied/duly signed by the parents.
5. The students who continuously remain absent for a period of 3-4 days, the parents of such students will be personally contacted/called by the head of the institutions.
6. Strict vigilance may be kept on the school canteens as it is suspected that some of the canteens may also be supplying drugs/substances to the students.
7. The parents and the teachers meeting will be organized by the institution.
8. Counselling of students about the menace of drug abuse be also done.
9. Open discussion may be carried out with the students in Class rooms/Morning Assembly regarding menace of drug abuse of any kind i.e. use of tobacco in any form, inhaling of white fluid, chalk, boot polish or any other intoxicants etc.
10. To organize rallies by volunteer of NSS, NCC and Bharat Scouts Guides Units from time to time preferably during celebration of days.
11. Organize declamation contest during celebrations of days and prizes be given to students out of student's funds.
12. Constant vigil to be kept on the students while they are in canteen or toilets by paying surprise visits.
13. Whole of the staff including non-teaching staff may also be made the part of the campaign.
14. An undertaking be taken from all the students at the time of admission (duly counter signed by the parents only) that they shall not be involved in such an activity, failing which they are liable for action which might result in cancellation of admission.
15. A Complaint Box be installed in the school campus inviting suggestions to stop drug abuse, information about drug addicted students so that without divulging the information, counselling of such students could be carried out.
16. Meeting with shopkeepers of surrounding areas (100 mtrs. distance) with the emphasis not to sell the tobacco products and any other intoxicants in any form to the students.
17. The Head of the Institution will also act as Challan Officer under COTPA, 2003 to impose a fine on any one violating the provisions of the Act. Proper receipt books/ records are to be maintained for this purpose.

2.30 Physical Education:

2.30.1 Activities:

Physical Education and Sports is an integral part of education. In order to inculcate all round development of personality of the students, the following activities pertaining to Physical Education/Sports and recreation to be taught and implemented in the school to students of 6th to 12th class:—

- (a) **Indigenous Activities.**— Conduct of Morning Assembly, Drill, Marching, Mass PT, Aerobics.
- (b) **Recreational Activities.**—Action songs, Marching songs, Folk Dances, Debate, Poem recitation, Declamation, Quiz, Instrumental/Vocal Music, Patriotic Songs, Skits/ One act plays and Bal-Sabha.

- (c) **Games and Sports.**—Football, Hockey, Volleyball, Basket Ball, Kabaddi, Kho-Kho, Badminton, Wrestling, Boxing, Table tennis, minor games and other games as per District/State level competitions.
- (d) **Athletics:- Jumping.**—High Jump, long jump, Triple jump, Pole Vault jump.
Track events.—(100mtrs, 200mtrs, 4X100mtrs Relay, 800 mtrs, 1500mtrs, Cross country race).
Throwing events.—Shot Put, Discus Throw, Javelin Throw, Hammer Throw.
- (e) **Gymnastics: wherever feasible as per facilities available.**
- (f) **Yoga.**—Different Yoga Asan according to age.
- (g) **Health and Hygiene.**—Personal Health Habits and Moral Education.

2.30.2 Duties of PET/ DPE Teachers:

Periods of physical education may be clearly depicted and are to be taken by PET/DPE in the weekly class time table. The following activities of physical education/ sports and recreation are to be taught/ implemented in the schools:—

- (i) Morning assembly must have the following components of physical education:
 - (a) Drill and marching
 - (b) Prayer and community songs
 - (c) Mass PT
 - (d) Personal hygiene
 - (e) Different Acts/ Assan of yoga.
- (ii) Atleast one major game and three minor games will be adopted by the each school and will participate in sports competition with these games at various levels.
- (iii) Every DPE/PET will select the talented players for coaching and if needed they must take the guidance of District/State Association for vigorous training/ coaching.
- (iv) Games/Sports activities will be preferably carried out before and after school hours under the direction of head of the institution.
- (v) All schools must prepare/ Sing atleast three community songs and rehearse in the morning assembly.
- (vi) The school will hold regularly inter-house competition in debates, declamation, one act play, essay writing, group discussion, on the spot painting etc as compulsory part of school calendar.
- (vii) To conduct matches during Zonal /District/State Level Tournaments.
- (viii) To train/ prepare teams for various sports activities.
- (ix) To field one or two teams in Zonal /District Tournaments.
- (x) To keep record of sports achievements of the students/school.

DPE will teach Physical Education, games and sports subjects in 10+1 and 10+2 classes in addition to their other duties in the school. The PET /DPE posted in the school will be responsible for the conduct of activities mentioned above. The Head of the Institution will ensure that the activities/syllabus pertaining to Physical Education have been fully completed and will also keep brief record of achievements at different levels.

2.30.3 Responsibilities of DPEs/ PETs:

- a) While deputing/sponsoring only the girl students participating for sports events/ competitions being organised outside the school campus/District or State the

security/safety of the girl students will be ensured by deputing the female teacher(s) as Contingent- in-Charge. The female contingent in-charge will stay with the girl students. Such female teachers will ensure the safety of the girl students and for any mis-happening they will be liable for disciplinary action as per Rules.

- b) The Contingent-in-Charge deputed with the participants for any event must stay with the participants and they will ensure the safety of the participants. Where the DPE/PET of the school is appointed as games In-charge or assigned any other assignment by the department for the smooth conduct of tournaments, the participants of the school concerned shall be escorted by another teacher as In-charge.
- c) Officials accompanying the participants in tournaments will motivate and guide them to provide congenial atmosphere and ensure maintenance of proper discipline in order to discharge onerous responsibility.

2.30.4 Responsibilities of Deputy Director of Higher Education:

- a) Deputy Director of Higher Education will ensure formation/constitution of all types of committees for the smooth conduct of school games/tournaments.
- b) Deputy Director of Higher Education of the concerned district will inspect the venue of the sports event before the start of the tournaments in order to ensure the proper arrangement of tournaments and will also ensure that the stay arrangements of the participants, Contingent-in-Charges and other officials is also proper. It is further ensured that adequate toilet facility for all, especially girl participants is provided and proper Police arrangement is also made by the host institution.

2.31 Curriculum and Prescribed Text Books:

The course of study followed and the text –books used in schools shall be those authorised by the school Board/Government.

2.32 (a) Conduct Register:

The conduct register shall be in the charge of the Head of the Institution. Remarks need to be entered in this register when a student is commended for special merit/achievements in different subjects. However remarks regarding the involvement in misbehaviour /gross indiscipline must also be entered in this register. If no entry is made against the name of a student it would be presumed that his conduct has been satisfactory. The periodical report sent to the Parents should include remarks on the conduct, physical standard and regularity in attendance of the student concerned.

2.32 (b) Use of Mobile Phones:

The use of mobile phones in the class-rooms, morning assembly, school activities, Examination is strictly prohibited/ banned for both teachers and students. Head of the Institution will ensure that the instructions in this regard are carried out properly. Any instance of ringing of cell phones or otherwise disturbing studies must be strictly dealt with.

2.33 School Management Committee:

“School Management Committees” will be constituted for all the High and Senior Secondary Schools within the State of Himachal Pradesh:—

- (a) Aims/Objectives of constituting School Management Committees:
 1. Striving to achieve the objectives of enrolment, retention and learning achievement.

2. To strengthen the participation of Teachers and Parents in the School Management Committee.
3. To empower the Parent/Teacher community for taking decisions on use of various facilities, implementation of programmes and monitoring the use of school grants received from the appropriate government or local authority or any other source.
4. To increase community participation in improvement of learning achievement level of students.
5. To develop the spirit of community ownership of schools while ensuring community participation in school development and management.

(b) Constitution of School Management Committee:

1. Single School Management Committee (SMC) will be constituted for a Government High/Senior Secondary School for all classes taken together in a School.
2. All Parents, guardians and teachers of students studying in a school, whether High/Senior Secondary will be the member of SMC with voting rights to all and they will constitute the General House of the School Management Committee.
3. Head of the Institution will be the Member Secretary of School Management Committee and its Executive Committee.
4. Seventy five percent of the strength of the School Management Committee shall be from amongst parents or guardians of students, who are studying in the school.
5. The remaining twenty five percent of the strength of the SMC shall be from amongst the following persons.
 - (i) One third members from amongst the elected members of the local authority.
 - (ii) One third members from amongst teachers from the school, to be decided by the teachers of the school;
 - (iii) Remaining one third from amongst local educationists/students in the school, to be decided by the parents in the Committee.

In addition to above the following provisions have also been made by the Department for the formation of School Management Committee in High/Sr. Sec. Schools:

- (i) In case of High School, the General House of School Management Committee will also elect four additional parents of students studying in 9th and 10th class to be member of its executive committee. In addition there will be two teachers from the concerned school (other than the principal) who will be elected to be member of the School Management Committee. These numbers will be over and above the member of School Management Committee already constituted for elementary classes. Thus, presuming that there will be at least 60 students at Middle level, the Executive Committee of the School Management Committee for the High school will have one President, one Member Secretary, one Pradhan or up-Pradhan of the area, 6 parents of students from elementary classes, four parents from students of 9th and 10th class and two teachers as its members i.e. total 15 members.

- (ii) In case of Senior Secondary School, the number of parent members will be four for 9th and 10th class and four additional from 11th and 12th classes. Besides, any three teachers representing different categories of teachers within the school also be elected members for all classes. This implies that there will be maximum 20 members in the Executive Committee.
- (iii) President of School Management Committee will be a parent of any student studying in school from 6th to 12th.
- (iv) All these additional members from parents and teachers will have right to vote, both in the general house meeting as well as in the meeting of the Executive Committee. School Management Committee will also take over all the role and functions of PTA.
- (v) School Management Committee will be constituted in Senior Secondary School within 15 days from the date of starting of regular classes of 10+1 and 10+2.

Note:—Roles and functions of SMC and other activities shall also be in accordance with the provisions contained in RTE Act 2009.

2.34 Record Keeping:

Every school must keep proper record in the form of registers, files and charts to determine how well the school is contributing to students welfare and preserving educational information. The following types of registers shall be maintained broadly:

2.34.1 Cash Registers:

- (i) Cash Book [T.R.4. Treasury Rules 77(i)]
- (ii) Register of contingent charges (*T.R.29 Tr .Rules229*).
- (iii) *F.R -4 Register (Expenditure Register)*.
- (iv) Bill (Control) Register (Form T.R.28 –A)
- (v) Permanent Advance Register(Rule 90 of GFR& T.R. 502)
- (vi) Register of Advance and Recoveries.
- (vii) Events Register (Sports, Cultural & co-curricular activities).
- (viii) Treasury Challan Register.
- (ix) Register of Income Tax Recoveries
- (x) Telephone Rent Bill Register.
- (xi) Stamp Account Register.
- (xii) Acquaintance Roll Register (some time record of acquaintance are mentioned in the office copy of the bill concerned).
- (xiii) G.F.R. Ledger Book
- (xiv) Budget Control Register
- (xv) Medical Reimbursement Register
- (xvi) T.A. Bill Register

2.34.2 Other Cash Registers:

There will be one consolidated fund register for school.

2.34.3 Establishment and Class Registers, etc.:

- (i) Establishment Check Register
- (ii) Staff Attendance Register.

- (iii) Staff Casual Leave and earned leave account Register.
- (iv) Order Book
- (v) Log Book remarks Register.
- (vi) Staff/ Faculty meeting minutes Register.
- (vii) Institution Calendar Register.
- (viii) Diary Register.
- (ix) Dispatch Register.
- (x) Peon Book.
- (xi) Form of Application for admission of students in school.
- (xii) Admission and withdrawal Register.
- (xiii) Class attendance Register.
- (xiv) Terminal & Final Assessment/Examination Register.
- (xv) School Leaving register/ Transfer Certificate book.
- (xvi) Students Scholarship Register.
- (xvii) Prize Distribution Register.
- (xviii) School Statistics Register.
- (xix) General Stock Register (Consumable articles).
- (xx) General Stock Register (Non-Consumable articles).
- (xxi) Science article Stock Registers (Non-Consumable articles).
- (xxii) Science article Stock Register (Consumable).
- (xxiii) Sports articles Stock Register (Consumable/Non-Consumable).
- (xxiv) Library Book Register (Accession Register).
- (xxv) Misbehaviour, Conduct Register.

- Note.—** 1. It will be mandatory duty of Head of Institution/ Teacher In-charges to maintain all the above mentioned registers.
2. All the registers mentioned above are as per broader guidelines only. Additional registers as per requirement must be maintained.
3. Relevant Registers/Records from among these shall be kept by all middle schools also.

2.35 Half yearly review meetings for the Head of the Institutions:

It will be mandatory duty of every Head of the Institution of Senior Secondary and High School to attend every meeting of the Head of the Institutions which will be held half yearly and will be convened by the Deputy Director of the District concerned.

2.35.1	First Half-Yearly Meeting: This meeting will be convened within 30 days of the declaration of results of Board classes. The points for interaction in this meeting will be as follows and status/ Action taken on each item may be submitted during the meeting:	Second Half yearly Meeting: This meeting will be convened in the last week of October every year. The points for interaction in this meeting will be as follows:
Establishment Returns:	(i)Quarterly Submission of establishment returns along with details of sanctioned posts, filled (regular/contract/ Para/ PTA GIA) and vacancy position. (ii)Monthly report of vacancy to the DDHE	As in first half yearly meeting.
Pay Fixation	Submission of cases for fixation	As in first half yearly meeting.
ACRs	Submission of ACRs of non- teaching staff.	Submission of ACRs of teaching staff.

Information of retirees	-----	Submission of information of retirees due to retire during next financial year.																																
Up-dation of Service Books	(i) Yearly service verification of staff in the institution. (ii) Completion of Service Book –all entries falling in 1 st & 2 nd quarter to be made of the regular /retiree staff in the institution. (iii)Entry in the PMIS software & verification there after by the Head regularly as and when any change occurs. (iv)Credit of leave etc.	(i)Completion of Service Book- all entries falling in 3 rd & 4 th quarter to be made of the regular / retiree staff in the institution. (ii) Entry in the PMIS software & verification there after by the Head regularly as and when any change occurs. (iii)Credit of leave etc.																																
e-governance (e-salary, PMIS/e-service book)	(i)Regular operation of email I.D. created by the Department. (ii)Use of Departmental website.	(i)Regular operation of email I.D. created by the Department (ii)Use of Departmental website.																																
Inspections	(i) First half yearly inspections. (ii) Action taken in the inspections carried out in previous year by various officers of the department.	(i) 2 nd half yearly inspections. (ii) Action taken in the inspections carried out in 1 st half of year by various officers of the department.																																
Legislative Matters	Submission of information immediately to quarter concerned related to Legislative Matters during Vidhan -Sabha sessions.	As in first half yearly meeting.																																
Weeding out of office record & writing off of unserviceable articles.	Status on weeding out the office record as per Office Manual and writing off unserviceable articles as per provisions contained in the Himachal Pradesh Education Code, 2012, under para(12.11) of Chapter, 12 (and HPFR, 2001 Vol-I.	As in first half yearly meeting.																																
Enrolment	(i)Submission of Enrolment to the Deputy Director of Higher Education on the following proforma. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Class</th> <th>subject</th> <th colspan="2">SC</th> <th colspan="2">ST</th> <th colspan="2">OBC</th> <th colspan="2">IRDP</th> <th colspan="2">Disab- led (Cate- gory)</th> <th colspan="2">Gene- ral/ other</th> <th colspan="2">Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>B</td><td>G</td> <td>B</td><td>G</td> <td>B</td><td>G</td> <td>B</td><td>G</td> <td>B</td><td>G</td> <td>B</td><td>G</td> <td>B</td><td>G</td> </tr> </tbody> </table>	Class	subject	SC		ST		OBC		IRDP		Disab- led (Cate- gory)		Gene- ral/ other		Total				B	G	B	G	B	G	B	G	B	G	B	G	B	G	(i)Submission of education statistics: (a)Numerical Statistics (b)Financial Statistics
Class	subject	SC		ST		OBC		IRDP		Disab- led (Cate- gory)		Gene- ral/ other		Total																				
		B	G	B	G	B	G	B	G	B	G	B	G	B	G																			
Rationalisation	Rationalisation of the staff as per Govt. Instructions.	As in first year Meeting.																																
Budget	Projected budget demand for next year	Submission of Excess /Surrender statements.																																
Time Barred Cases	Submission of time barred cases.	As in first half yearly meeting.																																
Audit Objections	Preparation of reply to audit Paras and Submission of the same to quarter concerned.	As in first half yearly meeting.																																
School Funds	(i) Status of all funds and their maintenance. (ii) Status of District/ State share of funds.	As in first half yearly meeting.																																
School Hostel	Submission of enrolment of beneficiaries residing in hostel	As in first half yearly meeting.																																
Fake Certificate	Submission of information of fake certificates.	As in first half yearly meeting.																																
Scholarship	Announcement of scholarship schemes in morning assembly and collection of forms from students as per status of various schemes and submission the same to quarter concerned strictly as per stipulated dates.	As in first half yearly meeting.																																
Legal cases	Submission of report of legal cases to the Deputy Director of Higher Education immediately and speedy disposal of the same.	As in first half yearly meeting.																																

Construction and maintenance of building	(i)Submission of requirement for construction of additional accommodation and their estimates for new construction/maintenance to the Deputy Director of Higher Education. (ii) Liason with work executing agency for speedy completion of construction work.	As in first half yearly meeting.
Physical education, Bharat Scouts and Guides, NCC, Eco Clubs of CCRT, Science Exhibition etc.	(i) Selection of all students in each scheme. (ii)Preparation of Action Plan for the year.	As in first half yearly meeting.
Right to information	(i)Submission of half yearly status report to the Deputy Director of Higher Education. (ii) Submission of quarterly reports on the prescribed proformas.	Submission of quarterly reports on the prescribed proformas.
Examination results	Submission of information to Deputy Director of Higher Education on prescribed proforma immediately after declaration of results of Board classes.	-----
Implementation RMSA	Submission of status of implementation of RMSA and information with effect to activities carried out.	As in first half yearly meeting.
Competition/ Youth Parliament function	Status of organizing of Youth Parliament Functions.	As per the dates specified by the Directorate.
Any other agenda item referred Directorate/ Deputy Directorate.	As per the point emerged.	As per the point emerged.

Inspection of Schools

3.1 Inspection of School:

1. The Director of Higher Education shall be responsible for the supervision and inspection of all schools in the State.
2. For the purpose of sub-rule (1), the Director may assign all or any of the functions relating to the supervision and inspection to such officer subordinate to him, and as may be authorised by him on his behalf.
3. Every Officer, authorised by the Director of Higher Education under sub- rule (2), shall discharge his duties of supervision and inspection under the direction, control and supervision of the Director of Education.
4. The Director of Higher Education may also form a team/panel of persons with special knowledge and experience of different subjects taught in school, to carry out inspection of the schools. Since ICT Project has been launched in schools, therefore to monitor the smooth functioning of ICT Lab and Smart Class Rooms, surprise inspections of these schools will also be carried out by the Officers nominated by the Director of Higher Education.
5. The Director of Higher Education may also carry out surprise inspection through any officer authorised by him on his behalf.
6. Every inspecting officer, other than the Director of Higher Education, inspecting a school shall within 15 days from the completion of the inspection, submit a report to the next higher authorities with a copy to the concerned school and Director of Higher Education for such further necessary action and compliance , as might be deemed fit in the matter.
7. When the Director of Higher Education himself makes the inspection, he shall send a copy of the inspection note to the head of the concerned school with a copy to the Deputy Director of Higher Education of the concerned district for necessary action and compliance. He may also send a copy to Principal Secretary/Secretary (Education) for information.
8. Inspection Report.—The report of every inspection shall be made on the proforma prescribed by the department.
9. The different inspecting officer shall adhere to the following norms of inspection in an academic year :—
 - (i) The Deputy Director of Higher Education should devote one third of working days for inspections in all High Schools, Senior Secondary Schools of his district. He shall also pay surprise visit to all High and Senior Secondary schools in his district.
 - (ii) The Additional Director and Joint Director of Higher Education (School) shall inspect school as assigned by the Director of Higher Education.
 - (iii) The Additional Director and Joint Director of Higher Education (College) shall inspect all such institutions as assigned by the Director of Higher Education.
 - (v) The Additional Director (Admin.) shall inspect such institution as assigned by the Director of Higher Education.

- (vi) The Director of Higher Education may assign the inspection of office of the Deputy Director of Higher Education to any other officer as he may deem proper and report is to be submitted on prescribed proforma.

3.2 Advance Notice of Inspection to be given to School:

Except in the case of surprise visits, intimation of the proposal to carry out the regular/annual inspection of the school shall be given preferably, two weeks in advance to the Head of the Institution.

1. Every inspection shall be as objective as possible and shall be aimed at bringing about an improvement in the standard of teaching in the school.
2. While making the inspection, the following items shall be critically examined, viz:—
 - (a) Academic work *i.e.* actual teaching and its different aspects including teacher diary.
 - (b) Libraries and its service to students and teachers.
 - (c) Games and sports and their organisation.
 - (d) Co-curricular activities including NCC, NSS, Scout and Guides.
 - (e) The overall environment and interpersonal relation of the teachers among themselves with the parents of the students and the community in general.
 - (f) Administration and organisation of the school.
 - (g) Accounts of the school and their maintenance.
 - (h) The school plan and physical needs of the school.
 - (i) Discipline and punctuality in the school.
 - (j) Adherence to the rules and instructions by the school.
 - (k) National integration/emotional education/value education and other items as incorporated in the inspection programme.
 - (l) Calendar of Activities.
 - (m) Celebration of annual function.
 - (n) Publication of School magazine containing annual report of the school.
 - (o) RTI cases.
 - (p) Inspections of ICT Projects including Smart class rooms.
3. The inspecting officer shall go to each class and watch teaching in at least one class of each teacher and shall specifically note the good and bad points observed.
4. All the inspecting officers shall ensure that follow up action on report is taken promptly.
5. The Head of the Institution will have to produce all the record pertaining to school requisitioned by the Inspecting Authority.

3.3 Guidelines for Inspecting Officers:

The supervision or inspection shall:—

- (i) Aim at providing academic guidance to the teachers and help the institution in the promotion of a higher standard of education.
- (ii) Not aim at fault finding of the teachers and their work, but for providing concrete suggestions for the improvement of teaching , class work, home work and its correction ;

- (iii) Help the institution in organisation of co-curricular programmes in a manner conducive to all round development of the students and help in the co-curricular development of the school.
- (iv) Aim at imposing check on offenders from amongst the staff in respect of attendance, punctuality, discipline, overall behaviour and performance at large.
- (v) The supervising and inspecting official shall:—
 - (a) Formulate a definite plan for supervising the subject and classes of each teacher;
 - (b) Focus his attention on the teaching–learning situation and not on the teachers as a person;
 - (c) Emphasize the professional growth of the teacher by developing his/her power of self direction;
 - (d) Give the teachers requisite freedom to try out new experiments, methods and innovations in the process of teaching;
 - (e) Help the teachers to understand the role of the school, and the objectives to be achieved through the teaching–learning process in the school.
 - (f) The Deputy Director of Higher Education of the concerned district will inspect the venue of sports events before the start of tournaments in order to ensure the proper arrangement of the tournaments and will also ensure that the staying arrangements of the participants, contingent in charges and other officials is also proper. It may also be ensured that adequate toilet facilities for girl participants have been provided and proper police arrangements have been made by the host institution.
 - (g) Whether Computer Aided Teaching (CAT) and Computer Aided Learning (CAL) is being effectively used or not.

3.4 Preparation for Regular Inspection/Surprise visit:

All the Deputy Directors of Higher Education have been entrusted with the responsibility of conducting Regular Inspection of all the Senior Secondary/High Schools under their control on periodical basis. Similarly, at times the officers from the Directorate of Higher Education are also deputed to the fields with the directions to conduct all such inspections.

In view of this, all the Head of the Institution under the control of Department of Higher Education are directed that all the records regarding the activities given below (as broader guidelines only) must be maintained on regular basis and put up before the inspection authority as and when Regular Inspection/Surprise visit takes place.

- | | |
|--|---|
| i. Enrolment of students (class/subject/section wise). | ii. Time Table and Class/Teacher wise workload. |
| iii. Attendance/Leave record | iv. Results |
| v. Cash Books | vi. Updated status of school funds. |
| vii. Status of Audit Paras | viii. Service Books Records. |
| ix. Complete record of scholarship cases including the display of all schemes on the school Notice Board. | x. Record of co-curricular activities. |
| xi. Records and registers pertaining to RTI cases. | xii. Record of timely dispatch of ACRs. |
| xiii. Budget control etc. | xiv. Record of ICT/IT education being imparted alongwith Time Table. |
| xv. Display of Calendar of Activities | |

Note.—The inspection reports in each case will be submitted on prescribed proforma available on departmental website.

CHAPTER-IV

Fees and Funds

PART-I

4.1 Students Fees :

The fee and funds shall be levied in government institutions for 12 months in a year.

4.2 Admission Fees:

An admission fee shall be charged on 1st admission of a student to all government institutions.

A student whose name is struck off from the rolls due to some disciplinary measures *i.e.* on account of absence, non-payment of fee etc. or who himself withdraws his name, shall pay a fresh admission fee on his/her re-admission.

The admission fee should be charged once in the 9th, 11th and 12th class.

Note:

1. No admission fee is payable by the failed students who continued in the 9th and 11th classes as a result of their failure in the annual school examination.
2. No fresh entrance fee should be charged from the students who re-join the same school after failure in the matriculation and school leaving certificate examination.
3. No admission fee is to be charged from students coming from school under the same management.

4.3 Chart showing the detail of School Fees (Government Account) Chargeable from Students Studying in Government Schools of Himachal Pradesh:

Sl. No.	Name of Fees	9 th and 10 th Rate	10+1 and 10+2 Rate
	Annual Charges		
1.	Admission Fee	5.00	10.00
2.	Re-admission fee	1.00	10.00
3.	School Leaving Certificate fee	5.00	5.00
	Monthly Charges		
1.	Tuition Fee	-----	15.00 (Girls and persons with disability more than 40% exempted)
2.	Late Fee Fine per day	1.00	1.00
3.	Late Admission Fee upto 20 days	-----	10.00

4.4 Credit of Fees:

All government dues should be immediately realized and collection so made, be deposited immediately in government treasury, *i.e.* on the same working day.

No money should be left in the safe after the institution closes for the day. If, due to some unavoidable circumstances, something is left over from the day's collection, the head of the office

or institution should make satisfactory arrangements for its safe custody. In any case, if the safe has double locks, one of the keys should remain with the head of the office or institution.

4.5 Student's Funds:

4.5.1. Source of Income:

The students studying in the government schools in the State shall pay subscription towards student's funds as shown below, *w.e.f.* academic session 2012-13. The rate of funds, in high and senior secondary schools/classes, are as under:

4.5.2. Chart Showing the Detail of School Account Funds Chargeable from Students Studying in Govt. Schools of Himachal Pradesh:

Sl. No.	Name of Funds	9 th and 10 th Rate	10+1 and 10+2 Rate
	Annual Charges		
1.	Magazine Fund	----	40.00
2.	Identity Card Fund	10.00	10.00
3.	Furniture Repair/Replacement Fund	----	5.00
4.	Cultural Activity	----	5.00
5.	Library Security (Refundable) once only at the time of admission	----	30.00
6.	Examination Fund	75.00	100.00
	Monthly Charges		
1.	Amalgamated (Union) Fund	10.00	15.00
2.	Building Fund	5.00	10.00
3.	Science & other practical subject funds	3.00	----
	(i) Physics	--	10.00
	(ii) Chemistry	--	10.00
	(iii) Biology	--	10.00
	(iv) Geography	--	10.00
	(v) Home Science	--	10.00
	(vi) Any other Practical subject	--	10.00
4.	NCC Fund (to be charged where NCC unit is functioning)	--	1.00
5.	Scouts and Guide	2.00	3.00
6.	Sports Fund	2.00	3.00
7.	Sports Equipment Fund	2.00	3.00
8.	Absence Fine Fund	1.00 per day	1.00 per period, 2.00 per practical, 5.00 per terminal test per paper
9.	Late return of Library books	--	1.00 per book per day

Note:

1. Absence after 10 consecutive school days, name will be struck off in case of both boys and girls.
2. Under no circumstances any other fund except with the approval of the Govt. will be realized from the students and any contravention to these instructions will invite disciplinary action against the concerned Head of Institution.

3. **Use of School Hall.**—The charges/rent received from government offices and other agencies for utilizing the hall/rooms of the schools buildings in connection with the holding of examination/exhibition or cultural shows shall be credited into the Building Fund. The rent rates will be assessed by the appropriate agency viz. H.P.P.W.D., M.C. or SMCs.
4. The funds structure mentioned above is subject to change from time to time as per the directions of H.P. Govt.

PART-II

4.6 Utilisation of Funds:

All the student's funds shall be administered solely by the Head of the Institution in consultation with representatives of the staff and the students. The Head of the Institution will be fully authorized to make expenditure out of student funds upto **maximum of 90% of the amount collected during the year** according to the provisions given below after observing all codal formalities. If this limit exceeds in any case or provisions for expenditure to be incurred are not covered, the Deputy Director of Higher Education of concerned district will be authorized to accord permission to make the expenditure.

For expenditure to be incurred from each students fund there will be a committee of not less than two members notified and headed by the Head of the Institution (one member should be from concerned subject) at the beginning of session and the expenditure will be made on the recommendations of the committee.

The guidelines given below for making expenditure out of funds are elaborated, however, the Head of the Institution will be competent to make expenditure on the items not covered under a particular fund but related to that fund on the satisfaction and recommendation of the fund committee. Utilization of the funds will be with the condition that every such expenditure will have to be incurred in the overall interest of the institution with full justification of the same be obtained for record.

All the funds of the classes from 6th to 12th are to be maintained together Fund Wise under a single cash book system, however, pass books for each fund will be separate for smooth accounting of interest.

4.6.1 Sports Fund:

It will be utilized for sports/tournaments related activities viz.;

- (i) Payment of affiliation fee as demanded by district tournament committee at the scales fixed by the committee .
- (ii) Maintenance of playground.
- (iii) Travelling allowance to teams for playing matches and other sports contests.
- (iv) Payment of protest fee, or subscription to the District or State Tournament Committee and entry fees for any other tournament.
- (v) Expenses in connection with referring of matches.
- (vi) Refreshment to the players @Rs.10/- per player, during practice matches for the preparation of tournaments for six days and during tournament. The daily allowance received by the participants as per provision under article 4.6.1(xi) will be deposited in common mess by the participants for incurring expenditure on breakfast, lunch, dinner.

- (vii) Expenses in connection with participation in adventurous sports.
- (viii) 60% of the sports fund received in a year will be kept in a school for school's utilization whereas 20% each will be deposited with district and state associations for sports/tournament related activity at district/state level.
- (ix) Expenses in connection with holding sports/tournament functions.
- (x) Expenses incurred to escort students to play matches. One teacher for every 20 students should accompany the students on such occasions. For every slab thereafter the head can depute one additional member of staff provided that additional female teacher will be deputed if girls are participating.
- (xi) The number of class IV employee should be restricted to one each per team. The students may be given Rs.60/- (including journey days) per day out-of-pocket expenses when they go out to represent the school in matches or as per rules approved from time to time whichever is higher. The teacher and class IV are entitled to TA/DA at govt. rates out of the Govt. funds/ School funds (if available).
- (xii) In case this fund is insufficient for meeting out the expenditure related to sports activities the same can be meet out from the "Sports Equipment Fund".

4.6.2. Sports Equipment Fund:

It will be utilized for :—

- (i) Purchase of sports material pertaining to various games.
- (ii) Purchase of Uniform for all the players for participation in matches.
- (iii) Photographs of teams (winning teams only) at the discretion of the Head of the Institution.
- (iv) Expenditure on medical assistance to members of the sports teams when out of station.
- (v) Purchase of boxes, almirahs, racks and locks for storing sports material.
- (vi) Any other expenditure related to the fund.

4.6.3. Amalgamated Fund:

It may be utilized for any one or all of the following purposes;

(a) Cultural Activities:

- (i) The expenditure in connection with literary, social, cultural activities approved by the Head of the Institution.
- (ii) Expenses in connection with trips to places of educational and cultural interest, for mountaineering, hiking etc.
- (iii) Expenditure for sending students to compete in contests, music and dramatic contests and for taking part in any other educational activities.
- (iv) Purchase of musical instruments for students. The expenditure incurred on the purchase of records/cassettes for playing recorded music in educational institution is a legitimate charge.
- (v) TA and DA to the participants @Rs.60/- to compete in debates/declamation contest, music and dramatic contests and for taking part in other educational activities, when they are to represent the school.

(b) Expenditure on account of Library needs/purchase of Dailies:

- (i) Purchase of library books, if funds permit.

- (ii) Purchase of guidance material including testing material books, pamphlets, newsletters, magazines and other occupational information material for literature in High and Senior Secondary Schools and career counselling.
- (iii) Purchase of newspapers/magazines for the knowledge of students approved by the Director of Higher Education from time to time.
- (iv) Purchase of furniture for library use only.

(c) **Other miscellaneous expenditure out of Amalgamated Fund:**

- (i) Hire and carriage of furniture, shamianas, loudspeakers etc. and expenditure on photographs, decoration, lighting, refreshment for prize winners and guests invited to functions other than sports.
- (ii) To escort students on educational trips etc. Not more than one teacher for every 20 students should accompany students on such occasions. For every slab thereafter heads can depute one additional member of the staff provided that additional female teacher will be deputed if girls are participating.
- (iii) The number of teachers and class IV employees should be restricted to 1 each per team. The students may be given Rs.60/- (including journey days) per day out-of-pocket expenses when they go out to represent the school in contests, as per rules approved from time to time. The teacher and class IV employees are entitled to TA/DA at the Government rates out of the Government funds.
- (iv) Purchase of Stock Register, Account Books etc. for maintaining Accounts pertaining to this fund.
- (v) Purchase of Band equipments.
- (vi) Purchase of Jute matting and other items of furniture for use of the students.
- (vii) Purchase of boxes, almirahs, racks and locks for storing school articles.
- (viii) Purchase of stationery required for correspondence in connection with the different activities covered under the fund.
- (ix) Purchase of crockery for serving refreshment to students and guests. It shall not be of very expensive nature.
- (x) Expenses in connection with students functions including refreshment to students and guests not exceeding Rs.10/- per student or guest.
- (xi) Expenditure on account of beautifying the campus, laying out lawns, purchase of seed plants for School garden and also the implements required for the purpose.
- (xii) Purchase of White Boards, magnetic duster, marker for White Boards for class-room use.
- (xiii) Minor repair of Computers, Printers etc. received in school under various programmes/activities/schemes.
- (xiv) Purchase of chalks or markers for Black/White Boards.
- (xv) Engaging part time manpower for maintaining the cleanliness and hygiene of the institutional premises including class rooms and toilets as per the rates approved by the concerned Deputy Commissioner from time to time.
- (xvi) Separate dust bin for bio-degradable and non-degradable wastes.
- (xvii) Incinerates for the disposal of sanitary napkins in girls toilets.
- (xviii) Purchase of toilet cleaner, refillable liquid soap for hand-washing, phenyl etc.
- (xix) Installation and refilling of Vending Machine in female/girls toilets.
- (xx) Installation of display Board or Complaint/suggestion box as per the directions of department.
- (xxi) Beautification and flowering of campus.

(d) **Expenditure on account of medical facilities:**

- (i) Free medical aid to all the students for minor ailments and injuries.
- (ii) Medical inspection of school students.
- (iii) Weighing and measurement apparatus.
- (iv) Purchase of First-Aid Box.
- (v) Payment of allowances to part time Doctors and Dispensers as per norms fixed by Deputy Commissioner.
- (vi) Payment of Ambulance charges in case of Emergency. (For students only/Local Journey).
- (vii) Purchase medicines in consultation with the Medical Officer of the area out of this fund.

Note:

1. Institution should be equipped with vision test charts in order to check the vision of the children.
2. If a student suddenly falls sick during the school hours, or any other exigency occurs in case of any student in that case the consultation fee of the doctor who treated/checked the student and medicines prescribed, if any be realised from the amalgamated fund.
3. The part-time private medical officer and compounders will be paid at the prescribed rate (excluding vacation period) provided that the medical officer and the dispenser will attend the institution during recess and that no fee will be realized from the students for medical examination which will be conducted each year without any additional remuneration. Heads of institution will themselves be competent to appoint and sanction the Remuneration at the rates as fixed by the Deputy Commissioner of the District from time to time.

(e) **Red Cross related activities:**

- (i) Payment of fees, cost of books, clothes etc. of poor students.
- (ii) Purchase of Red Cross Buttons, First Aid boxes, First aid charts, books of first aid, home nursing and uniforms of the school cadets of ambulance and nursing divisions.
- (iii) Expenses relating to ambulance classes.
- (iv) Aid rendered to sick students in the hospital, purchase of drugs and medicines for prevention of diseases, especially in schools, money spent on sanitation of school, drinking water, food for the students, soap for washing clothes, soap for washing clothes etc.
- (v) D.D.T. and other disinfectants may be purchased for destruction of flies and mosquitoes.
- (vi) Drugs, fruits, pictures and albums may be provided for sick students in the hospitals.
- (vii) Money may be spent on preparation of albums for exchange with students of other states.
- (viii) Money may be spent on gifts for people, victims of disasters like earthquake, epidemics, floods or civil commotion.
- (ix) Small subscriptions may be given for celebration of baby week and Red Cross propaganda.

- (x) Weighing scales for measuring heights, measuring tapes and weight tables, etc.
- (xi) Indian Musical Instruments for singing parties for juniors.
- (xii) Tumblers and pitchers for summer, towels, chilumchies, jugs and soap dishes for use in schools.
- (xiv) Co-operative sales shops of books, stationery, eatables etc, for the benefit of juniors in the schools.
- (xv) Repairs to water stand posts and hand pump in schools.
- (xvi) Purchase of furniture, i.e. tables, chairs, durries and mats for holding meeting provided the funds permit.
- (xvii) Expenses on library for junior cadet parades, holiday home camps for juniors, Training Camp Courses and Junior Red Cross conferences.
- (xviii) The travelling expenses of juniors proceeding on goodwill visits to other states and abroad, provided such visits are arranged by the Red Cross.
- (xx) Manure, seeds, kassies, khurpas and other ordinary equipment bought for maintaining garden in the schools.

Note:

1. No aid in cash will be given to any student.
2. The head of institution will ensure that out of total collection during the year, not more than;
 - 10% is utilized for activities mentioned under article **4.6.3(d)**
 - 10% is utilized for activities mentioned under article **4.6.3(e)**

4.6.4 Science Fund:

- I.** This fund will be utilized on the subjects mentioned below:-
- (a) Purchase of science material, equipment, chemicals and other materials for holding science practicals.
 - (b) Setting up of gas plants, water and gas connections.
 - (c) Furniture required for the holding of science practicals.
 - (d) Science exhibitions, science clubs, scientific hobbies, clubs excursions to places of scientific importance, charts of various scientific, subjects, bones and skeleton of body.
 - (e) Any other activity/item related to holding the practicals.

II. Any Other Practical Subject:

Purchase of material, equipment and other materials for holding of practical related to the subject including Physical Education & Vocational etc.

4.6.5 Fine Fund:

This fund shall be utilized by the Heads of Institutions for giving prizes on the occasion of Annual Prize Distribution Function, National/International days viz., Republic Day, Himachal day, Independence day, Teachers Day, Mahatma Gandhi Birthday, Shiksha Diwas Children Day or any other day of national importance. Sweets may be distributed to the students on these occasions @Rs.10/- per student. Any type of fine charged from the students like special fine, absence fine, late return of library books fine etc. will be credited to this fund. The change will not be initiated until and unless ordained by way of some acts of State Govt./ Central Govt.

Late Return of Library Books:

The collection so made will be credited towards absence fine fund and expenditure will be incurred on the item mentioned there under para -4.6.5

4.6.6 Building Fund:

4.6.6.1 Constitution of the Fund:

The following income shall constitute the fund;

- (a) Subscription to the fund by the students of the Educational Institutions.
- (b) Grants/Contributions from local Bodies, Parents Teachers Associations of individuals.
- (c) Receipt from other sources.

4.6.6.2 Common Pool Building Fund:

50% of the collection of High School/Senior Secondary school in any academic year shall be reserved for being spent on the institution and shall be kept with the institution as Educational Institution Building Fund. The balance of 50% shall be remitted twice a year in the month of June and December to the Deputy Director of Education of the respective district. A separate account i.e. collection from High and Senior Secondary and account and records will be maintained by the Deputy Director of Higher Education of the concerned District. In case of tribal areas resident Commissioner of the area will open the separate account for the purpose.

The money so collected by the Deputy Director of Higher Education shall constitute the Common Pool Funds. The Funds remaining with the institution shall be called Educational Institution Building Fund.

4.6.6.3 Custody of the Fund (Institution/Common Pool):

The funds shall be in the nature of local fund deposit. The funds shall be kept in the local or nearest post office/bank in a saving account. The account shall be operated by the Head of the Institution and Common Pool Fund will be operated by the Deputy Director of Higher Education of the concerned district.

4.6.6.4 Utilization of Funds:

The Fund shall be utilized on Government owned building, rent free buildings or the buildings donated for the Educational Institutions and in the following manner :—

The fund retained by the institution to be spent on:—

- (a) White washing and painting of building and black board.
- (b) Plastering flooring and repair.
- (c) Window repair and maintenance.
- (d) Play ground and maintenance.
- (e) Other minor works as decided by the Committee. White washing will be compulsory every year.
- (f) Provision/maintenance of water supply/construction and maintenance of toilets/ boundary walls and minor electrical repairs.
- (g) For other major works the Head of institution will submit the estimate along-with drawings etc. to the Director of Education through concerned Deputy Director.
- (h) Construction of boundary wall, urinals both for male and female etc.

- (i) Electrification of class-rooms and minor repairs.
- (j) Purchase of Solar lantern or lamps to adopt eco-friendly non-conventional sources of energy and availability of light during failure of electricity.
- (k) Purchase of water storage tanks according to students strength and installation of Water Purifier in main supply.

4.6.6.5. Building Fund Committee:

Every Govt. Educational Institutions shall have a “Standing Building Fund Committee” at the local level and it will decide about the executing agency. The building fund committee will be constituted for two financial years. Every Head of educational institution shall notify the committee at the beginning of Academic session.

Constitution:-Building fund committee shall consist of the following:

IN CASE OF HIGH/ SENIOR SECONDARY SCHOOL

- | | |
|--|-------------------------|
| (i) Headmaster/Principal. | <i>Chairman</i> |
| (ii) Chairman of the B.D.C. or his nominee from B.D.C. in case of rural school and President of Nagar Panchayat or his Parishad nominee from Nagar Panchayat/Parishad in case of urban school. | <i>Member</i> |
| (iii) Junior Engineer/Engineer Municipal committee of Development Block or a Retd. Engineer/JE. | <i>Member</i> |
| (iv) Pradhan of local Panchayat in case of rural area school and President of the urban local body or a member from urban local body nominated by him in case of an urban school. | <i>Member</i> |
| (v) Donors who contribute over Rs.2000-5000/- in particular year. | <i>Member</i> |
| (vi) President, School Management Committee. | <i>Member</i> |
| (vii) One Senior Teacher. | <i>Member Secretary</i> |

4.6.6.6 Common Pool Fund Committee:

A separate committee will be constituted by the Dy. Director of Higher Education concerned Committee for High/Senior Secondary Schools to be called “Secondary Schools Common Pool Fund Committee” as given below and it will be constituted for a period of two financial years with the approval of Director Higher Education.

- | | |
|--|-----------------|
| 1. Dy. Director of Higher Education (Concerned District) | <i>Chairman</i> |
| 2. Senior Most Principal | <i>Member</i> |
| 3. A Senior Lecturer/PGT, Representative to be nominated by Dy. Director of Higher Education (for a period of two financial years) | <i>Members</i> |
| 4. Section Officer Accounts of concerned District. | <i>Member</i> |

5. XEN/S.D.O. Civil Works/J.E. Civil Works of concerned Distt./area. *Member*
6. President Municipal Council/Nagar Panchayat, Chairman/BDC/ Pradhan Gram Panchayat. *Member*
7. One reputed educationist of the area to be nominated by Deputy Director of concerned District *Member*
8. Principal of the concerned school. *Member Secretary*

4.6.6.7. Meeting of Institutional Common Pool Fund Committee:

The Committee shall meet as frequently as possible but there should not be a gap of more than six months between the two meetings.

Quorum.—Simple majority of the total membership. If it is not possible, the meeting will be adjourned for half an hour and after that those present will constitute the quorum.

A copy of the proceedings of the meeting of the institutional building fund committee be sent to Deputy Director of Higher Education for information. The Dy. Director of Higher Education will also send the proceedings of the meeting to Director of Higher Education in respect of Common Pool Committee.

4.6.6.8. Supersession:

If the Deputy Director of Education is satisfied that the building fund committee of the school is not functioning satisfactorily, he may for reason to be recorded in writing, supercede it for that financial year. In this eventuality the Dy. Director of Higher Education will constitute an *ad hoc* committee as per the rules specified in these building fund rules for school.

4.6.6.9. Power of the Institutional Common Pool Building Fund Committees"

The committee shall approve and sanction works. They will also decide the executive agency for each work. The committee shall also suggest ways and means of utilizing the balance from the building fund wherever available.

The Committee of the institution will have power to be spend as follows in respect of Educational Institution building fund.

Sl. No.	Schools	Sanction work upto
1.	High School	1,00,000/-
2.	Sr. Sec. School	2,00,000/-

In case of schools Dy. Director of concerned District will have full powers, for expenditure beyond the limits prescribed above.

In case of common pool fund, concerned Deputy Director of Education will have full powers for schools.

4.6.6.10. Detailed Instructions and Accounting Procedure:

Expenditure out of the Educational Institutions building fund shall be incurred by the High/Senior Secondary Schools under the overall supervision and control of the concerned committee after it has been sanctioned. As soon as the work completed, a completion certificate, shall be recorded by the Chairman of the Building Fund Committee to ensure that the work has been satisfactorily executed in accordance with sanction estimates and other terms and conditions. Vouchers of the expenditure incurred shall be arranged under the following sub heads on the completion of work:—

- i. Labour charges (Muster Rolls-wise/Contractor's bill wise).
- ii. Cost of material.
- iii. Cost of carriage.

Total: (i+ ii + iii)-----

Vouchers of the expenditure incurred shall be verified by the executing agencies, these will be kept in record by the head of the institution after completion of the work in one or two or more stages as may be decided by the committee of the concerned institution which is supervising the work. The head of institution may give an advance to the executing agency before starting of work but this advance amount shall not exceed 25% of the sanctioned amount. Thereafter payment shall be made to the executing agencies, in instalments and instalment will be linked with progress of the work. 25% of the total payment shall be paid to the executing agencies as final payment only on the completion of the work to the satisfaction of the committee. Social audit will be got done by the head of the institution by committee consisting of three members nominated by the Pardhan of the Panchayat/President urban local body of the area in which the institution is located. This audit will be completed within one year of the completion. Record can be destroyed after five years of completion of audit.

In case of Common pool fund the work may be got executed by Deputy Director of Higher Education through any executing agency including Institution Building Fund Committee to be decided in the Common Pool Fund Committee. Funds are to be released as in the case of institution building fund committee. Accounts and records duly verified by the executing agencies will be maintained by the concerned Deputy Director of Higher Education. Social audit will be done by the committee within a year of completion of work. The audit committee shall consist of three members to be nominated by Deputy Director of Education one each from amongst prominent citizens, social workers and a person having knowledge of accounts for Schools. Records can be destroyed after 5 years of the completion of Audit.

4.6.6.11. Repeal and Saving:

The Government of Himachal Pradesh Educational Institution Building Fund Utilization Rules, 1990/1994/1998/2003 are hereby repealed. With standing such repeal anything done or any action taken under "The Government of Himachal Pradesh Education Institution Building Fund Utilization Rules, 1990/1994/1998/2003 shall be deemed to have done or taken under these rules.

4.6.7 Magazine Fund:

No subscription as magazine fund is to be levied from students studying in 9th and 10th classes. The magazine can be started on no loss no profit basis in the schools upto high standard. The expenditure in connection with the school magazine should be paid out of this Fund and the

sales proceed also credited to the fund. However from the students studying in 10+1 and 10+2 classes magazine fund shall be realized as per rates shown in para 4.5.2.

4.6.8 Cultural Fund :

This Fund is to supplement for the cultural activities enumerated under the amalgamated fund. The amount collected under this fund will be the part of the amalgamated fund and will be deposited into it. It will be utilized for the provisions stipulated in amalgamated fund.

4.6.9 NCC Fund:

It will be spent on items declared legitimate from time to time by Director of Education. The Expenditure on following items will be legitimate charge on the Fund with NCC units:—

- (a) Boxes for Storage of clothing
- (b) Disinfectants
- (c) Hiring of NCC clubs and information room
- (d) Books and periodicals in connection with NCC
- (e) Excursions
- (f) Participation in the Republic Day celebration and other ceremonial parades.
- (g) Special training for selected cadets appearing before Service Selection Board.
- (h) Prizes
- (i) All expenses including T.A./D.A. in connection with participation in NCC contests such as Drill, Shooting competitions.
- (j) Expenses for the purchase of special items such as Hunter shoes, etc. and for equipping cadets for special camps such as Advance Leadership Adventure camps etc. and for attending mountaineering course, excursions, etc.

4.6.10 Examination Fund:

Expenditure in connection with the house examination including annual examination of non-board classes for which the funds realized.

This Fund is to compensate for the expenditure to be incurred for the house examinations and annual examination of non-board classes. The expenditure on the printing of question papers, report cards and their dispatch and stationery articles for home examination and annual examination of non-board classes can be incurred out of this fund. The following guidelines shall be observed for making expenditure out of this fund :—

- (i) As a general policy, there is no need for calling of tenders for the printing of question papers.
- (ii) Quotations may however, be called confidentially, and at personal level, from at least three presses.
- (iii) When calling for quotations from different presses, a clear indication regarding the quality and size of papers, the type of print and the language/languages in which the question papers are to be printed, should be given so as to make possible a comparative appraisal of the quotations.
- (iv) Auditors should not insist on calling of tenders in respect of printing of examination papers in schools as secrecy is required to be maintained.

4.6.11 Identity Card:

The amount collected will be spent on printing of identity cards and other stationery articles required for this purpose. Every student will be issued identity card which should always be worn by the students.

4.6.12 Scout and Guide Fund:

This fund will be utilized as detailed below:-

Expenditure in connection with scouting and guiding. This item should cover the following:-

- (a) Books, Magazines and other useful literature pertaining to Scouting /Guiding.
- (b) Troops Record Registers.
- (c) Affiliation Fee of the unit.
- (d) Badges and progress cards, test cards for members of the troop.
- (e) The following articles for Scout meeting, Camps Rallies and Hikes etc.
 - (i) National Flag and Scout Flag with necessary equipment.
 - (ii) Purchase /rent of Canvas/tents.
 - (iii) Camps utensils and Crockery.
 - (iv) Kassies, Shavels, Axes and Pickaxes.
 - (v) Buckets, Jugs and Electric Bulbs
 - (vi) Ground sheets and Durries.
- (f) Belts, staffs, scarves, and whistles.
- (g) Camp fee and T.A. (actual rail/bus fare) for attending camps, rallies, excursions and hikes.
- (h) Actual rail/bus fare for member scouters to attend the meetings of the District, State and All India Association.
- (i) Refreshment at the rate of Rs.10/- per head for outdoor meetings per day.
- (j) Expenses for week end camps and other camps to the tune of Rs.60/- per head per day.
- (k) Cost of material for imparting training in Camp Craft, Pioneering and First Aid.
- (l) Purchase of musical instruments for Camp Fire and Cultural performances by the troops.
- (m) Supply of two sets of uniforms to adult leaders and all sections of Scout/Guide after every two years or longer whenever necessary and steps to write off old stock of unserviceable uniform be also taken.
- (n) Out of total collection under scout and guide fund, the expenditure will be incurred as under by the school;
 - (i) 50% of the total collection during the year will be utilized on the items mentioned at (a) to (m) of this article.
 - (ii) 50% of the total collection will be deposited with the Deputy Director of Hr. Education of district concerned.

4.6.13 Furniture Repair Fund:

The fund will be utilized for the purpose of minor repairs of the furniture i.e. desks, window pans, doors etc.

4.6.14 Library Security (Refundable) Fund:

After obtaining no dues certificate, the amount will be refunded to the students. If any dues are outstanding against a student, the payment will be made after making such adjustment. Interest on securities and forfeited securities will be utilized for the binding up of library books, purchase of library books, magazines, newspapers, library furniture and any other item related to library by the head of institution on the recommendations of the a committee consisting of senior teacher/Librarian/ Assistant Librarian/ In-charge Library and students.

PART-III

4.7 Custody of the Fund:

All Students funds shall be managed by the Head of the Institution. He will be personally responsible for ensuring that the expenditure out of the fund is incurred in strict conformity with the rules and regulations governing the fund to which the money pertains and that a precise record of all the transactions of the fund is maintained. The amount realized will be deposited with a branch of the post office, any nationalized bank, in the saving account of the concerned fund, in the name of the Head of the Institution.

4.8 Power of Sanction:

- (a) (i) The Head of Institution will be fully authorized to make expenditure out of students funds upto maximum of 90% of the amount collected during the year according to the provisions mentioned in the code after observing all codal formalities. If this limit exceeds in any case, the Deputy Director of Higher Education of concerned district will be authorized to accord permission to make the expenditure.
- (ii) The Heads of the Institutions and the Deputy Director of Higher Education of concerned district should realize that the funds are held in trust by them for which they have been created and should not be utilized for any other purpose whatsoever, Expenditure out of these funds on un-authorized object will be regarded as a serious breach of the rules and the Heads of Institutions will be personally responsible for incurring expenditure on unapproved items.
- (b) The Heads of the Institutions shall have full powers in regard to writing off unserviceable articles purchased out of student's fund if the value of the articles purchased does not exceed Rs.20,000/- at one time. In all other cases the Deputy Director of Higher Education of concerned district are fully competent to accord sanction for the write off of various articles purchased out of the funds.
- (c) The amounts standing in the account of a particular fund abolished at any time under instructions of the government is to be transferred to the accounts of Amalgamated fund.
- (d) Loans from one fund to another shall be permissible in case of emergency with the approval of Deputy Director of Higher Education of concerned district.
- (e) The Deputy Director of Higher Education of concerned district is empowered to sanction expenditure on objects other than those for which a particular fund has been constituted except for furniture for which necessary sanction has to be accorded by Director of Higher Education and the fact that this has been done shall be incorporated in the order of relaxing the rules.

4.9 Maintenance of Cash Book/Accounts of Funds:

- (a) The accounts shall be maintained in accordance with the instructions issued from time to time by the department. These instructions may be amended by the Examiner Local Fund Accounts, from time to time.
- (b) The audit of these funds shall be conducted annually by or under the orders of the Examiner Local Fund Accounts, Himachal Pradesh. Audit fee will be charged at the following rates:-

For Senior Secondary Schools and High Schools: ---

- (i) Rs. 4000/- Per institution.
- (ii) School with funds including Sanchikya collection is less than Rupees One Lac per annum, the fee will be Rs. 2000/-.

(H.P. Govt. Local Audit Department NO.I-459/92-Fin (LA), Dated 10th July, 2001, 171009.)

Note:—The purchases shall be made with the sanction of the Officer empowered to incur expenditure in each case. All accounts will be kept in the same manner as the Government Accounts are kept.

- (c) In order to minimize the number of such audit objections, all important points relating to Cash Books are reproduced below for guidance:—
 - (i) Before a cash book is brought into use, its pages should be counted and a “Count Certificate” be recorded on its first page under the full signature of the Drawing and Disbursing Officer.
 - (ii) All cash transactions must be entered in the Cash Book on the date of their occurrence in chronological order.
 - (iii) All entries in the cash book should invariably be attested individually daily by Drawing & Disbursing officer after thorough check. While attesting the entries of cash received from the Funds/fee, the receipt of fee, funds, fines should be attested after check from the fee/daily collection register. The DDO must attest the corresponding entries in fee/collection register in token of having rightly carried over to the respective Cash books. In addition the entry of deposits of the fees into the Treasury on the payment side of the cash book should carefully be attested after verification from the relevant Treasury Challan.
 - (iv) All the entries of the Cash Book must be added/totalled and balanced daily whenever there are any transactions. The “detailed balance” must be clearly recorded therein.
 - (v) The Cash Book should be written neatly. No interpolation, erasure or over writing is permissible. If a mistake is discovered, it must be crossed and attested in red ink by the Drawing and Disbursing Officer concerned.
 - (vi) At the close of the month the cash in hand shown in the cash book should be physically counted and the following certificates given in the Cash Book under the signature of the Drawing and Disbursing officer:-

“Certified that the cash in hand has been counted by me on _____ and found to be Rs. _____ (Rupees) _____) which is correct/incorrect.”

Scholarship

5.1 Scholarship from Public Funds:

All scholarship paid from public funds, administered by the Department shall, in the absence of any special provision to the contrary be awarded, held and drawn only as provided in the following rules.

5.2 Award of Scholarship:

- (i) Subject to the restrictions imposed by the subsequent rules of this chapter, the award of scholarships shall be on merit and in accordance with the results of public examinations. Provided that, the application forms of the eligible students complete in all respects, shall be submitted to the concerned authority as explained in the different schemes detailed in this chapter.
- (ii) If, any candidate is unable to furnish the required certificates, the scholarship shall be offered on some terms to the next eligible candidates. But candidates, who though otherwise eligible are unable to supply the certificates, shall be designated honorary scholars in the notification of the award under these rules.
- (iii) Any such scholar will be entitled to apply for a scholarship in the event of a change in his financial circumstances bringing him within the prescribed income limits.
- (iv) The award of scholarship from State Revenue shall be restricted to the candidates whose parents are bonafide residents of Himachal Pradesh.

5.3 Alteration in Scholarship:

The amount of scholarship, the period for which it is awarded and the class of school in which it is tenable, shall be fixed and shall not be altered during the particular year of award of scholarship. In case of any alteration in the number/value/conditions pertaining to a particular scholarship scheme, it shall be publically notified in all schools of Himachal Pradesh at least three months before an award under the revised rules is made.

5.4 Close Scholarship:

The value of a close scholarship paid from public fund shall in no case exceed that of an open scholarship of the same class.

5.5 Two or more Scholarships held together:

No scholar can hold at the same time, two or more scholarships falling under para 5.16 and 5.17.

An awardee under any scholarship scheme will not be allowed to receive additional scholarship or stipend or special allowance from any other sources. In case he is in receipt of any such award, the same must be surrendered and amount received as such should be refunded before the benefit of scholarship is availed of until and unless, the donor of the endowed scholarship has expressly stipulated that the scholarship endowed by him may be so held. A scholarship paid from public fund may however, be held together with an endowed scholarship when the latter is awarded for proficiency in the same specific object and not on the general results of the examination

5.6 Period for which the Scholarship may be drawn:

Scholarship may be drawn only for the period stated below:—

- (a) Days of attendance;
- (b) Sundays, sanctioned holidays and vacations;
- (c) Days of absence without leave, if shown to be unavoidable , not exceeding ten working days in a calendar month;
- (d) Days of sick leave not exceeding ten working days at one time or not thirty working days in the school year;
- (e) Days of ordinary leave, granted by the head of the institution, for not more than ten working days at one time, or not for more than 14 working days in the school year. If the period of absence exceeds the number of working days admissible, the scholarship shall not be payable for any part of such period of absence. In case of the girls, scholarship may be drawn for absence for double the period given in (c),(d) & (e);
- (f) To the close of the month in which a public examination takes place, for which a scholar is sent up by the Head of the Institution;
- (g) Days of transit, up to the limit of one week, on the transfer of a scholarship from one institution to another not situated in the same town. Matriculation and Senior Secondary Scholarship can be drawn up to the end of the year, in which the holder has appeared in the prescribed examination and without attendance after such appearance if permitted to be absent by the Head of the Institution and middle school scholarship can be drawn up to the end of March of the year in which the holder has appeared in the prescribed middle School Examination.

5.7 Lapse of Scholarship:

A Scholarship shall lapse if it is not taken up in the school classes within a month of its award or if the scholar dies; if the scholar is absent without leave for ten consecutive school days with ordinary leave for more than one month, or with sick leave for more than three months at one time; or if the scholar, on transfer from one school to another, fails to join second institution within fourteen days of leaving the former institution or if the scholar ceases to attend a school at which the scholarship is tenable or to read the course for which it is granted and not otherwise, except when the awarding authority, is satisfied that the delay was unavoidable.

5.8 Forfeiture of Scholarship:

- (i) A Scholarship shall be forfeited for gross misconduct, laziness, or irregularity of attendance on the part of the scholar and in that case the Head of the Institution shall ensure that payment of such scholarship is discontinued to a scholar as it stands forfeited.
- (ii) A scholar who has not appeared in the annual examination due to shortage of attendance or otherwise will be debarred for payment of scholarship.
- (iii) The reasons for lapse or forfeiture shall in all cases be stated.
- (iv) The lapse or forfeiture of a scholarship shall be reported to the Director of Higher Education.

5.9 Certificates to accompany bills for Scholarship:

A certificate in the following terms signed by the Head of the Institution shall accompany all bills for scholarships:

“I hereby certify that the scholar on whose account the above amount has been drawn, has been regular in attendance and has conformed to the rules under which the scholarships are tenable”.

5.10 Transfer of Scholarship:

An application for the transfer of a scholarship from one institution to another shall be submitted together with the transfer certificate, through the Head of the Institution to which the Scholarship is to be transferred to the officer by whom the scholarship was awarded. The awarding officer after satisfying himself that the scholarship is still current shall notify the transfer to the Head of the Institution and also to the paying authority concerned and the latter will note the transfer on the award roll.

5.11 Scholarship not ordinarily Re-awarded:

When a scholarship lapses or is forfeited, it will not ordinarily be re-awarded. When, however, a scholarship which has been awarded has not been taken up or when scholarship has lapsed owing to the death of scholar, a re-award may be made at the discretion of the awarding officer or authority; the scholarship, in such cases, being tenable from the date of the re-award to the end of the period for which the scholarship was originally awarded.

5.12 Preferential claims to admission:

If, in any recognized institution maintained by Government it is found necessary in any year for lack of accommodation or teaching faculty, to refuse admission to candidates, scholars shall have preferential claim to admission over all other seeking admission at the same time.

5.13 Scholarship paid from Public Funds where tenable:

Scholarships payable from public funds are tenable in recognized institution only. It is also required in unaided schools that the tuition fees at not less than 50 per cent of the rates charged in Government School shall be levied from all holders of scholarships paid from public funds.

5.14 Scholarship holder not eligible for Concession:

Scholarship holders in general shall not be eligible for other concession but in very exceptional circumstances and that too only with the sanction of the concerned Deputy Director of Higher Education.

5.15 Detailed Instructions and Guidelines relating to Scholarships

- A. Senior Teacher" /Senior Lecturer/ will be appointed, as 'In charge Scholarship' to co-ordinate all activities relating to the implementation of "Scholarship Schemes. All the Scholarships will be disbursed in the presence of “Scholarship In-charge” and his signatures be obtained on every payment in token of his presence. This may be strictly adhered to.
- B. All the Scholarship Schemes must be displayed on 'Permanent Board' as per the notifications/format circulated from time to time. Also, repeated announcements be made during the morning assembly to apprise the students of these Schemes. Scheduled dates as mentioned must be displayed permanently/prominently.
- C. Principal of the school concerned must ensure that "All eligible students apply for grant of Scholarship in the prescribed form" and submit their cases by hand in

consolidated form through a messenger to the concerned Deputy Director of higher Education as per schedule (must be strictly adhered to) given below:—

Last date of submission of forms by students in schools to the heads of the respective institutions	15 th August
Last date of submission of application forms (in consolidated form) from schools to the Deputy Director of Higher Education. Forms of each category of Scholarship Scheme should be sent by hand through a messenger/ office clerk to the concerned Deputy Director of Higher Education.	15 th September
Last date of submission of application forms (after proper scrutiny and in consolidated form) by the Deputy Director of Higher Education to the Directorate of Higher Education through a special messenger. The application forms should be consolidated category –wise/scheme-wise in the soft copy and hard copy.	15 th October

Note.— 1. This schedule is not applicable for Post Matric Scholarship (SC/ST/OBC categories). In this case the last date for submission of scheme wise budget requirement is as given at sub-section 5.15 (H) which also must be strictly adhered to.

2. It may be noted that no scholarship forms will be entertained in any of the offices after the last date is over and the defaulters will be personally responsible for any loss caused to the student.

- D. In case an eligible student is left out due to negligence or otherwise, the Head of the Institution will be held responsible for this and the loss caused to the student will be made good out of the salary of the Head and Teacher-in-Charge. While submitting the cases of Post Matric SC/ST/OBC the payment of non-refundable fee such as Admission fee, Tuition fee, Board Examination fees paid by the students may also be taken in budget demand as the same has also to be reimbursed. Refundable deposit like caution money, security deposits will however, be excluded. No school funds will be taken in the Budget demand
- E. Head of the Institutions will issue a 'receipt' to the students who submit their application forms for scholarship under various schemes.
- F. Head of the Institutions are warned against any drawal of money for scholarship purposes from the Govt. Treasury for any other purpose. No deviation from the existing rules in terms of Marks Percentage, Category, Bonafide Himachali etc. be made.
- G. All the Principals (cluster) will convey the instructions and collect the budget demand from the High Schools under their control, well in time and submit it to concerned Dy. Director Office.
- H. Actual requirement of Budget for Post-Matric Scholarship (SC/ST/OBC Categories) will be submitted scheme-wise in consolidated form to the Deputy Director of Higher Education on or before 31st July. The Deputy Director of Higher Education of the

concerned district will submit the same to this Directorate in consolidated form, after proper scrutiny by 15th August positively.

- I. The Budget for all the Scholarship Schemes (except High School Merit Scholarship and IRDP) will be given in the shape of bank drafts. Treasury-code and DDO-code must be quoted in High School Merit Scholarship and IRDP Scholarship budgetary demand. It is directed that complete and computerized lists of the students (boys and girls category-wise/scheme-wise) will be submitted on the prescribed proforma given below:-

Proforma for Post Matric Merit Scholarship to SC/ST/OBC

(To be submitted by the Dy. Director of Higher Education)

Sl. No.	Name of the students	Father's Name	Name of the school	Class	B/G	Marks Obtained	Max. Marks	Total Amount	Acc. No.	Bank Name	IFSC-Code
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Proforma for Post Matric Scholarship to SC/ST/OBC

(To be submitted by the Dy. Director of Higher Education)

Sl. No.	Name of the students	Father's Name	Name of the school	Class	B/G	Maintenance Allowance	Fees only (fund not included)	Grand Total	Acc. No.	Bank Name	IFSC-Code
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- J. The budget-demand/names of students may also be provided through e-mail or in pen-drive along with hard copy.
- K. The Forms of Minorities Scholarship Schemes may be submitted through concerned Dy. Director of Higher Education to the Directorate of Higher Education.

Note.— Account of all the eligible students with zero balance must be opened preferably in the same Nationalized Bank (where on-line banking facility is available) nearby for all students because as the scholarships are to be paid on-line only.

In case of Incentive to SC/ST girl students for Secondary Education, the list of eligible girls be supplied in the prescribed proforma by the concerned Dy. Director of Higher Education to the Directorate through soft copy and hard copy by 15th September positively.

5.16 State sponsored Scholarship Schemes being run by the Education Department in Himachal Pradesh:

The various Scholarship Schemes to different categories of Bonafide Himachali students are being implemented by the Education Department, Himachal Pradesh to encourage them to improve their merit/performance in studies. The eligible beneficiaries must be a regular student in Govt./Govt. aided/affiliated institution in Himachal Pradesh.

1. **Dr. Ambedkar Medhavi Chattarvriti Yojna.**—The scholarship at +1 stage is given to 1000 meritorious students from SC and 1000 students from OBC categories respectively who secure 72% and above marks in their 10th class examination conducted by the H.P. Board of School Education, Dharamshala. The scholarship is

given in +2 class also to 1000 meritorious students from SC and 1000 students from OBC category who secure 72% and above marks in their +1 class examination conducted by the H.P. Board of School Education Dharamshala. The scholarship is given @ Rs.10,000/- per year.

2. **Swami Vivekanand Utkrisht Chhatervritti Yojna.**—The scholarship at +1 stage under this scheme is given to 2000 meritorious students of General category who secure 77% and above marks in their 10th class examination conducted by the H.P. Board of School Education, Dharamshala. The scholarship is given in +2 class also to 2000 students of General Category who secure 77% and above marks in their +1 class examination conducted by the H.P. Board of School Education Dharamshala. The scholarship is given @ Rs.10,000/- per year.
3. **Thakur Sen Negi Utkrisht Chhatervritti Yojna.**—The scholarship at +1 stage under this scheme is given to 100 boys and 100 girl students belonging to ST category on merit basis, and meritorious students who secure 72% and above marks in their 10th class examination conducted by the H.P. Board of School Education, Dharamshala. The scholarship is given in +2 class also to the 100 boys and 100 girls students belonging to ST category on merit basis who secure 72 % and above marks in +1 class. The scholarship is given @ Rs.11,000/- per year.
4. **Maharishi Balmiki Chattarvriti Yojna.**— The scholarship under this scheme is @ Rs.9000/- per year is given to the Bonafide Himachali girls students belonging to Balmiki Families, engaged in unclean occupation, beyond Matric to college level for studies and professional courses at the level of college situated in Himachal Pradesh irrespective of their status i.e. Govt. or Private. The concerned students must apply on prescribed proforma through their Head of the School/College/Institution along with Balmiki certificate.
5. **Indira Gandhi Utkrisht Chhatervritti Yojna for Post Plus Two.**—The Indira Gandhi Uttkrisht ChhatervrittiYojna for meritorious for Post Plus Two Courses shall be awarded to 150 students @ Rs. 10,000/-P.A. per student purely on the basis of the merit and without any income ceiling .The Scholarship will also be awarded to ten toppers each from the merit list of 10+2 Arts, Science and Commerce, supplied by the H.P. Board of School Education Dharamshala, provided they join any academic/professional stream. The Scholarship to be awarded to ten toppers from the merit list B.A./BSc./B.Com., provided they join any academic /professional stream. The scholarship will be renewed every year to the same number of students till they complete degree/course.
6. **High School Merit Scholarship.**—First "300 students" are eligible on the basis of "Merit List" of 8th class examination supplied by the H.P. Board of School Education, Dharamshala. The selected students are also given this scholarship in 10th class provided they pass 9th class completely. The scholarship is awarded @ Rs.1,000/- per year to the Day Scholars and @ Rs.1500/- per year to the Hostlers.
Note: In view of the Board exams for eighth class having been abolished, there is a proposal to prepare the merit list as per earlier norms on the basis of one written test.
7. **Rashtriya Indian Military College Scholarship.**—This award is made to the ten students who are Bonafide residents of H.P. and are studying from VIII to XII in

Rashtriya Indian Military College, Dehradun. Two students from each class are eligible for the scholarship. The amount of scholarship is Rs. 20,000/-p.a.

8. **IRDP Scholarship Scheme.**—Students belonging to IRDP families and studying in 6th to University level are eligible for this scholarship provided they are pursuing their studies in Govt./Govt. aided Institutions in H.P.

Class	Boys	Girls
9 th and 10 th	300/- p.a.	600/-p.a.
10+1 and 10+2	800/- p.a.	800/- p.a.

9. **Financial Assistance to the children of the Armed Forces Personnel killed/disabled during the different War/Operations.**—Children of Armed Forces Personnel killed / disabled in the different wars /operations are eligible for this assistance. In case of disability is below 50%, the children will get half scholarship. Application proformas are available with District Sainik Welfare Board. The Heads of Institutions are directed to get the proformas verified from the Dy. Director Sainik Welfare Board of the respective district duly filled up in all respect before submitting to the Director of Education.

Class	Boys	Girls
9 th and 10 th	300/- p.a.	600/-p.a.
10+1 and 10+2	800/- p.a.	800/- p.a.

10. **Sainik School Sujampur Tihra Scholarship.**—The students who are studying in Sainik School Sujampur Tihra and are Bonafide residents of Himachal Pradesh from class VI to XII will be given scholarship at the following rates:-

Income Range	Rate per annum
1. Upto Rs.9220 /-p.m.	Rs 18000/-
2. 9221 to 10650/-p.m.	Rs. 15000/-
3. 10651/- to 11470/- p.m.	Rs. 12000/-
4. Above Rs.11470/- p.m.	Rs. 8000/-

In addition, the students will be given dietary money @ Rs. 10/- per day per boarder for 295 messing days. Clothing allowance @ Rupees 1500/- per annum for the first year (new students) and Rupees 750/- per annum for the subsequent years (old students).

11. **NDA Scholarship Scheme.**— This is a new State Sponsored Scheme started from the year 2010-11 which will be given to the Cadets of Himachal Pradesh who are getting training at National Defence Academy Post, NDA, Khadakwasla, Pune.

12. **Protsahn Chhatervritti Yojna.**—This is a new State Sponsored Scheme started from the year 2011-12 which will be given to the students of 9th to 12th Class for continuing the studies with 80% attendance in the same month.

Distance	Rate :-
From 5 Km. to 8 Km.	200 PM (9 th 12 th)
From 8 Km. above	300 PM (9 th 12 th)

5.17 Central Sponsored Scholarship Schemes being run by the Education Department in Himachal Pradesh:

- 1. Incentive to Girl Students for Secondary Education.**—This is a centrally sponsored scheme for SC/ST girl students who take admission in 9th class after passing Middle Standard Examination from H.P. Board of School Education. Under this scheme, the girl students will have to open a Bank account with zero balance in a Bank and will intimate her account number to the Head of the Institution of the school in which she took admission in 9th class. The Head of the Institution will send the particulars of all the eligible girl students in a consolidated form along with bank account number and name of the branch to the Dy. Director of the district concerned who will further submit the list of the eligible students in the district in a consolidated form alongwith soft copy (through e.mail /pen drive) to the Directorate of Higher Education, H.P. Shimla. The girls under this scheme should not have completed sixteen years age as on 31st March of the year. The amount of incentive under this scheme is Rs. 3000/- and will be given in the shape of a Time Deposit. The amount can be withdrawn when the girl attains the age of eighteen years provided that she had studied for two years regularly in some High/Sr. Sec. School and passed the Matriculation Examination. All the girls who have passed Middle standard Examination from Kasturba Gandhi Balika Vidyalaya irrespective of caste/religion are eligible for this scholarship.
- 2. Pre-Matric Scholarship to the Children of those engaged in Un-clean Occupation (Centrally Sponsored Scheme).**—Under this scheme the scholarship will be admissible to the children of Indian Nationals who irrespective of their religion, are actively engaged in scavenging of dry latrines, and other unclean occupation i.e. tanning and flaying only which are traditionally considered 'unclean' occupations. The scholarship will be tenable only to such Institutions and for such courses up to Matric stage, which have been duly recognized by the concerned state. There will be no income ceiling for award of scholarship under this scheme. The duration of the scholarship in an academic year is 10 months. The scholarship will be awarded @ Rs.110/- per month from class 9th to 10th for day scholars and Rs. 700= per month for hostellers. In addition to this an adhoc grant of Rs.750/- p.a to day scholar and Rs.1000/- p.a. to hostellers is also admissible.
- 3. Pre-Matric Scholarship to OBC Students (Centrally Sponsored Scheme).**— Under this scheme the scholarship will be given to those students of 9th and 10th class whose parents annual income does not exceed to Rs. 44,500/- . The scholarship will be awarded @ Rs.50/- per month for day scholars, Rs. 250/- per month for Hostellers and Rs.500 per students per year one time adhoc grant is also given under this scheme.
- 4. Post-Matric Scholarship Scheme to SC Students (Centrally Sponsored Scheme).**— The SC students whose parents annual income from all sources is up to rupees two lac (Rs.2,00,000/-) are eligible for full scholarship (i.e. maintenance allowance + full fee) for all courses provided they are pursuing their studies in Govt./Govt. Aided/private recognized Institutions.

Group	Course	Monthly Rates	
		Day Scholars	Hostellers
Group I	<p>(i) Degree and P.G Level Courses (Including M. Phil, Ph.D and Doctoral research) in Medicines (Allopathic, Indian and other recognized system of medicines), Engineering , Technology, Agriculture, Veterinary and Allied Sciences, Management, Business Finance, Business Administration and Computer Applications.</p> <p>(ii) Commercial Pilot Licence (Including helicopter Pilot and Multi Engine rating) course.</p> <p>(iii) Post Graduate Diploma courses in various branches of multi engine rating) course.</p> <p>(iv) CA./ICWA/CS/I.C.F.A <i>etc.</i></p> <p>(v) M. Phil, Ph.D and Post Doctoral Programmes (D. Litt, D.Sc. <i>etc.</i>)</p> <p>(a) In existing Group II courses</p> <p>(b) In existing Group III courses</p> <p>(vi) L.L.M</p>	550	1200
Group II	<p>(i) Graduate /Post Graduate courses leading to Degree,Diploma,certificate in areas like Pharmacy (B Pharma) Nurising (B Nursing), LLB,BFS, others para-medical branches like rehabilitation, diagnostics <i>etc.</i> Mass Communication Hotel Management & Catering, Travel/ tourism / Hospitality Managment, Interior Decoration, Nutrition & Dietetics, Commercial Arts, Finacial Services (e.g. Banking, Insurance,Taxation <i>etc.</i>) for which entrance qualification is minimum Sr. Secondary (10+2).</p> <p>(ii) Post Graduate courses not covered under Group-1 e.g. MA/M.Sc./ M.Ed/ M. Pharma <i>etc.</i></p>	530	820
Group III	All other courses Leading to a graduate or above Degree (not covered in Group I & II).	300	570
Group IV	All post-matriculation level non-degree courses for which entrance qualification is High School (Class X),e.g. senior secondary certificates (class XI and XII, both general and vocational stream, ITI courses, three years diploma courses in Polytechnics, <i>etc.</i>	230	380

5. **Post-Matric Scholarship Scheme to ST Students (Centrally Sponsored Scheme).**—The ST students whose parents annual income from all sources is up to Rs.2,00,000/- are eligible for full scholarship (i.e. maintenance allowance + full fee) for all courses provided they are pursuing their studies in Govt./Govt. Aided/private recognized Institutions.

Group	Course	Monthly Rates	
		Day Scholars	Hostellers
Group I	<p>(i) Degree and P.G Level Courses (Including M. Phil, Ph.D and Doctoral research) in Medicines (Allopathic, Indian and other recognized system of medicines), Engineering, Technology, Agriculture, Veterinary and Allied Sciences, Management, Business Finance, Business Administration and Computer Applications.</p> <p>(ii) Commercial Pilot Licence (Including helicopter Pilot and Multi Engine rating) course.</p> <p>(iii) Post Graduate Diploma courses in various branches of multi Engine rating) course.</p> <p>(iv) CA./ICWA/CS/I.C.F.A etc.</p> <p>(v) M. Phil, Ph. D and Post Doctoral Programmes (D. Litt, D.Sc. etc.)</p> <p>(c) In existing Group II courses</p> <p>(d) In existing Group III courses</p> <p>(vi) L.L.M</p>	550	1200
Group II	<p>(i) Graduate/Post Graduate courses leading to Degree, Diploma, certificate in areas like Pharmacy (B Pharma) Nursing (B Nursing), LLB, BFS, others para-medical branches like rehabilitation, diagnostics etc. Mass Communication Hotel Management & Catering, Travel/tourism/Hospitality Management, Interior Decoration, Nutrition & Dietetics, Commercial Arts, Financial Services (e.g. Banking, Insurance, Taxation etc.) for which entrance qualification is minimum Sr. Secondary (10+2).</p> <p>(ii) Post Graduate courses not covered under Group-1 e.g.MA/M.Sc./ M.Ed/ M. Pharma etc.</p>	530	820
Group III	All other courses Leading to a graduate or above Degree (not covered in Group I & II).	300	570
Group IV	All post-matriculation level non-degree courses for which entrance qualification is High School (Class X), e.g. senior secondary certificates (class XI and XII, both general and vocational stream, ITI courses, three years diploma courses in Polytechnics, etc.	230	380

- 6. Post-Matric Scholarship Scheme to OBC Students (Centrally Sponsored Scheme).—**
All OBC students whose parents annual income from all sources is up to Rs.1,00,000/- are eligible for scholarship (i.e. maintenance allowance + full fee) provided they are studying in Govt./Govt. Aided/private recognized Institutions.

Group	Course	Monthly Rates	
		Day Scholars	Hosteller
Group I	<p>(i) Degree and P.G Level Courses (Including M.Phil, Ph.D and Doctoral research) in Medicines (Allopathic, Indian and other recognized system of medicines), Engineering, Technology, Agriculture, Veterinary and Allied Sciences, Management, Business Finance, Business Administration and Computer Applications.</p> <p>(ii) Commercial Pilot Licence (Including helicopter Pilot and Multi Engine rating) course.</p> <p>(iii) Post Graduate Diploma courses in various branches of multi Engine rating) course.</p> <p>(iv) CA./ICWA/CS/I.C.F.A etc.</p> <p>(v) M.Phil, Ph.D and Post Doctoral Programmes (D.Litt, D.Sc. etc.)</p> <p>(e) In existing Group II courses (f) In existing Group III courses</p> <p>(vi) L.L.M</p>	350	750
Group II	<p>(i) Graduate /Post Graduate courses leading to Degree,Diploma,certificate in areas like Pharmacy (B Pharma) Nurising (B Nursing), LLB, BFS, others para-medical branches like rehabilitation, diagnostics etc. Mass Communication Hotel Management & Catering, Travel/ tourism / Hospitality Managment, Interior Decoration, Nutrition & Dietetics, Commercial Arts, Finacial Services (e.g. Banking, Insurance, Taxation etc.) for which entrance qualification is minimum Sr. Secondary (10+2).</p> <p>(ii) Post Graduate courses not covered under Group-1 e.g. MA/ M.Sc./ M.Ed/ M. Pharma etc.</p>	325	510
Group III	All other courses Leading to a graduate or above Degree (not covered in Group I & II).	210	400
Group IV	All post-matriculation level non-degree courses for which entrance qualification is High School (Class X), e.g. senior secondary certificates (class XI and XII, both general and vocational stream, ITI courses, three years diploma courses in Polytechnics, etc.	160	260

7. **Upgradation of Merit of SC/ST Students (CSS).**—Seven students (SC-6 & ST-1) are selected on the basis of merit list of middle standard exams of HPBSE are admitted in 9th class in GSSS Sarahan (Sirmour).The Scheme is tenable from 9th to 10+2 class.
1. For fee and stationery = Rs. 2500/- per annum
 2. For boarding and lodging = Rs. 700/- per month
 3. Out of pocket allowance = Rs. 200/- per month

In addition to this a provision for the payment of Honorarium @ Rs.8000/- per annum per student is made to the teachers imparting teaching to these students.

Note.—In view of the Board exams for eighth class having been abolished, there is a proposal to prepare the merit list as per earlier norms on the basis of one written test.

8. **Merit cum Means Scholarship Scheme for Students belonging to Minority community (CSS).**—This Scholarship is for the Minority students belonging to (Muslim-13,Sikh-8,Christian-1,Budhhist- 8 ,Total =30).The annual income of the parent or guardian of the beneficiary should not exceed Rs. 2.50 Lac from all sources and student should not have less than 50% marks. Financial assistance will be given to pursue degree and/or Post-graduate level technical Professional courses from recognized institutions.
9. **Post–Matric Scholarship Scheme to Students belonging to Minority Community (CSS).**—This Scholarship will be given from XI to Phd. Level in Govt./recognized private school/college/institute including technical/vocational courses for the Minority students belonging to (Muslim, Sikh,Christian, Budhhist and Parsi).The annual income of the parent or guardian of the beneficiary should not exceed Rs. 2.00 Lac from all sources and student should not have less than 50% marks in the previous final examination. Student must pass the examination from Govt./Govt.-aided institutions.
10. **Pre-Matric Scholarship Scheme to Students belonging to Minority Community (CSS).**—This Scholarship is for the Minority students belonging to (Muslim-250, Sikh-160,Christian-20,Budhhist-160 Total –600 students).The annual income of the parents or guardian of the beneficiary should not exceed Rs. 1.00 Lac from all sources and student should not have less than 50% marks in the previous final examination. The Scholarship will be awarded for students in India in a Govt. or private School from class 1 to class 10th.
11. **Centrally Sponsored Scheme of Scholarship for College and University Students (CSS).**— This is a new CSS on the basis of (50% boys, 50% girls) implemented in the year 2008-09 through H. P. Board of School Education Dharamshala for Post plus two students who secured 80% and above marks in 10+2 class. HP Board of School Education, Dharamshala invites the application forms of eligible students and sent direct to GOI, MHRD, New Delhi.
12. **Maulana Azad National Scholarship Scheme for Meritorious Girls Students belonging to Minorities.**—This Scholarship is being given to 18 meritorious girl students belonging to Minority community (Muslim—08, Sikh-04, Christan-02, Bhudhist-04 Total=18 students) who secured 55% and above marks in Matriculation Examination conducted by the H.P. Board of School Education, Dharamshala and the family income of the student from all sources should be less than Rs. 1,00,000/-(Rupees one Lac only).The amount of scholarship will be Rs 12000/- which will be released in two installments of Rs 6000/- each. The first installment will be released after sanction of scholarship and the

second installment will be released when the student will submit proof of passing class 11th and seek admission to 12th class in the office of the institution.

13. **Inspire (CSS).**—At present the scheme is being implemented at the level of Elementary Education i.e. upto 10th class. In this regards Director, Elementary Education has issued instructions to all the Deputy Directors Higher/Elementary Education of the State.
14. **National Means-cum-Merit Scholarship (CSS).**—National Means-cum-Merit Scholarship Scheme being started by Govt. of India, Ministry of Human Resource Development Department of School Education and Literacy Secondary Scholarship Division, New Delhi. The Scheme is being implemented through Principal, SCERT, Solan

Note :- The rates/income ceiling etc. are subject to change and will be notified accordingly.

Common Application Form For all Kinds of Scholarship

(Incomplete form will not be accepted by the office)

Name of the Scholarship Scheme	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Attested Photo</td> </tr> <tr> <td style="height: 80px;"></td> </tr> </table>	Attested Photo	
Attested Photo			
Fresh/Renewal Year			
1. Name of the student (in capital letters).....			
2. Date of BirthSex(Male/Female).....			
3. Father's / Husband's / Guardian's Name(Sh. / Smt.).....Mother's Name.....			
4. Father/Mother/Guardian Occupation.....			
5. Category to which student belongs/General/IRDP/BPL/SC/ST/OBC/Balmiki/ Family in Unclean profession.....(Caste/Himachali Bonafide Certificate be attached*) Religion..... Nationality.....			
6. Permanent Home Address. Telephone/Mobile No.....			
7. Correspondence Address.....			
8. Previous Class/Semester attended.....Group/stream..... Total marks..... Marks obtainedPercentage.....(Mark sheet be attached **)			
9. Class/Course in which admitted..... Duration of Class/Course Date of AdmissionYear.....			
10. Name of the Institution in which admitted /where studying (Full Address).....			
11. Aadhar Card/Aadhar Registration No.....			
12. Registration No. of the student.....			
13. Name of the Bank ...Acc. No.(Latest Bank Statement attached ***).....IFSC Code ****			

14. Whether student is admitted against regular seat /paid Seat
15. Income of the Parents/Guardian from all sources (Certificate be attached) PA.....
16. Day Scholar/Hosteller*****.....
(Sr. No. 17 to 19 to be filled by the Directorate of Hr. Edu.)
17. Amount of Scholarship (Maintenance allowance for PMSS).....
18. Amount of non-refundable Fees only (Recommended by the competent authority*****).
19. Total Refundable amount (Sr. No. 17+18).....

Declaration

I hereby declare that all statements made in this application are true and correct to the best of knowledge and belief. Neither I am in receipt of any scholarship from any other source nor am I working anywhere. I understand that in the event of particulars /information given herein being found false or incorrect my claim for award of scholarship is liable to be rejected or cancelled and in the event of discrepancy being detected after the award of scholarship, I shall be liable to refund the entire amount of scholarship/fee with interest @ 18% and the department will be free to initiate legal action against me.

Signature of Parents/Guardian

Signature of the student

**Signature of warden
With seal**

**Signature of Principal/Head of Institution
with seal**

(In case of hostler for PMSS/IRDP)

.....
List of mandatory enclosures:-

- * Attach Caste certificate, in original duly signed by the competent authority for Post Matric Scholarship Scheme (SC/ST/OBC)/Attach Caste certificate & Bonafide Certificate for all Scholarship Schemes.
- ** Attested copy of certificate, diploma, degree etc. in respect of all/previous examination passed.
- *** Bank Statement must be attached for verification of student A/C No. & Branch name.
- **** IFSC code is must for online payment of scholarship amount in the student's A/C.
- ***** Hostel verification must be verified by the Hostel Warden in the prescribed forms.
- ***** Copy of Fees Structure and affiliation of Institution in case of Post Matric SC/ST/OBC scholarship must be attached.

.....
Receipt

Received a sum of Rs.....(Rupees.....) on account of Scholarship amount through Cheque/RTGS/NEFT. No.....Dt.....for the class in which Student studying.....and session..... from the Directorate of Higher Education, H.P. Shimla-1.

**Counter Signature of Principal/Head of Institution
with seal**

Signature of Student

Note: - One student is entitled to receive only one scholarship (which is on the higher side) in a particular session until and unless it is otherwise mentioned in the norms of a particular scheme.

APPLICATION FORM FOR PROPSAHAN CHHATRAVRITI YOJANA

Name of the Scheme **Protsahan Chhatravriti Yojana**.....Year.....

1. Name of the student (in capital letters).....
2. Date of Birth.....
3. Sex (Male/Female).....
4. Father's Name (Sh.).....Mother's Name (Smt.).....
5. Permanent Home Address.....
.....
Telephone/Mobile No.....
6. Class in which admitted.....Date of Admission.....
7. Name of the Institution in which admitted.....
8. Anticipated percentage of month wise attendance till the end of session (month wise 80% and above attendance is compulsory for this Scheme & attendance to be duly verified by the class teacher).....
.....
9. Actual distance from Permanent Home.....
10. Admissible Amount month wise.....
11. Total Refundable amount (i.e. Claim).....

Declaration :

I hereby declare that the information furnished above is true and correct to the best of my knowledge. If any information about the distance is found incorrect at any stage, I shall be liable to refund the entire amount of **Protsahan Chhatravriti** with interest @ 18% and the department will be free to initiate legal action against me.

Signature of Parents/Guardian

Signature of student

Date :

Verified by the class Teacher (with Name)
At the time of payment

Approved.
Principal/Headmaster
(With seal)

Proforma-I
(To be submitted category wise)

Estimated budget demand of (Gen./SC/ST).....students under "Protsahan Chhatravriti Yojana" for the year 2011-12 in r/o GSSS/HS.....Distt.....H.P.
DDO Code.....Try. Code.....

Sl. No.	Name of the student	Father's Name	Class	Boys	Girls	Distance in Km.	Rate	No. of Month	Total Amount
1.									
2.									
3.									
4.									
5.									
6.									

**Tentative Verification by
the Class Teacher.**

**Tentative Recommendation of
Scholarship Committee**

(Actual verification to be done at the time of payment)

- 1.
- 2.
- 3.

**Signature of Principal
(with seal)**

Proforma-II

(To be submitted category wise)

**Consolidated budget demand of (Gen./SC/ST).....students under
"Pratsahan Chhatravriti Yojna" for the year 2011-12 in r/o Dy. Director of Higher
Education.....Distt.....H.P.**

Sl. No.	Name of Schools	Try. Code	DDO Code	Boys	Girls	Total	Amount
1.							
2.							
3.							
4.							
5.							
6.							
7.							

**Dy. Director of Higher Education
Distt.....H.P.**

Physical Infrastructure

6. School Building:

6.1 General:

A school building is required to be designed properly keeping in view the requirements of the institutions. The building should be constructed on a proper suitable site that is large enough to provide for the present and future needs of the Institution. An ideal school building should be located in healthy surroundings, quiet and pleasant environment having cross ventilation, natural light and adequate sanitary arrangements. There are certain norms fixed by the department for school sites and construction of building. Every management is expected to make available the infrastructure according to these norms. Since the resources available for construction of buildings are meagre, it is not possible for Govt. alone to construct a large number of new buildings. Donations/co-operation of the local Public /Panchayat and other such arrangements will accordingly be necessary to augment the resources necessary in this regard.

6.2 Duties of the Head of the Institution regarding maintenance of Institution:

It is the duties of the Head of the Institution to ensure that every school has the following infrastructure:—

- (i) Every school must have their own land in the name of Education Department. Demarcation of land must have been done properly and Tatima and Jamabandi of school land should be available in the school record.
- (ii) Every school must have Drinking Water Facilities for students and staff of the institution.
- (iii) Toilets for teachers and students (separate for boys & girls) should be available in the institution.
- (iv) Rain Water Harvesting structure must have been built-up in the institution.
- (v) Fire extinguisher on the basis of National Building Code must be installed in the institution. The following formula must be followed for installation of fire extinguisher:—

S. No.	Total number of Students (All Students)	Total floor area of constructed infrastructure /building under regular use (in sqs. Mtrs) X	No. of compartments w.r.t. the total floor area considered 600 Sq. Mtrs. As area for one compartment. $Y = \frac{X}{600}$	Considering minimum 4 fire extinguishers per compartment. Total No. of fire extinguishers required $Z = Y \times 4$
Example:-1	200	1100 Sq.Mtrs	$Y = \frac{1100}{600} = 1.8$	$Z = 1.8 \times 4 = 7.2$ i.e. Rounded to ~7

- (i) It may be ensured that boundary wall be constructed around school land for the safety of the school properly.
- (ii) Head of the institution has to ensure that there is no unsafe structure within the school premises. All unsafe structure must be dismantled as per procedure mentioned at 6.5 of this chapter.

- (iii) Utilization Certificate of amount released by the department for the repair of school building must be supplied to this Directorate within the period of three months.
- (iv) The construction works of school must be monitored by the Head of the institution regularly and status report of work be sent to the Directorate quarterly.

6.3 Steps to be taken for the preparation of Drawings/Estimate:-.

- (i) Justification Remarks for the new construction proposal by the Head of the Institution with due approval from DDHE of the district be sent to Director of Higher Education.
- (ii) Requirement of accommodation keeping in view the land, existing accommodation and strength of the students be sent to the Director of Higher Education through Deputy Director of Higher Education concerned for approval on prescribed proforma (Proforma-A and B).
- (iii) Blueprint drawings of proposed work must be got approved from the Director of Higher Education.
- (iv) Certificate by the constructing agencies i.e. land is available and acceptance of land by the constructing agencies for the construction of proposed work must be obtained on FORM-II.
- (v) Estimate for the construction work may be submitted to the Director of Higher Education through Deputy Director of Higher Education concerned along with FORM-I & FORM-II.
- (vi) Estimate for the repair work may be submitted to the Director of Higher Education through the Deputy Director of Higher Education of concerned district along with FORM-III.

6.4 Size and Construction:

A school building shall be constructed according to the specification approved by the Education Department from time to time. Normally, a Middle school building will consist of three rooms of **8x6** meters with verandah and one office cum staff room.

High school building shall consist of a Headmaster's room, an office room for clerk, a staff room, rooms for all classes in accordance with the requirements of the institution, a science laboratory, spacious room for ICT Lab, a Library and reading room, NCC room, Scout and Guide room, a store room and a big multipurpose hall.

In Senior Secondary school, in addition to the accommodation for High school, there will be separate laboratory for Physics, Chemistry, Biology, Computer lab and sports room. The different rooms will be of such dimensions as approved by the Education Department from time to time. Science class rooms and labs are the integral part of the school building. So no separate science block will be constructed in the school campus in future.

Separate toilets for boys, girls and staff will also be provided as per requirements. Ramps and rails to be made for Children with Special Needs (CWSN) so that they may be the part of Integrated Education Disability (IED).

No school is to be made functional/taken over/upgraded unless the people of the area provide suitable accommodation for the purpose.

PROFORMA-“A”

REQUIREMENT OF ACCOMMODATION FOR GOVT SR. SEC. SCHOOL

Sl. No.	Particulars	Available	Additional Required	
(I) 1.	Class Rooms			
2.	Whether Science is functional in school or not? If yes, then Science Labs for Physics, Chemistry and Biology are available or required, if science stream is functioning.			
3.	Principal Office with toilet.			
4.	Office for Ministerial Staff.			
5.	Staff Room.			
6.	Examination Hall.			
7.	I.T. Lab. Room.			
8.	Library Room (400 Sq. Ft)			
9.	Room for Art & Craft.			
10.	Sports Room.			
11.	Chowkidar Room			
12.	Toilet for Staff (Male-1 & Female-1) 2 Nos.			
13.	Toilet for (Boys-2 & Girls-2) 4 Nos.			
14.	Boundary wall.			
15.	Additional Requirement, if any			
Note:	In addition to above requirement of accommodation for a High School may also be added. <u>Class-wise enrolment from 6th to 12th Class</u>			
(II)	Class	Boys	Girls	Total
I	6 th Class			
ii	7 th Class			
iii	8 th Class			
iv	9 th Class			
v	10 th Class			
vi	11 th Class (Arts)			
	11 th Class (Non Medical)			
	11 th Class (Medical)			
	11 th Class (Commerce)			
vii	12 th Class (Arts)			
	12 th Class (Non Medical)			
	12 th Class (Medical)			
	12 th Class (Commerce)			
17.	Land for Construction available / without hassles	Yes	No	

NOTE:- The size of class rooms should be of 8x6 meters.

PROFORMA-“B”

REQUIREMENT OF ACCOMMODATION FOR GOVT HIGH SCHOOL

S. No.	Particulars	Available	Additional Required
(I) 1.	Headmaster office.		
2.	Office for Ministerial Staff.		
3.	Staff Room.		
4.	Science Room for practical work.		

S. No.	Particulars	Available	Additional Required	
5.	Library Room.			
6.	Computer/I.T. Room.			
7.	Room for Art & Craft.			
8.	Store/Sports/NSS/NCC /Scout and Guide/ one smart room each.			
9.	Class Rooms with dimension.			
10.	Examination Hall.			
11.	Chowkidar Room			
12.	Toilet for Staff (Male-1 & Female-1) 2 Nos.			
13.	Toilet for (Boys-2 & Girls-2) 4 Nos.			
14.	Boundary wall.			
15.	Additional Requirement, if any Note: Class room size should be 8X6 sq.mts			
	Class-wise enrolment from 6th to 10th Class			
(II)	Class	Boys	Girls	Total
i	6 th Class			
ii	7 th Class			
iii	8 th Class			
Iv	9 th Class			
v	10 th Class			
(III) i	Total land of school in the name of education department (attach proof).			
ii	Land available for the construction.			

FORM No. I

Proforma for NEW construction works

1. Name of the Institution.....
2. Name of the Principal submitting the proposal for new construction work.....
3. Total land in the name of the school as per revenue record.....
4. Whether land is available for the proposed new construction (Yes/No).....
(If yes, Tatima & Parcha of site selected for new construction must be enclosed)
5. Whether land selected for new construction is free from all encumbrances.....
6. Whether drawings have been prepared & approved by the competent authority
(Yes/No), if yes name of authority be mentioned.....
7. Name of Executing Agency
8. Whether site selected for the new construction have been accepted by the executing a
agency.....
9. Brief details of new construction
10. Status of other construction work (if any) for which grants have already been released.
.....

NOTE: No case will be considered without above mentioned information on proforma and without enclosed drawings & estimates of new construction work. Please also enclose certification (on proforma) from the constructing agency.

I certify that the information given above is true and correct to the best of my knowledge and belief and as Head of Institution, I undertake to supervise the progress of the construction work and submit **status report** regularly, if grants are released. Also, this proposal is being submitted with consideration of covering the existing infrastructure gaps in the school as reported in the **SEMIS DATA (available on internet)**.

Dated:	Signature of Head of Institution With seal
<u>Countersigned by</u>	

Dated:	Deputy Director of Hr. Education (of the concerned district)
<u>APPROVED FOR CONSIDERATION</u>	
Director of Hr. Education Himachal Pradesh, Shimla.	

<u>FORM NO. II</u>	
<u>CERTIFICATION FOR ACCEPTANCE OF NEW CONSTRUCTION WORK</u> (HPPWD/HIMUDA/BDO/Any other Govt. agency)	
1.	Name of the constructing agency..... (with address).....
2.	Name of the Institution
3.	Name of the new construction work
4.	Site for the new construction work has been seen by me and is acceptable for the proposed construction work.....
5.	Brief detail of the construction work.....
6.	Estimate for the construction work amounts to Rs.....
7.	Tentative period (in months) of completion of construction work.....
8.	Status of other construction work (if any) of this institution for which grants have been released by the Govt. or any other agency.....
I certify that the information given above is true and correct to the best of my ability and on behalf of the constructing agency I undertake to start and complete the construction in time bound manner, if grants are released for the work. Also I undertake to submit status report regularly and utilization certificate within 30 days of the completion of the work.	
Dated:	Signature of the competent authority with seal (Name & address of signing authority)

<u>FORM-III</u>	
<u>Proforma for Repair & Maintenance works</u>	
1.	Name of the Institution:
2.	Name of the Principal submitting the proposal for Repair & Maintenance work:
3.	Brief detail of work.....
4.	Name of Executing Agency.....
5.	Whether building has been declared unsafe (Yes/No)
6.	Estimated Cost of the Repair work.....
7.	Status of other Repair work (if any) for which grants have already been released.
NOTE: No case will be considered without above mentioned information on proforma.	
I certify that the information given above is true and correct to the best of my knowledge and belief and as Head of Institution, I undertake to supervise the progress of the Repair work and submit status report regularly, if grants are released.	

Dated:	Signature of Head of Institution With seal
	<u>Countersigned by</u>
Dated:	Deputy Director of Hr. Education (of the concerned district)
	<u>APPROVED FOR CONSIDERATION</u>
	Director of Hr. Education Himachal Pradesh, Shimla.

6.5 Norms for Dismantling of Old and Unsafe Govt. Building:

The Govt. has fixed certain norms for dismantling of old Govt. buildings. Head of the institution has to ensure that there is no unsafe structure within the school premises-

- (i) Proposal for the dismantling of old and unsafe Govt. building should be submitted through DDHE of concerned district on the prescribed proforma along-with survey report including unsafe certificate issued by the Executive Engineer, HPPWD to the Deputy Commissioner of district.
- (ii) The Govt. has delegated the powers to dismantle the old and unsafe Govt. building to the Head of the Department and Deputy Commissioner of the concerned district vide letter No. Fin-E-1-(A)3-1/2006 dated 6-10-2010, 15-11-2010 & 18-4-2011.
- (iii) The old building/structure should be dismantled through auction in the open market, the process of auction should be done through HPPWD and the book value drawn/auction money be got deposited in the Govt. treasury.

Proforma for Dismantling of old and unsafe Govt. building

Sl. No.	Source of funding	Year of construction	Class of construction	Shelf life of building	Likely reliable material on dismantling	Total expenditure with year of completion of building	Executing agency of building	Expenditure to be incurred on account of dismantling the building	Source of funds for dismantling the building and Head of account may be mentioned	Competent authority to be declare the building unsafe and his recommendation be attached
1	2	3	4	5	6	7	8	9	10	11

6.6 Monitoring of Construction of Building/Additional Accommodation:

Education Department has spent huge fund for the construction of various new and ongoing schemes. Head of the institution may ensure to submit utilization certificate/competition report to Director of Higher Education.

The detailed information must be submitted to the Director of Higher Education on the prescribed proforma. Separate proforma sheet be used for each construction work done in Govt. Sr. Sec. Schools/ Govt. High Schools.

PROFORMA

S. No.	Name of SSS/GHS and Nature of work	Year of start of work and A.A./E.S. accorded by the Govt.	Estimated cost of the work	Amount for which A.A./E.S. is accorded by the Govt.	Total amount released till date	Total amount spent as on 31 st March of financial year	Additional /balance fund required for completion	Revised estimate submitted, if yes, mention amount & letter No. and date	Status of Work					Tentative period of time for completion of work
									Not yet started with reason	Upto 1/3 completed (1% to 33%)	Upto 2/3 completed (34% to 66%)	More than 2/3 completed (67% to 99%)	Work completed/ Handed over or not	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Date.....

Head of the Institution

(With seal)

Place.....

6.7 School Library:

Today libraries have become more and more productive in schools. Teacher's educational proficiencies and skills are refined by libraries. The teachers /students get input from the libraries. Library is a tool for formal and informal education. So the need of the hour is that our library should be more and more modernised, enriched with different subjects, Magazines, Journals, Thesis, and scientific temper. School libraries have a vital role to play. Students have to be motivated to read different books and to utilise their time to the best of their abilities.

Each school must run its library properly. There should be adequate seating space for at least 40 students at a time. Library periods must be clearly depicted in weekly time table for each class. Library room must be used only for library purpose.

Utility of libraries can be gauged from the fact that H.P. Govt. has declared all the GSSS Libraries in H.P. as Public libraries. To bridge the gap between society and the school, these libraries will be public libraries and they will remain open during vacations also. Assistant Librarian shall attend his duties on all working days from 10 AM to 5 PM. He will serve in schools during school hours and thereafter keep the library open for general public/local community up-to 5 PM. All library books should be entered in Accession Register, classified and catalogued properly. Shelving be made in such a way that five laws of library as laid down by Professor S. R. Ranganathan are observed properly.

To make libraries more popular, each institution should celebrate special library days on 5Th September and 14th November every year with book exhibitions. Various lectures on library should also be delivered on these days.

6.7.1 Library Assistant/Assistant Librarian:

Role of the school librarian.—The school librarian mainly performs four leadership roles: Teacher, Instructional Partner, Information Specialist and Programme Administrator. School librarian should assist the students in selecting books. He will also see classes as per time table allotted by the Head of the Institution.

6.7.1.1 Duties of Library Assistant/Assistant Librarian:

Library Assistant/Assistant Librarian shall:—

1. Discharge duties with utmost perfection.
2. Adhere strictly to library timings.
3. Maintain record of books, Journals, magazines, guides, CDs, microfilms *etc.* in such a way that whenever need arises, they could be available readily.
4. Do shelving of books systematically subject wise/writer wise alphabetically so as to save the time of students.
5. Ensure location of documents for ready reference.
6. Manage library in such a way that cleaning dusting of books is made properly at least once a week.
7. Verify the stock of books *etc.* physically every month and rectify the shelves daily.
8. Ensure that all students/ visitors have library cards so they can access books in the library.
9. Allow general public after school hours to read in the library up to 5pm.
10. Issue books to the students.
11. Upkeep books accounts.
12. Establish, maintain and update catalogue.

6.8 Repairs:

The school building will be maintained by the concerned agencies such as Panchyats, Education Department and P.W.D. or any Govt. Agency out of regular maintenance budget provided by the department or through building fund. Essential minor repairs will be carried out by building fund committee, to be constituted by the head of institution out of building fund available at their disposal to ensure the long life of the school building.

6.9 Hostel:

The Head of the Institution will make the hostel functional wherever exists. Every institution which enrolls boarders shall provide and maintain under efficient control suitable building for the accommodation of such boarders. The hostel shall be in a suitable locality and shall be capable of being closed to the ingress of visitors and the egress of boarders at any time.

6.9.1 Dormitories:

Dormitories shall not be less than 12ft in height and shall provide a floor space of at least 50 sq. ft. for each boarder to be accommodated with provision for adequate number of toilets/bathrooms. The dimensions of each dormitory and the number of boarders permitted to occupy it shall be plainly marked on the dormitory.

6.9.2 Hostel Warden:

The Head of the Institution is responsible for the management of the Hostel, but for each separate Hostel a Hostel Warden shall be appointed from amongst teaching staff. The Head of

Institution will appoint lady warden in all the girls hostels under the control of the institution. In eventuality of her being on leave only lady teacher should be appointed as a substitute. Being on Govt. Duty and for the welfare of female students, nobody should refuse it. In case such arrangements cannot be made, the Home Guard Department may be requested to deploy two lady constables during the period of leave of Hostel Warden.

6.9.3 Duties of the Hostel Warden:

The warden shall, under the direction of the Head of the Institution maintain discipline in the Hostel, control the menial staff and satisfy himself/herself that the hostel premises are kept in a clean and thoroughly sanitary condition. He/She will furnish a daily report of the attendance of the boarders to the Head of the Institution and will communicate at once to the Head the matter requiring his immediate attention. He/She shall frame proper rules for the guidance of the Boarders, and get them approved from the Head of the Institution. These sets of rules shall be displayed in a spacious place in the Hostel and shall be shown to the Inspecting Officer for approval at the time of annual inspection. He will also maintain First- Aid Kit for emergency.

To curb the menace of ragging in the hostel, freshly enrolled students or who are in any way considered juniors by the other students will be placed in the charge of Hostel Warden who should himself reside there. And wherein the entry of seniors and outsiders shall be prohibited before and after specified hours of the days except under the authority of the person in-charge, entry in the Hostel at other times may also be regulated.

6.9.4 Accommodation to Hostel Warden:

The warden of a hostel has to reside within the hostel and he/she is entitled to accommodation.

6.9.5 Hostel Fee:

1. The Hostel Fee in educational institution shall be charged in accordance with the rates prescribed by the Govt. From time to time which shall be deposited into Government treasury on its realisation.
2. The Hostel Fee in the schools shall be levied at the following rates:

High schools:

Boys & Girls **Rs. 10.00 Per Month (subject to change)**

Note : (i) **Fee concession is not admissible in case of Hostel fee.**

(ii) The Hostel fee for the full month should be charged from hostellers irrespective of their date of joining or leaving.

(iii) The exemption from the payment of the Hostel Fee cannot be allowed in the case of Hostellers remaining absent on sick leave for a full calendar month , if his seat is reserved for him and during his absence cannot be allowed to another scholar.

6.9.6 Hostel Security (Refundable):

All hostellers shall pay a security deposit of Rs 300/- each at the time of first entry in the Hostel refundable at the time of leaving hostel. The amount of security deposit shall be kept in saving bank account of State Co-operative Bank/ Nationalised Bank nearby. Where such facility is

not available, it may be kept in saving bank account of nearest post office. The account may be opened in the Name of Head of the Institution by designation.

6.9.7 Hostel Admission Norms:

After admitting the old hostellers, admission to a student in the Hostel will be purely on merit (Academic) basis. The first preference in the admission shall be given to that category of students to which a particular Hostel belongs. All the students who are eligible for taking admission in school shall be eligible for admission to hostel subject to the fulfillment of the terms and conditions mentioned below:—

- (i) 72% of the total seats in the particular Hostel shall be filled purely on the basis of academic merit and one seat each shall be reserved for the following :—
 - (a) Sports Persons with outstanding performance in International/National/State level.
 - (b) Cultural category (on merit).
- (ii) 3% of the total seats in the particular Hostel shall be reserved for the persons with disability (disability should be 40% or more than 40%).
- (iii) 25% of the total seats in the Hostel shall be filled up on the basis of Poverty-cum-Brilliance which can be determined on the production of BPL/IRDP Certificate issued by the competent authority (Certificate should not be older than six months).
- (iv) If the hostels seats remain vacant after exhausting the above categories (i) to (iii), then the remaining seats will be filled from remaining categories by following the roster, e.g.
 - (a) If hostel belongs to SC category then the remaining categories will be ST, OBC and General. However, from amongst the General category 5% seats shall be filled up on the basis of Poverty-cum-brilliance for which the necessary documents should be submitted by the students while seeking admission to the Hostel issued by the competent authority. (Certificate should have been issued within last six months).
 - (b) If the hostel belongs to ST category then the remaining categories will be SC, OBC and General. However, from amongst the General category 5% seats shall be filled up on the basis of Poverty-cum-brilliance for which the necessary documents should be submitted by the students while seeking admission to the Hostel issued by the competent authority. (Certificate should not be older than six months).
 - (c) If hostel belongs to OBC category then the remaining categories will be SC, ST and General. However, from amongst the General category 5% seats shall be filled up on the basis of Poverty-cum-brilliance for which the necessary documents should be submitted by the students while seeking admission to the Hostel issued by the competent authority. (Certificate should not be older than six months).
 - (d) If the hostel belongs to the General Category then admission shall be done purely on merit basis and students of all categories shall be eligible.
 - (e) If the hostel belongs to Ex-serviceman category then 50% seats shall be reserved for wards of Ex-serviceman/Defence personnel and remaining 50% seats shall be treated as General Category which shall be filled up as per the criteria given at (i) to (iii).

Other Terms and Conditions:

- (i) Head of the Institution shall have the sole power of denying admission to students on disciplinary grounds.
- (ii) At the time of admission to the hostel, one of the parents must accompany the ward and if the students have no parent alive guardian must accompany, so that undertakings with effect to anti ragging *etc.* can be taken.
- (iii) The admission to the hostel shall be on annual basis *i.e.* for one academic session and for the next year the student has to fulfil the criteria as mentioned above again.
- (iv) Any kind of misbehaviour/misconduct/indiscipline in hostel shall lead to expulsion from the hostel.
- (v) In case of involvement in ragging under definition of the “Himachal Pradesh Prohibition of Ragging Act 2009, the students shall be expelled from the hostel immediately.
- (vi) The hosteller has to follow the norms and standards fixed by the Hostel Committee/Head of the concerned institution and violation of these rules shall lead to the expulsion of student from the hostel.
- (vii) The hosteller shall have to pay the fee as prescribed by the Govt. and other expenditure towards mess charges *etc.* as fixed by the Hostel Committee from time to time.

6.9.8 Medical Attendance:

Provision shall be made for regular Medical attendance, where ever possible suitably located and well ventilated room should be available as a sick room along with a suitably furnished room for the use of the Medical Officer.

6.9.9 Utilisation of Interest on Security:

The interest accruing on security deposits should be utilised for the common good of the hostellers, equipment for Hostel common room and kitchen, utensils *etc.* on the recommendation of committee of hostellers to be constituted by the Hostel warden.

6.9.10 Hostel Committee:

The optimum use of hostel facility should be ensured by constituting the hostel committee having following members:—

- | | | | |
|-------|--|----|-----------------|
| (i) | Head of Institution | .. | <i>Chairman</i> |
| (ii) | Warden of the Hostel | .. | <i>Member</i> |
| (iii) | One Sr. Teacher | .. | <i>Member</i> |
| (iv) | SMC President | .. | <i>Member</i> |
| (v) | One eminent educationist
(to be nominated by Head of Institution) | .. | <i>Member</i> |

The hostel will be run on self financing basis if not otherwise specified and the committee will decide the charges to be charged from the hostellers under miscellaneous head if not otherwise specified for Hostel. The mess will be run on Co-operative/Contract basis and if sweeper, chowkidar, cook and helper *etc.* are required the expenditure incurred on the staff and electricity and water charges *etc.* will be met by the occupants, charging them under the Miscellaneous Fund for Hostel.

6.9.11 Norms for providing Articles/Equipments:

Norms for providing Articles/Equipments for newly constructed Hostels for SC/ST/ OBC (Boys/Girls) will be as under:—

Sl. No.	Particulars	Standard Requirements
Students Room		
1.	Cots	01 Per Student
2.	Reading Tables	01 Per Student
3.	Chairs	01 Per Student
4.	Curtains	As per requirement
5.	Dust Bins	01 Per Student
6.	Geysers for each bathroom	01 Per Student
Common Room		
1.	Chairs	25 at least
2.	T.V. Set	01
3.	T.V. Trolley(Table type)	01
4.	Tennis Table	01
5.	Carom Board for indoor games	01
6.	Chess set	01
Warden's Room		
1.	Cots	02
2.	Centre Table	01
3.	Chairs	02
Visitors Room		
1.	Chairs	06
2.	Centre Table	01
Kitchen		
1.	Pressure Cooker(25Ltrs.)	02
2.	Patilla (Silver-20 Ltrs.)	02
3.	Patilla (Silver 35 Ltrs.)	01
4.	Ladle	05
5.	Gas Stove	02
6.	Bowls/Dongas	05
7.	Water Storage 10000Ltrs.	01
8.	Kettle /Fry Pan	02
9.	Parat (Big)	02
10.	Tawa	02
11.	Tea Set	02
12.	Geyser	01
Dining Hall		
1.	Dining Table Full size	03 (Three)
2.	Dining Chairs	24 (Twenty Four)

6.10 Play Ground:

Every school is expected to have a play ground in order to promote sports activities and inculcate the spirit of sportsman ship among the youth. A school will only be able to take up physical activities, co-curricular activities and other recreational items when it has facility of a play ground attached to it. A play ground is also essential for the all round development of the student.

6.11 School Disaster Management Plan:

Himachal Pradesh is highly vulnerable to natural disasters. Earthquakes, landslides, avalanches and forest fire are common among all public amenities. Children in schools are among the most vulnerable groups during any disaster. Every school should have its own disaster management plan, which captures school specific hazards, vulnerabilities, resources and plan for mitigation. The plan needs to be revised at least annually by the school disaster management committee. While preparing school disaster management plan, the following steps must be taken:

- (i) School disaster management committee should be made with the help of officers/ local administration/experts in disaster management.
- (ii) Training should be imparted to at least 2 teachers of the school for disaster management.
- (iii) Mock drills should be performed in the school to check the preparedness of a system in case of any eventuality.
- (iv) Students must be trained to face such situations.
- (v) Fire extinguishers must be installed in the school building to tackle fire disasters.
- (vi) All safety measures be carried out for protection of students according to the Section-34 of NCPCR Protection of Child Rights.
- (vii) Before constructing school building the soil-strata may be chemically examined to ensure that it can bear the load of the building/Infrastructure.

Code of Professional Ethics for School Teachers

7. Introduction:

The main purpose of education is to create skills, grasp knowledge and spread awareness about our glorious national heritage. The values enshrined in our constitution lay stress on attaining basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace. Education should strive for academic excellence and progress of the arts and sciences in conformity with our national needs and priorities. For the purpose of this Code, the term “teacher” covers all school teachers, whether in Government/Government aided schools, on full-time or part-time basis, at the elementary and secondary levels and the teachers holding administrative and supervisory positions. The Code of Professional Ethics for teachers provides a framework of principles to guide them in discharging their obligations towards students, parents, colleagues and community. Increased awareness of the ethical principles governing the teaching profession is essential to ensure ‘professionalism’ among teachers.

PREAMBLE

Recognizing:—

- (i) that every child has a fundamental right to education of good quality;
- (ii) that every child has an inherent potential and talent;
- (iii) that education should be directed to the all round development of the human personality;
- (iv) the need for developing faith in the guiding principles of our polity, viz., democracy, social justice and secularism;
- (v) the need to promote through education the concept of composite culture of India and a sense of national identity;
- (vi) that teachers, being an integral part of the social milieu, share the needs and aspirations of the people;
- (vii) the need to enhance self-esteem of teachers;
- (viii) the need to organize teaching as a profession for which expert knowledge, specialized skills and dedication are pre-requisites;
- (ix) that the community respect and support for the teachers are dependent on the teachers’ professionalism; and
- (x) the need for self-direction and self-discipline among members of the teaching community.

Code of Professional Ethics for school teachers is an attempt to provide direction and guidance to the teachers in enhancing the dignity of their professional work.

7.1. Obligations towards Students:

A Teacher:

- (i) Treats all students with love and affection.
- (ii) Respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
- (iii) Facilitates students Physical, social, intellectual, emotional, and moral development.
- (iv) Respects basic human dignity of the child in all aspects of school life.

- (v) Makes planned and systematic efforts to facilitate the child to actualize his/her potential and talent.
- (vi) Transacts the curriculum in conformity with the values enshrined in the Constitution of India.
- (vii) Adapts his/her teaching to the individual needs of students.
- (viii) Maintains the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
- (ix) Refrains from subjecting any child to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.
- (x) Keeps a dignified demeanour commensurate with the expectations from a teacher as a role model.

7.2. Obligations towards Parents, Community and Society:

A Teacher:

- (i) Establishes a relationship of trust with parents/guardians in the interest of all round development of students.
- (ii) Desists from doing anything which is derogatory to the respect of the child or his/her parents /guardians.
- (iii) Strives to develop respect for the composite culture of India among students.
- (iv) Keeps the country upper most in mind, refrains from taking part in such activities as may spread feelings of hatred or enmity among different communities, religious or linguistic groups.

7.3. Obligations towards the Profession and Colleagues:

A Teacher:

- (i) Strives for his/her continuous professional development.
- (ii) Creates a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.
- (iii) Takes pride in the teaching profession and treats other members of the profession with respect and dignity.
- (iv) Refrains from engaging himself/herself in private tuition or private teaching activity.
- (v) Refrains from accepting any gift, or favour that might impair or appear to influence professional decisions or actions.
- (vi) Refrains from making unsubstantiated allegations against colleagues or higher authorities.
- (vii) Avoids making derogatory statements about colleagues, especially in the presence of students, other teachers, officials or parents.
- (viii) Respects the professional standing and opinions of his/her colleagues.
- (ix) Maintains confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.

7.4 Observance of the Code:

The difference between the Code of Conduct and the Code of Professional Ethics needs to be appreciated. The provisions which define the Code of Conduct could also be incorporated in the Code of Professional Ethics, as making them ethical provisions will always desist teachers from violation of the Code of Conduct. Like all other professions, the teaching profession should also move towards self regulation, which implies that every teacher should have the inner urge to adhere to the ethical principles listed in the Code of Professional Ethics for teachers. However, inspite of

the expectation of the voluntary observance of the Code, some cases of violation of the Code or of partial adherence to it are likely to occur in the vast system of school education. Therefore, a suitable mechanism needs to be evolved to ensure that all members of the profession follow the ethical principles enshrined in the Code. The violation of the Code of Conduct invites disciplinary action for which detailed rules are prescribed. However, in the case of violation of Code of Professional Ethics by teachers, the responsibility to discipline them should rest with the authorized representatives of the profession. The magnitude or seriousness of the violation may not be the same in all the cases. The cases of violation or non-observance shall have to be dealt with at different levels and in different ways in accordance with the nature of the violation. At the time of initial appointment, a teacher should be provided a copy of the 'Code of Professional Ethics' for perusal and should be further required to furnish an 'Oath', before joining the profession that he/she would always strive to observe the 'Code' in letter and spirit.

Teacher's Oath

I _____ son/daughter of _____, solemnly declare that I shall always strive to raise the prestige and dignity of the teaching profession and shall not do anything which may affect the reputation of the profession adversely. I willingly bind myself to the observance of the 'Code of Professional Ethics for School Teachers', in letter and spirit in order to discharge a teacher's obligations towards students, parents, community and society as enunciated in the Code.

Date: Signature

Name _____

Address _____

Note.—This oath will be pasted on teacher's service book.

7.5 Ban on Knitting/Tailoring/Embroidery, bringing/Use of help books and ringing of cell phones in classroom.—The H. P. Govt. has imposed a complete ban on the following activities in the Offices/Institutions:—

1. Bringing of tailoring/knitting/embroidery material and allied work.
2. Use of help books/keys to text books in all its institutions.
3. Use of Radio/Transistor in the offices and institution is completely prohibited.
4. Teaching staff will not perform any tuition work either before or after the school hours.
5. Ringing of cell phones in classrooms/school campus.

Guidance and Counselling

8. 1 Career Guidance and Counselling:

8.1.1 Introduction:

There shall be a Career Guidance and Counselling Cell in every Senior Secondary School in the state for the purpose of career guidance and counselling of the students in addition to tutorial groups of students with a teacher incharge of each group. For a high school it will be done by the head of the school alongwith teacher-in-charge of tutorial group. The State Council of Educational Research and Training, Solan will be the Nodal Agency for the purpose and it will develop the material for Career Guidance and Counselling from time to time. The guidelines for the constitution of cell and activities to be undertaken therein are as under:-

The Head of the Institution shall ensure that there will be a school counselling cell which works in close collaboration with students, teachers, parents, school administration and school management committee to address the needs of career guidance and counselling of the students within or after schooling.

8.1.2 Constitution:

The Career Guidance and Counselling Cell shall **not have more than five members in addition to Chairman in general**. The Head of the Institution shall be the Chairman of this cell. Other members will be as follows:—

- | | |
|-------------|--|
| 1. Convener | Sr. Most Lecturer/PGT. |
| 2. Members | To be nominated by the Head of the Institution preferably one each from faculties of Science, Humanities, Commerce and Vocational stream as the case may be. |

8.1.3 Duties and Responsibilities of Career Guidance and Counselling Cell:

1. **Career Guidance and Counselling of students of 10th class.**—It will be the duty of the Head of the Institution of High/Senior Secondary School that students of Matric are motivated to undergo Students' Global Aptitude Index (SGAI) in the month of Jan./Feb. to be conducted by CBSE New Delhi/H. P. Board of School Education Dharamshala before appearing in annual examination. This SGAI shall be purely optional with the objective to make the student understand his/her interest and capability or talent. The evaluation/result of this test will have no relation whatsoever with the eligibility conditions or relaxation thereof for choosing any particular stream after passing the 10th standard.
2. At the time of the admission to 10+1 class of schools the Cell will provide pre-admission guidance and counselling to all the admission seekers in all streams. All members of the cell will provide them their expert input regarding the choice of subjects/subject combinations and choice of faculty keeping the interest of the students in view. There will a column in the school prospectus and application forms

of the school where the convener of the cell will verify the subjects and choice of the faculty *i.e* Humanities, Science and Commerce before the students appear before the admission committee.

3. Students of 10+2 class are to be counselled for either pursuing higher education further or adopting suitable vocation after 10+2 class. Students are to be made aware of various job opportunities available and diplomas/degrees they can pursue after 10+2 class.

For this teachers including members of the cell themselves are to counsel the students and also are to arrange guest lectures by eminent educationists, industrialists, administrators and managers of varied areas. Frequency of such lectures should be three to four depending upon the availability of resource persons. Reading material and information about various websites on career guidance and counselling will be made available to them.

For more details departmental website www.educationhp.org can also be accessed.

4. Guidance may also be given in vocation education including Vocational streams running in a particular school and neighboring schools.
5. Tutorial groups must be formed and function in each house for counselling of students [*see* section 10.4.2(iv)].
6. **Feed back.**— It will be the responsibility of the “Career Guidance and Counselling Cell” that proper record and detail of the students passing out from school will be kept. Regular feedback from the students may also be taken, so that the good or bad experiences may be taken care of for future planning.

All these guidelines shall be the part of School Prospectus.

8.2. Vocational Guidance and Counselling:

A Vocational Guidance and Counselling Cell will have to be established by the school offering vocational courses with the help of available faculty. Vocational Coordinator/ Principal should involve the vocational counsellors from time to time on honorarium basis for providing necessary inputs to teachers and guidance to students and parents regarding market trends and suitable vocational choices. The Vocational Teacher's /Counsellor would also be responsible for informing students about the various job opportunities, vertical and horizontal mobility and also opportunities for self-employment. Specific counselling drives should be organized in the school involving suitable experts. Students from disadvantaged groups will need specific attention. Care should also be taken that girls should be guided in gender unbiased manner. Vocational Guidance has been defined as “the assistance given to any individual in solving problems related to occupational choices and progress with characteristics and their relation to occupational opportunity”. It helps students in selecting appropriate vocational career and children realize their potential by acquiring education according to their educational expectations. It also generates awareness about the vocational education among the children, parents and other community.

The various methods can be used to guide the students:

- (i) To motivate the students and their parents, a committee should be framed including Principal and vocational lecturers in the school who can deliver all information related to vocational education.
- (ii) Counselling of 10th class students during academic session and at the time of admission in 10+1 class.
- (iii) Visit to neighbouring schools to motivate the students.
- (iv) Provide information through newspapers regarding vocational education.
- (v) Motivating the parents for opting vocational courses for their wards in general SMC meetings by discussing the various schemes of the Govt. for self employment and vertical mobility for higher studies.

8.3 Counselling Cell for Adolescent:

Adolescence is a period when individual is over whelmed by a number of simultaneous developments, therefore, to meet this situation proper guidance is needed in this period. The teacher and the school can encourage the development of effective maturity in adolescents by providing the counselling and guidance. In this connection, there shall be a counselling cell for adolescents in the school.

8.3.1 Constitution:

The counselling cell shall have following four members in addition to chairman. The Head of the Institution shall be the Chairman of this cell. Other members will be as follows:—

- (i) Two Sr. Male Teachers
- (ii) Two Sr. Female Teachers

8.3.2 Duties and responsibilities of the Cell:

1. To provide skills that will enable the students to deal effectively with aspects of environment.
2. To provide atmosphere in class/school that permits the adolescents to admit the feeling he/she is experiencing.
3. To provide identification of proper model and constructive base of expressing feeling.
4. Adolescents should be trained in self control of emotions.
5. To provide with the variety of opportunities to participate in school activities leading towards the acceptances of responsibilities.
6. To organise picnics, excursion and tours to provide them opportunities to understand each other and come closer.

The cell will counsel the students atleast twice in a month in tutorial groups about the problems of adolescents and also will guide them in new phase of life. The cell will meet immediately if there is an urgent matter relating to adolescents and redress the problem.

Value Education

9.1 Introduction:

We are at present faced with challenge of break down of human values that threaten the stability of our society. The basic aim of education is to produce men of knowledge as well as of culture. Value Oriented Education has to be integral part of entire education process. Every teacher must become responsible for imparting value education. In our culturally plural society education should foster universal and eternal values oriented towards the unity and integration of our people. Such value education should help eliminate obscurantism, religious fanaticism, violence, superstition and fatalism.

A part from their combative role, value education has a profound positive content, based on our heritage, national goals and universal perception. The growing concern over the erosion of essential values and increasing cynicism in society has brought to focus the need for re-adjustment in curriculum in order to make education a forceful tool for the cultivation of social and moral values. Conscious and organised attempts are required to be made for imparting education in social, moral and spiritual values, with the help, wherever possible, of the ethical teachings of great religions.

9.2 Moral Values:

Moral values in fact, in real sense, represent the essence of all desirable values propagated by different religions. Some-times we find that moral values are also non-controversial, rational, secular and may enable the children to be useful citizen of a democratic, modern, progressive society committed to scientific attitudes. Such value should be free of any regional, religious and other biases.

Basic Human Values broadly can be classified and defined as follows:

- (i) **Truth.**— Truth is the highest human value from which flow the value. Truth is that which is eternal. It includes truthfulness, curiosity, quest for knowledge, spirit of inquiry, introspection, judgement, secularism, religions, tolerance and universal truth.
- (ii) **Righteousness.**—Righteousness is the second basic human value. It is truth in action. It expresses in terms of right section for the good of one's self as well as for social good. It includes obedience, duty, cleanliness, hygienic living, regularity, punctuality, proper use of time, dignity of labour, simple living, respect of others, service to others, reverence for old age, self –help, self- support, self-confidence, initiative, resourcefulness, courage, leadership, faithfulness, justice, team-work, team spirit, equality and self sacrifice.
- (iii) **Peace.**—The first meaning of peace is a kind of natural and self-existent calmness. Secondly it may mean the absence of passion. It includes abstinence, cultivation of virtues, discipline, honesty, endurance, integrity, self-discipline, self- control, self-respect and dignity of individual power of concentration.
- (iv) **Love.**— Love is a sign of expression of heart. Love gives and forgives. It includes sincerity, kindness, sympathy, tolerance, friendship, patriotism and devotion humanism.

- (v) **Non –Violence.**—It means refraining from giving pain to other by words, deeds, thought of feelings. It includes kindness, courtesy, good manners, helpfulness, fellow-feeling, gentle-manliness, consideration for others, unwillingness to hurt others, readiness to co-operate, appreciation of cultural values of others, compassion and universal love.

These values have further been sub-divided in to 83 components annexed in this chapter at page 81-82. The table of values, activities-wise and stage wise is annexed in this chapter at page 82.

9.3 Role of Teacher:

Role of the teacher in cultivating basic human values in the students is indispensable. He should necessarily be not only a good educator but a good person possessing basic moral and aesthetic values. He provides models-good or bad – of behaviour for his students. As an educator he should possess professional competence, reading habit, should be a constant learner and innovative. As a human being he should be a man of simple habits, regular and punctual in his duty, truthful, honest, kind and self confident. He should be commanding respect for himself and respecting others. He should be able to develop concern for nationalism, environment and integration in the students and should foster basic values of democracy, rule of law, social justice and humanity enshrined in the Constitution of India.

9.4 Duties and Responsibilities of the Head of the Institution regarding inculcation of Human Values:

The Head of the Institution will be responsible for inculcation of human values amongst the students of his school by including/identifying/organising certain suitable programmes/ activities after being given proper orientation for being an instrument of inculcation of certain values. The Head of the Institution should:—

- (i) Organise various clubs like nature club, adventure club, literary club in the school as a mean of personal growth helping individual students to clarify their own thinking through personal experience, to express their ideas through activities, acquire knowledge and new ideas and reflect upon and modify attitudes. This will also help the students in a group to know each other as individuals grow together in a group, deepening their relationship and learn to tolerate each other differences.
- (ii) Design Project and Suggest Themes For Project Work
- (iii) Organise tours and visits to nature, walk in country-side, to historic monuments, to synagogues, temples, shrines, factories, farms, power stations, sewage disposal works and housing projects.
- (iv) Organise activities like paragraph writing, story- telling, recitation, group songs, action songs, solo songs, shadow play, one act play, group dances *etc.* for developing self confidence, sense of achievements, self respect, team spirit and appreciation by suggesting topics and songs from history, freedom struggle, in the background of nationalism and patriotic spirit.
- (v) Organise social service camps, visits and excursions laying emphasis on “Shram – Daan”, cleaning colonies, hospitals, schools, distribution of food materials, medicines, clothings *etc.* during natural calamities, help accident victims, lending help to blind, old children *etc.* For developing team spirit, dignity of labour, helpfulness, service to humanity, honesty and concern for others.

- (vi) Organising games – Sports, Scouting and Guiding, NSS, NCC and Yoga programmes to help cultivate sense of discipline, punctuality, co-operation and spirit of competition amongst the students.
- (vii) Organise inter-house meets and cultural meets to develop quality of leadership, initiative, fellow feeling amongst the participants. Demonstration of skills can also be organised for self confidence. Participation of students in National Days and other days of national importance will work as a measure amongst the students to build up the feeling of nationalism and the spirit of dedication.
- (viii) Organising debates, declamations and paper reading contests on the suggested topics for discrimination between right and wrong and the topics from the lives of great leaders, patriots, sages and saints.
- (ix) Have a notice board with “new thought of the day”—for students to read, reflect and introspect.
- (x) In the morning assembly include prayer, good thought, talks by teachers, students, recitations, patriotic songs of different languages may be sung as song of the day.
- (xi) Organise student’s self government, Youth parliament *etc.*
- (xii) Encourage the students to learn more and more international and regional languages and provide facilities for the same.
- (xiii) Organise national integration exhibition depicting the culture economic, historical & social aspects.
- (xiv) Organise exhibition on history of freedom movements on permanent basis in the school adding new dimensions and materials from time to time.
- (xv) Display quotations from great thinkers on the themes of value education at all the suitable corners of the school.
- (xvi) Put pictures and chart with short biographical notes of national and international great men who contributed for the good of the mankind, in libraries, laboratories, class rooms and halls.
- (xvii) Ensure active participation of local community and parents to strengthen the programme of value education in schools.
- (xviii) Organise social awareness and sensitivity camps to expose the students to different aspects like drugs and de-addiction, street and working children, destitute, senior citizen and also aspects such as life skills education, personal grooming and responsibilities of adolescence, career guidance and environment.
- (xix) Organise trip to old age homes with interactive programmes chalked out for both students and senior citizens. To inculcate the feeling of respect and obedience toward senior citizens sense of duty and to develop sense of responsibility.
- (xx) Plan visits to hospitals by students during OPD hours to assist in guiding the patients to right departments explaining to them how medicines are to be taken and taking temperature and blood pressure as a routine to patients.
- (xxi) Encourage the spirit of “Each one teach one”.
- (xxii) Ensure that the students participate in plantation programmes organised by local communities/ NGOs/ Govt. Department/ organisations for improvement of the environment.

APPENDIX OF VALUES

1. Abstinence	49. Punctuality
2. Appreciation of cultural values of others	50. Patriotism
3. Anti-untouchability	51. Purity
4. Citizenship	52. Quest for Knowledge
5. Consideration for values	53. Resourcefulness
6. Concern for others	54. Regularity
7. Co-operation	55. Respect for others
8. Cleanliness	56. Reverance for old age
9. Compassion	57. Sincerity
10. Common Cause	58. Simple living
11. Common Good	59. Social justice
12. Courage	60. Self discipline
13. Courtesy	61. Self help
14. Curiosity	62. Self respect
15. Democatic decision making	63. Self confidence
16. Devotion	64. Self support
17. Dignity of individual	65. Self study
18. Dignity of manual labour	66. Self reliance
19. Duty	67. Self control
20. Discipline	68. Self restraint
21. Endurance	69. Social service
22. Equality	70. Solidarity of mankind
23. Friendship	71. Sense of social responsibility
24. Faithfulness	72. Sense of discrimination between good and bad
25. Fellowship	73. Socialism
26. Freedom	74. Sympathy
27. Forward look	75. Secularism and respect for all religion
28. Good manners	76. Spirit of enquiry
29. Gratitude	77. Team work
30. Gentlemanliness	78. Team spirit
31. Honesty	79. Truthfulness
32. Helpfulness	80. Tolerance
33. Humanisum	81. Universal truth
34. Hygenic living	82. Universal love
35. Initiative	83. Value for national –Civic property
36. Integrity	
37. Justice	
38. Kindness	
39. Kindness to animals	
40. Loyalty to duty	
41. Leadership	
42. National unity	
43. National consciousness	
44. Non-violence	
45. National integration	
46. Obedience	
47. Peace	
48. Proper utilisation of time	

Identification of appropriate Values for School Children at Secondary level

Sl. No.	Values	Activities
1.	Sense of duty and responsibility	Right work at right time, interest to do the work in time, to tell the truth, honour parents, be loyal to elders.
2.	Dignity of work	Cleaning the campus when required, voluntary service during functions, gardening <i>etc.</i>
3.	Simplicity	Story Telling, lives of great individuals like Gandhi, Shastri, Lincoln <i>etc.</i> a simple living teacher offers an example himself.
4.	Faithfulness	Story Telling, dramatization, scouting, guiding, voluntary service.
5.	Courage	Scouting, guiding adventure clubs, gymnastics, Yoga. Patriotic songs & stories of brave people like Shivaji & Lakshmi-Bai <i>etc.</i>
6.	Freedom from envy and jealousy.	Social service, culture programmes, display of talents
7.	Discrimination between right and wrong.	Debate and discussions
8.	Respect for all religions	Celebration of different religious festivals, collecting information about various religions, cultural programmes.
9.	Dependability	Allotting responsible duties on annual day, sports day and all other important days.
10.	Proper utilisation of time and resources.	Assigning interesting and relevant projects, proper utilisation of library.
11.	Service to others	Scouting & guiding, observing service days, performing voluntary service during disturbances, natural calamities, temple festival <i>etc.</i>
12.	Humanism and love for mankind.	Observation of UN day, Commonwealth day. Adopting a country & making as in depth study.
13.	Creativity & scientific temper.	Stamp collection, pen friendship, undertaking project on science, organising science exhibitions, writing stories, poems <i>etc.</i> drawing, painting <i>etc.</i>
14.	Integration	Observing Qaumi-Ekta, celebration of national & religious festivals. Making an in depth study of other states, their cultures, traditions <i>etc.</i> of people & land.

Co-curricular Activities

10. Introduction:

Co-curricular activities are an integral part of curriculum which provides educational activities to the students and thereby help in broadening their experiences. Co-curricular activities can be defined as the activities that enhance and enrich the regular curriculum during the normal school hours. All co-curricular activities are organised with specific purpose which vary according to the nature and form of such activities.

Importance:

1. These activities are designed to meet the needs of the students and cover a broad/wide range of their abilities and talents.
2. Such activities stimulate the interests in the students and provide equal opportunities to all the students to participate
3. These activities enhance the learning experience of the students and help in recognizing and developing their inner skills such as leadership qualities, creative or innovative skills *etc.*
4. Co-curricular and extra- curricular activities give the students a chance to think out of their box and get creative ideas of their own with the help of a guide/facilitator.
5. These activities help the students in developing richer learning experiences by giving them a chance to think in new ways to solve a problem or answer a question.
6. Students need to take time outs to do more than just studying. Co-curricular and Extra-curricular activities give them a chance to relax, refresh and mingle easily with others.
7. In short, these activities prepare the students practically for their future.
8. The normal curriculum teaches and educates the student about academic theories while co- curricular activities and extra-curricular activities help the student to apply what he/ she has learned to practice in their practical life.
9. These activities help in developing the grasping power of the students and provide an opportunity to the students to work in teams and thus develop team spirit in them.
10. Most of the Co-curricular and Extra co-curricular activities are to keep the students physically active and get them out their desks to try out new things in practical way.

Some important Co-curricular activities to be undertaken in schools are as under:

10.1 National Service Scheme (N.S.S.) :

N.S.S a centrally sponsored scheme was introduced in 37 selected universities on 24-09-1969 both “as a measure of Education Reforms and as a mean to improve the quality of educated man power”. It was extended to plus two schools in 1985. The scheme has aroused among the student youth an awareness of the reality of life, a better understanding and appreciation of the problems of the people. It is an attempt in making education relevant to the needs of the society.

The scheme was implemented in Himachal Pradesh University in 1972 and extended to plus two schools in 1993.

10.1.1 Aims and Objectives:

(a) **Aims.**—The overall aim of the scheme is to “arouse the social consciousness of the students and to provide them with opportunity to work with people in the villages and slums, and to expose them to the reality of life” so as to “bring about a change in their social perceptions”.

(b) **Objectives.**—Main objective of the scheme is “Development of personality of a student through community service rendered during leisure hours”.

10.1.2 Cardinal Principle:

The cardinal principle of NSS programme is that it is “of the students, for the students and by the students” and offers them sense of involvement in Nation building besides work experience.

Classification of Activities:

There are two kinds of activities namely:—

- (a) **Regular NSS Activities** (b) **Special camping programme**

(a) **Regular NSS Activities.**—Under the students undertake various programmes in adopted villages and urban slums during week- ends or teaching hours. Volunteers are required to put in minimum of 120 hours of community service, orientation and campus work in accordance with the NSS manual and instructions/ guidelines of Govt. Of India. Volunteers may be placed in the following projects under community work.

(i) **Institutional work.**—Placing students with voluntary organisation working for the welfare of women, children, aged & disabled outside the campus.

(ii) **Rural Projects.**—Projects in adopted villages for such as eradication of illiteracy, watershed management, health, hygiene, sanitation, mother-child care, family life education, rural roads, gender justice and campaign against social evils *etc.*

(iii) **Urban Projects.**—In addition to above, the project includes adult Education, welfare of slum-dwellers, civil-defence, traffic control, work in hospitals, orphanages, destitute homes, environment, population education, Drugs & AIDS Awareness *etc.*

(iv) **National Programmes.**—Volunteers may take up such programmes like Mass Programme of functional Literacy, AIDS Awareness Programmes and sustainable development and help the Govt. Unit is to take up activities which are local need based. They are to be in accordance with the suggestive list contained in NSS Manual and specific directions received from competent authorities from time to time.

(b) **Special camping Programme.**—Under this, camp of 7 days duration are organised in adopted villages or urban slums during vacations 50% of the volunteers participate in these camps, Projects are undertaken in accordance with the “**camping themes**” given by Govt. of India.

10.1.3 NSS Unit:

Strength of a unit will be 100 volunteers but in exceptional cases, a unit may be started with 75 volunteers with the permission of Government/Director of Higher Education and the strength of half unit will be 50 volunteers however due to less enrolment in schools of tribal/ difficult area, it can be relaxed by the Director of Higher Education.

10.1.4 Enrolment in NSS:

Any regular student in plus two classes or classes of the three year degree courses (TDC) at college level can apply for enrolment in NSS. NCC cadets, National Sports Organisation (NSO), Scouts & Guides are not to be enrolled in NSS simultaneously.

10.1.5 Volunteer:

- (a) **Code of Conduct:** Volunteer shall:—
- (i) Work under the guidance of group leader;
 - (ii) Make himself/herself worthy of confidence and cooperation of group/ community leadership;
 - (iii) Scrupulously avoid entering into any controversial issue;
 - (iv) Keep day to day record of activities/experiences in NSS Diary and get it signed by programme officer.
 - (v) Wear NSS Badge and Cap while on work.
- (b) A volunteer is entitled for NSS certificate upon rendering 240 hours of community service in two consecutive years and participation in 7 days special Annual Camp (Day and Night).
- (c) Volunteers who render community service of exceptionally high standard may be honoured publically and also recommended for participation in State, Regional, National youth events.

10.1.6 Programme Officer (P.O.):

He/she is to motivate volunteers to understand values and philosophy of NSS and provide guidance & direction to them. He is to facilitate them in planning, implementation and evaluation of their activities. He is to act as an organizer, counsellor, educator, co-ordinator, supervisor and administrator and public relations officer in the discharge of his obligations effectively.

10.1.6.1 Selection/Appointment:

The P.O. will be selected by the School Principal from amongst the lecturers/PGTs and will be appointed by Programme Coordinator on his recommendations, after scrutinizing his bio-data focusing on his/her aptitude and performance in community service. In all girls schools programme officer should be a lady teacher and in co-educational schools one lady programme officer should also be appointed to ensure that our girls volunteers don't face any difficulty during camps and out stations. In Co-educational Schools, Principals shall divide the unit into two half units: one half units of boys and other half of girls each headed by male and female NSS Programme Officer respectively. Both half units will work together. GIA and honorarium will be shared equally.

10.1.6.2 Eligibility:

Only Lecturer/PGT with commitment, dedication and inclination for community service be appointed. Teachers holding any assignment other than teaching i.e. Associate NCC Officer (ANO), DPE/Lecturer in Physical Education/Hostel Wardens/Bursar *etc.* is not to be appointed as a Programme Officer. Age bar is not applicable for appointment as a programme officer.

10.1.6.3 Tenure:

A Programme Officer can serve for a minimum period of 3 years which can be extended by the Principal with the permission of the Programme Co-ordinator. His/her performance is to be evaluated every year for continuation.

10.1.6.4 Orientation/Training:

Principal is to ensure that selected Programme Officer should undergoes orientation programme as and when the same will be organized by the Government of India failure of Programme Officer to undergo orientation will be viewed seriously.

10.1.6.5 Duties of Programme Officer:

In addition to the action required for the implementation of NSS programmes, Programme Officer is responsible for the maintenance of various records, submission of periodical reports and returns as detailed in NSS Manual and safe custody of NSS assets. He has to perform all duties strictly as per the provisions given in the NSS Manual.

10.1.7 Principal:

Proper implementation of NSS programmes at the institution level is ensured by the active participation of the Principal. He/she, therefore, is required to perform the following duties:—

10.1.7.1 Duties:

- (i) Interpret importance of NSS to staff members and the community;
- (ii) Integrate NSS with other related actions in the institution;
- (iii) Select suitable NSS P.O.;
- (iv) Guide P.O. and volunteers in planning NSS activities;
- (v) Constitute NSS Advisory Committee and convene its meetings regularly as per guidelines;
- (vi) Ensure implementation of suggestions of Advisory Committee;
- (vii) Extend secretarial and other support to P.O. for effective implementation of NSS programme;
- (viii) Monitor the programme and ensure proper maintenance of accounts and records;
- (ix) Depute teachers for orientation, training, refresher courses, seminars *etc.* as and when asked for.
- (x) To ensure the submission of audited accounts / UCs before 30th April and enrolment before 31st May every year to the Director of Higher Education.
- (xi) To ensure the information regarding 7 days special camp to the Director of Higher Education one month in advance under registered post.

- (xii) To ensure the duty of a female teacher with the female volunteers during 7 days day and night special camps and out stations.
- (xiii) To provide loans from any of the funds available in the institutions to implement the NSS activities well in time, if the grant is received late from the Govt.
- (xiv) Ensure utilization of grants strictly in accordance with the guidelines/ instructions / directions.

10.1.8 Finances

As the funds are provided out of Public Revenue, the accounts are to be maintained according to Standard Accounting Procedure and instructions applicable to Public funds. / Revenue.

1. NSS Account: NSS account is to be maintained in a Scheduled Bank as Saving Account separately. Payments are to be made by cheque only. Separate Voucher Files and Cash Book is to properly maintained.
2. Expenditure Statements and Utilisation Certificates: Expenditure Statements and Utilisation Certificates: are to be submitted to the authorities under the signatures of principal only and not the P. O. duly audited by Chartered Accountant or other agency appointed by the Govt.
3. Out of Pocket Allowance: Out-of-pocket allowance to P.O. is subject to the following specific work to be put in by him/her every month.
 - (i) Mobilization of 50% volunteers for special camping;
 - (ii) Minimum of 3 to 4 community visits per month to the adopted area for coordination and supervision;
 - (iii) Maintenance of NSS Records as specified in NSS Manual;
 - (iv) Submission of quarterly progress reports.

Note.—Pocket allowance is exempted from Income Tax.

4. Financial Records: Cash Book, Voucher File and other records pertaining to NSS are to be made available for inspection by the officials of A.G., Local fund Audit, Directorate of Higher Education, State Liaison Officer and Regional Centre concerned.
5. Cash Book: Cash Book is to be completed on the day any transaction is made.

10.1.9 Records and Registers :

The records and registers are to be properly maintained and handed over by the outgoing P.O. to the successor.

The following are to be maintained at Unit Level:

- (a) Enrolment Register
- (b) Project Register
- (c) Stock Register
- (d) Record of Attendance
- (e) Minutes Book of school advisory committee
- (f) Personal Work Diary of P.O.
- (g) Work Diary of NSS Volunteer
- (h) Financial Records.

10.1.10 NSS Manual :

NSS manual issued by Govt. of India is a Reference Book and is to be kept in the library as such duly accessed. It is not to be issued on loan. Principal and P.O. are to implement the programme strictly in accordance with the guidelines/ instructions/ directions contained in NSS Manual issued by Govt. of India as well as received from competent authorities from time to time.

1. Donations, NSS subscriptions and other income in cash are to be duly recorded in Cash Book. Donations in kind are to be entered in the NSS Stock Register with specifications and market value.
2. It is to be ensured that material purchased out of NSS fund is stored separately and exclusively utilized for NSS activities.
3. NSS being a student activity and third dimension of education, flow of funds is to be ensured. As such temporary advances from any of the funds available in the institutions are given to the P.O. to implement activities.

10.2 National Cadet Corps. (NCC):

10.2.1 Brief History:

The National Cadets Corps came into existence under the National Cadet Corps Act XXXI of 1948 (passed in April, 1948; came into existence on 16th July, 1948). The National Cadet Corps (NCC) is a youth development movement. It has enormous potential for nation building. The NCC provides opportunities to the youth of the country for their all-round development with a sense of Duty, Commitment, Dedication, Discipline and Moral Values so that they become able leaders and useful citizen. The NCC provides exposure to the cadets in a wide range of activities, with a distinct emphasis on Social Services, Discipline and Adventure Training. The NCC is open to all regular students of schools and colleges on a voluntary basis. The students have no liability for active military service.

10.2.2 Aims and Objectives:

1. To develop character, commandership discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service amongst the youth of the country.
2. To create a human resource of organized, trained and motivate youth to provide leadership in all walks of life and always available for the service of the nation.
3. To provide a suitable environment to motivate the youth to take up a career in the Armed Forces. The NCC Day is observed on the fourth Sunday of November.

10.2.3 The National Cadet Corps (N.C.C) has three divisions:

- (a) **Junior Division.**—The unit is raised in the High Schools and the Public Schools. It comprises three wings: Army, Navy and Air force.
- (b) **Senior Divisions.**—The unit is raised in the college. It also consists of three wings—The Army, the navy and the Air force.
- (c) **Girls Division.**—This unit is gradually becoming popular.

10.2.4 Training Activities:

NCC cadets are imparted institutional and outdoor/Camp training besides, adventure and attached with regular Army/ Navy/ Air Force units.

10.2.4.1 Basic Training:

- (i) Drill, (ii) Shooting, (iii) Obstacle, (iv) Map reading, (v) Medical, (vi) Signal, (vii) Gliding, (viii) Aero modelling, (ix) Ship modelling, (x) Judging distance.

10.2.4.2 Camps:

The most important aspect of NCC training is the camp training. The camps provide firm ground for training in good citizenship.

Types of Camps attended by Cadets are:—

- (a) Annual Training Camps (b) Combined Annual Training Camps (c) National Leadership camps (d) Basic Leadership camp (e) Advance Leadership camp (f) NCC Day Camp (g) Inter Group Competition Camp (h) Republic Day camp (i) Prime Minister's Rally (j) Youth exchange programme- Visit to foreign countries (K) Attachment with regular units of Army/ Navy/ Air Force.

10.2.5 Duties of Principal/ Headmaster:

NCC is a part of the educational programme; the primary responsibility rests with the Principal/Headmaster. Their close association with all the activities of the sub-unit in their institution will facilitate the former doing well. Periodic visit to parades, formal inspection of the sub-unit once a month on a fixed day, visit to training camps in which his/her sub-unit is participating and so on will significantly contribute in achieving the Aims of the NCC programme.

10.2.6 Duties of Associate NCC Officer (ANO):

- (i) To control the Cadets, responsible to plan and organize training with the assistance of the permanent Instructional (PI) staff, detailed by the NCC unit. He is considered backbone of N.C.C.
- (ii) To ensure 100% recruitment for the Troup allotted for the school.
- (iii) To co-ordinate with Staff Members, Parents, Cadets and Principle.
- (iv) To maintain NCC store and will be responsible for maintenance upkeep of the same.
- (v) To organise parade for two days in a week.
- (vi) To impart training to N.C.C. Cadets, such as Weapon training, Field Craft, Map Reading, First Aid, Personal Hygiene and Moral education.
- (vii) To look after various activities/Competitions during Camps and in the institution.
- (viii) To organise trips to Historical place, Temples and various other excursions.
- (ix) To discharge various duties such as Campadjutant, Company Commander, Training Officers and Purchase Officers during annual training camp.
- (x) To organise inter Company competitions in games, sports, cultural activities, social service activities, tent lay out and adult education etc.
- (xi) To check and ensure proper distribution of refreshment/food to N.C.C. units.

10.3 Bharat Scouts and Guide:

10.3.1 Brief History:

Scouting was officially presented to the world by the founder Lord Baden Powell in August 1907 after the Brownsea Island Camp. Scout activities in the state are carried out under the aegis of the Bharat Scouts and Guides Himachal Pradesh affiliated with the Bharat Scouts and Guides, New Delhi as per APRO I, II and III. It is a largest voluntary, non political, educational movement in the

country, open to all without distinction of origin, race or creed in accordance with the purpose, principles and methods conceived by the founder Lord Baden Powell in 1907. Dr. S Arundale became the first master of Indian Boys.

10.3.2 Purpose:

The purpose of the Movement is to contribute to the development of the young people in achieving to their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as members of the local, National and International communities.

10.3.3 Principles:

The Scout/Guide movement is based on the following Principles:—

- (i) **Duty to God.**—Adherence to Spiritual principle, loyalty to religion that expresses them acceptance of duties resulting there from.
- (ii) **Duty to others.**—Loyalty to one’s country in harmony of local and international peace, understanding, co-operation, participation in the development of society with the recognition and respect for dignity of one’s fellowmen and for the integrity of natural world.
- (iii) **Duty to self.**—Responsibility for the development of one’s self.

10.3.4 The Method:

The Scout/Guide is a system of progressive self education through:—

- (i) A Promise and Law.
- (ii) Learning by doing.
- (iii) Membership in small groups under Adult Leadership.
- (iv) Progressive and stimulating programs.

10.3.5 The Law:

A Scout /Guide are:

- (i) Trustworthy, (ii) Loyal, (iii) Friend to all and a brother/sister to every other Scout / Guide, (iv) Courteous, (v) A friend to animals and loves nature, (vi) Disciplined and helps in protecting public property, (vii) Courageous, (viii) Thrifty, (ix) Pure in thought, word and deed.

THE FOUR BONDS OF FELLOW- SHIP

Section	Bunnys	Cubs/ Bulbuls	Scouts/Guides	Rovers/Rangers
Age Group	3-5 years	5-10 years	10-16 years	16-25 years
Motto	Keep smiling	Do your best	Be prepared	Service

10.3.6 District Chief Commissioner (Deputy Director of Higher Education):

10.3.6.1 Role of District Chief Commissioner:

- (i) Chief Executive of the District Association.
- (ii) Chairman of the District Executive Committee and District Planning Committee.
- (iii) Co-ordinator of Scout and Guide Wings in the District.

10.3.6.2 Duties of District Chief Commissioner:

- (i) Recommending for appointment of District Commissioners (S and G) to the State Chief Commissioner through the respective State Commissioner.
- (ii) Recommending to the District Executive Committee for the appointment of District Secretary.
- (iii) Implementing and organizing the work of District Association in achieving National Targets and State Priorities.
- (iv) Helping in administering the finance and properties of the District Association.
- (v) Coordinating the Scout/Guide wings in case of joint activities.
- (vi) Due and effective functioning of District Headquarters and Office.
- (vii) Periodical meetings with District Officials to review training, programmes and administrative aspect of the District.
- (viii) Development Camping Centres in the District.
- (ix) Offering necessary material and moral support to his/her team.

10.3.6.3 Accountable for:

- (i) Efficient and proper functioning of the District.
- (ii) Expansion and all round development of Scouting /Guiding in the District.
- (iii) Effective functioning of Local Associations.

10.3.7 Group Leader (Head of the Institution):

10.3.7.1 Role of the Group Leader:

- (i) Leader of the Group, Administrator and Co-ordinator of the Group.
- (ii) Chairman of Group Council.
- (iii) Secretary of the Group Committee.

10.3.7.2 Duties of Group Leader:

- (i) Co-ordinating the activities of the Units in the Group.
- (ii) Formation of Group Committee.
- (iii) Advancement of the Unit Leaders in the Group.
- (iv) Conducting regular meetings of Group Council Committee.
- (v) Participating in Local Association /District Association meetings.
- (vi) Efficient and proper functioning of the Group.

10.3.8 Unit Leader (Bunny Aunty/Cub Master/Lady Cub Master/Flock Leader, Scout Master/Guide Captain, Rover Scout Leader/ Ranger Leader):

10.3.8.1 Role of Unit Leader:

- (i) An elderly brother/sister in respect of Scouts/Guides.
- (ii) A second parent in case of Cub/Bulbul.
- (iii) A friend philosopher and Guide in case of Rover/Ranger.

10.3.8.2 Duties of Unit Leader:

- (i) Formation and managing the Unit effectively.
- (ii) Conducting Unit Meetings every week.
- (iii) Adhering to Six/Patrol System.
- (iv) Offering progress training to young person in the Unit.
- (v) Participating in Local/District Association meetings.
- (vi) Maintaining records, furnishing of census along with other reports with I.R.F. (Individual and Unit Registration Fee).
- (vii) Forming Group Committee.
- (viii) Finance of the Unit.

10.3.8.3 All such officers/officials including teachers connected with the Scout movement for performance of such duties on priority shall be treated on Government duty.

10.3.8.4 Scout's/Guide's Activities:

Scout's/Guide's activities will be carried out by all in accordance with the action plans proposed by the Bharat Scouts and Guides H.P. and model action plans are as follows:—

- (a) **District Action Plan (to be carried out by the District Chief Commissioner–cum-Deputy Director Higher Education):**

Sl. No	Month	Camps/Course and Other Activities
1.	April	Monitor the Unit Registration with SHQ.
2.		Monitor the Unit Registration for PM Shield Competition
3.		Send the applications for further advancement of Adult leaders.
4.		Tritiya Sopan Test for Scouts/Guides
5.	May	Preparatory camp for Rajya Puraskar S/G.
6.		Basic Training Course for CM/FL, SM/GC.
7.	June	All level Committees Meet.
8.		District Executive and Council Meet.
9.	July	Tritiya Sopan for Public Schools with the Co-ordination of SHQ
10.		Basic Training Course for CM/FL, SM/GC for Public Schools with the co-ordination of SHQ.
11.	August	Monitor the CD Project under PM Shield Competition
12.		Special Course with the prior permission of SHQ
13.	Sept.	District Rally
14.	Oct.	Tritiya Sopan Test for Scouts/Guides
15.		Basic Training Course for CM/FL, SM/GC.
16.	Nov.	Monitor the CD Project under PM Shield Competition
17.	December	District Executive Committee Meeting.
18.	January	District Planning Committee Meeting.
19.		Annual Report to SHQ.
20.	Feb.	Scouter Guider Meet
21.	March	Badge Examiners /Councilors Course

Note.—DOCs and DTCs (S/G) are responsible to prepare their Scouts/Guides for all level (District/State/National/International) Participation and Testing, celebration of all the important days viz. 25th Jan., 26th Jan., 22nd Feb. (Thinking Day), 15 April, 15 Aug., 7th Nov. etc. be celebrated **with preparation.**

(b) **Institutional action plan (to be carried out by each Group Leader i.e. Head of the institution and Unit Leader):**

(i) **Cubs/Bulbuls :**

Month	Camps/Course and Other Activities	
April	Unit Registration	Preparation for Dwitiya Charan/Rajat Pankh Testing camp of the previous year.
	Maintenance of Unit records, Unit Registration Register, Stock Register, Progress Book and Cash Book of the unit.	Week end camp/course for Cub/Bulbul of the previous year.
	Cub/Bulbul Pravesh Test according to the A.P.R.O. II & III.	
	All level Committees Meet.	
	Week end camp/course for Cub/Bulbul.	
May	Preparation for Pratham Charan/ Komal Pankh Testing camp.	Preparation for Dwitiya Charan/Rajat Pankh Testing camp of the previous year.
	Week end camp/course for Cub/ Bulbul	Week end camp/course for Cub/Bulbul of the previous year.
June	Preparation for Pratham Charan/ Komal Pankh Testing camp.	Preparation for Dwitiya Charan/Rajat Pankh Testing camp of the previous year.
	Week end camp/course for Cub/ Bulbul	Week end camp/course for Cub/Bulbul of the previous year.
July	Preparation for Pratham Charan/ Komal Pankh Testing camp.	Test for Dwitiya Charan/Rajat Pankh of the previous year.
	Week end camp/course for Cub/ Bulbul	Preparation for Tritiya Charan/Suvarna Pankh of the previous year. Week end camp/course for Cub/Bulbul of the previous year.
August	Preparation for Pratham Charan/Komal Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
September	Preparation for Pratham Charan/Komal Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
October	Test for Pratham Charan/Komal Pankh	
	Preparation for Dwitiya Charan/Rajat Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
November	Preparation for Dwitiya Charan/Rajat Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
	Preparation for Dwitiya Charan/Rajat Pankh Testing camp.	
December	Preparation for Dwitiya Charan/ Rajat Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
January	Preparation for Dwitiya Charan/Rajat Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
February	Preparation for Dwitiya Charan/Rajat Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
March	Preparation for Dwitiya Charan/Rajat Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
	Submission of action report to DQH	

Note.—Unit leader is responsible to prepare their Cubs/Bulbuls for all level (Distt./ State/ National/International) participation and testing, celebration of all the important days viz. 25th Jan., 26th Jan, 22nd Feb. (Thinking Day), 15 April, 15 Aug., 7th Nov. etc. be celebrated with preparation.

(ii) **Scouts/Guides:**

Month	Camps/Course and Other Activities	
April	Unit Registration	Preparation for Dwitiya Sopan of the previous year.
	Maintenance of Unit records, Unit Registration Register, Stock Register, Progress Book and Cash Book of the unit.	Week end camp/course for Scouts/Guides of the previous year.
	Scouts/Guides Pravesh Test according to the A.P.R.O. II & III.	To work on CD Project under PM Shield of the previous year.
	Scouts/Guides investiture ceremony	
	All level Committees Meet	
	Unit registration for PM Shield competition	
	Week end camp/course for Scouts/Guides	Preparation for Dwitiya Sopan of the previous year.
May	Preparation for Pratham Sopan Testing camp.	Week end camp/course for Scouts/Guides of the previous year.
	Week end camp/course for Scouts/Guides	To work on CD Project under PM Shield
	To work on CD Project under PM Shield	of the previous year.
June	Preparation for Pratham Sopan Testing camp.	Preparation for Dwitiya Sopan of the previous year.
	Week end camp/course for Scouts/Guides	Week end camp/course for Scouts/Guides of the previous year.
	To work on CD Project under PM Shield	To work on CD Project under PM Shield of the previous year.
July	Preparation for Pratham Sopan Testing camp.	Test for Dwitiya Sopan of the previous year.
	Week end camp/course for Scouts/Guides	Week end camp/course for Scouts/Guides of the previous year.
	To work on CD Project under PM Shield	
August	Preparation for Pratham Sopan Testing camp.	
	Week end camp/course for Scouts/Guides	
	To work on CD Project under PM Shield	
September	Preparation for Pratham Sopan Testing camp.	
	Week end camp/course for Scouts/Guides	
	To work on CD Project under PM Shield	
October	Test for Pratham Sopan	
	Preparation for Dwitiya Sopan	
	Week end camp/course for Scouts/Guides	
	To work on CD Project under PM Shield	
November	Preparation for Dwitiya Sopan	
	Week end camp/course for Scouts/Guides	
	To work on CD Project under PM Shield	
December	Preparation for Dwitiya Sopan	
	Week end camp/course for Scouts/Guides	
	To work on CD Project under PM Shield	
January	Preparation for Dwitiya Sopan	
	Week end camp/course for Scouts/Guides	
	To work on CD Project under PM Shield	
February	Preparation for Dwitiya Sopan	

Month	Camps/Course and Other Activities
	Week end camp/course for Scouts/Guides
	To work on CD Project under PM Shield
March	Preparation for Dwitiya Sopan
	Week end camp/course for Scouts/Guides
	To work on CD Project under PM Shield
	Submission of action report to DQH

Note.—Unit leader is responsible to prepare their Scouts/Guides for all level (Distt./State/National/International) participation and testing, celebration of all the important days viz. 25th Jan., 26th Jan., 22nd Feb.(Thinking Day), 15 April, 15 Aug., 7th Nov. *etc.* be celebrated with preparation.

(iii) Rovers and Rangers:

Rover/Ranger Aspirant.—A Boy or Girl whether previously a Scout/Guide or not and who has completed 16 years of age may be enlisted as a Rover/Ranger aspirant.

There are three stages in the career of Rovers and Rangers namely:

(i) Aspirant (ii) Parveen (iii) Nipun:

April	As an Aspirant History of Scouting/Guiding Principles of Scouting Guiding, Law, Promise, Sign, left hand shake, Good turn, Flag song, Prayer and Crew and National Flag, Bharat Scouts and Guides Flag, World Scouts and Guides Flag. One-day service camp. B.P Six exercise.
May	Maintain a diary, know the parts of uniform, and attend the crew or team meeting, one day service camp in their locality. Up Rashtrapati award competition application forms be submitted to the SHQ.
June	At least three months services as an Aspirant before investiture.
July	(As Rover/Ranger) Praveen Work for a happy family, responsible for family job, hobbies and vocational activities, group discussion, pioneering, First Aid up to tritiya sopan, outing or hiking, participate in a group transactional analysis.
Aug.	Organize games for Scout/Guide or Cub/Bulbul as Rover/Ranger, know about Conservation, population, sanitation programmes, handy craft centre in the institution, take up any subject related to cultural heritage of India as approved by the team/crew.
Sep.	Group discussion on the current problems and organize service camps in village slum area and locality. Qualify one proficiency badge and participate in disaster management activity.
Oct.	Help about 3 of the following: (i) Aids awareness campaign, (ii) Free eye operation campaign, (iii) Blood donation campaign, (iv) Eye Donation Campaign, (v) Helping in old age home.
Nov.	Work as an assistant in a Bulbul Flock/Cub Pack, assist in Scout/Guide camps.
Dec.	Take project at least for a month to help children/aged/disabled or sick persons.
Jan.	Pioneering: As Nipun preparation in colleges.
Feb.	- Knowledge of rights and duties of a citizen. - Hobbies and Craft work, Skills. - one month Project for children, disabled or aged person. - Campaign for how to protect public properties, transactional analysis.

Note.—Unit leader is responsible to prepare their Rover/Ranger for all level testing Camps/Courses, Service in festivals & local fairs (Distt., State, National and International level participation) and for celebration of all the important days viz. 25th Jan., 26th Jan., 22nd Feb.(Thinking Day), 15 April, 15 Aug., 7th Nov. *etc.* with preparation.

10.3.8.5 Scheme of Advancement of Cub/Bulbul, Scout/Guide and Rover/Ranger :

Cub/Bulbul:

- (i) A boy/girl can be invested as a Cub/Bulbul on completion of five years of age and requirement of the pravesh Test.
- (ii) A Pravesh Cub/Bulbul will work at least for three months to qualify for Pratham Charan/Komal Pankh.
- (iii) Pratham Charan Cub/Komal Pankh Bulbul will work at least for three months to qualify for Dwitiya Charan/Rajat Pankh.
- (iv) Dwitiya Charan Cub/Rajat Pankh Bulbul will work at least for three months and complete 7 years of age to qualify for Tritiya Charan badge/Suvarna Pankh.
- (v) Tritiya Charan Cub/Suvarna Pankh Bulbul will work for at least nine months to qualify for Chaturtha Charan/Heerak Pankh.
- (vi) Chaturtha Charan Cub /Heerak Pankh Bulbul will work for atleast one year to qualify for.

“GOLDEN ARROW”

Scouts / Guides:

- (i) Having worked for at least three months, a boy/girl can be invested as a Scout/Guide on completion of Pravesh test.
- (ii) A Pravesh Scout/Guide will work at least for six months to qualify for Pratham Sopan.
- (iii) A Pratham Sopan Scout/Guide will work for at least nine months to qualify for Tritiya Sopan.
- (iv) A Dwitiya Sopan Scout/Guide will work for at least nine months or qualify for Tritiya Sopan.
- (v) (a) Tritiya Sopan Scout/Guide will work for at least nine months.
(b) A Tritiya Sopan Scout/Guide shall qualify to appear for Rajya Puraskar Test on completion of 13 years of age.
- (vi) A Rajya Puraskar Scout/ Guide shall work for twelve months to appear for Rashtrapati Scout/Guide Award Test.

Rover/Ranger :

- (i) An aspirant can be invested as a Rover/Ranger on completing sixteen years of age.
(a) A Pravesh Rover/Ranger is eligible to become a Praveen Rover/Ranger
- (ii) A Pravesh Rover/Ranger will work at least for one year to qualify for Praveen badge.
(b) A Praveen Rover/Ranger is eligible to become a Nipun Rover/Ranger.
- (iii) A Praveen Rover/Ranger will work at least for one year to qualify for Nipun badge.
(c) A Nipun Rover/Ranger is eligible to become a Rashtrapati Rover/Ranger.
- (iv) A Nipun Rover/Ranger will work at least for one year to qualify for Rashtrapati Rover/Ranger Award and must have completed nineteen years of age.
- (v) Working for other Proficiency Badges could be continued after receiving Rashtrapati Rover/Ranger Award.
- (vi) On completion of Rover/Ranger stage, Rover/Ranger will embark upon Services to the community or to the movement.

10.3.8.6 Prime Minister Shield Competition and Upa-Rashtrapati Award:

We are all aware that Prospective Rashtrapati Scouts/Guides must work for Prime Minister Shield Competition and also motivation should be given to all the Scouts and Guides units of the country to play their useful role in the service of the Nation and in the movement. It is ongoing process but the date of submission of applications every year has to be strictly followed.

Applications are invited from all the states for the **Prime Minister Shield Competition every year**. The last date of the submission of an application is 10th May every year. States are requested to send the applications of the units in the prescribed format with full details along with Rs. 10/- per unit to the National Headquarter latest by 30th May every year. The applications received after 30th May every year will be considered for the next sessions.

The eligibility conditions and other details :

(a) FOR PRIME MINISTER SHIELD COMPETITION:

(a) Name of the Shield	Prime Minister Shield Competition
Period	(i) The competition will cover the period from 1 st July every Year to 30 th June of the succeeding years.
Methodology	(ii) The competition will be held in four subjects and is open to all Scout Troops/Guide Companies. (iii) Competition will be held separately for the Scout and Guide wings. (iv) Scout Troops and Guide Companies will participated in two subjects: Subject 1 will be compulsory for all and they may select one more subjects <i>i.e.</i> No. II, III or No. IV. (v) State Associations will give wide publicity and invite applications. (vi) State Associations will forward applications forms along with a registration fee Rs. 10/- per unit to National Headquarters. The NHQ will then register the units & issue the Log Book and Guide line to the States for onward transmission to the units registered.
Eligibility	(i) Minimum of Two Competing Districts. (ii) A competing District is one, which registers at least Two units.
Log Books	(i) To be maintained by competing units. The <u>Log Books should be preferably 15" X 12" in size.</u> (ii) Kindly note that name of the Judges with Signature, Marks given should be mention in the Log Book. State Secretary recommendation in prescribed log book form is must. (iii) Students name in English with Father's Name in Capital Letter is must. Recommendation letter of the State Secretary with covering letter is also required.
Judging	Division / District recommends best unit in each group to State. State recommend one best among each group of Subjects to NHQ. A State can get 3 (Three) Shield for Scouts and 3 (Three) for Guides.
	In each State the Scout Troop, Guide Company standing First and gaining 70% and above marks will be awarded Prime Minister Shield and a Certificates signed by the Prime Minister. The Scouters/Guiders of the Shield Winning Units will also be awarded certificate. Each member of the Shield winning unit would individually get a certificate signed by the National Commissioner.

	All participating units which gain more than 50% Marks in the group of Subjects will be awarded a Certificate of Merit signed by the Prime Minister.
Project Area	The Area of work for each unit will be selected by respective units and approved by the District Commissioner. It shall not be less than 30 families and not more than 50 families. There shall be no duplication of area among different units.

(b) **FOR UPA RASHTRAPATI AWARD:**

	Subject for Upa-Rashtrapati Award Competition	Marks
	Self Developments: All items Compulsory	125
Category 1	1. Observance and application of Scout & Guide Promise and Law	50
	2. Attainment of next higher stage in the Scheme of advancement. Rashtrapati Rover/Ranger should earn at least one Merit Badge.	50
	3. Active participation in crew, team programme-(The list of Activities conducted by the Unit with Date, Place and Names of Participants).	25
Category 2	Service within the movement. 1 Any three activities selecting one favour each group – A, B, C	75
	Group A	25
	1. Working as a Badge Instructor	
	2. Serving as a Badge Examiner	
	3. Organizing Games	
	Group B	25
	1. Assistance in a Troop / Company Camp	
	2. Assistance in a Pack Holiday/ Camps for Cubs/Bulbuls	
	Group C	
	1. Full Time Assistance in a Rally/Camporee of not less than Three days duration.	
Category 3		300
	Service outside the Movement. 3 Groups out of 6 to be completed- 1 Activity from each Group.	
	Group A	
	1. Community Development Programme.	
	2. Adult Education or Non- Formal Education	
	Group B	
	1. Cleanliness Campaign	
	2. Preservation of Greenery	
	3. Campaign for saving drinking water	
	Group C	
	1. Campaign against harmful customs and prejudices	
	2. Campaign for National Integration	
	3. Campaign against Alcohol, Narcotics and Drugs	
	Group D	
	1. Motivation Programme for Family Welfare	
	2. Leprosy Control Programme	
	3. AIDS Awareness Campaign	
	4. GOBI (For Rangers only)	
	5. Sanitation Programme	

Group E		
	1. Awareness creation of Scientific and Technological Advancement	
	2. Organizing Science Exhibitions	
	3. Organizing Science Quiz	
Group F		
	1. Service in Home for the Aged, Orphanages <i>etc.</i>	
	2. Service in Religious places	
	3. Hospital Service	
	4. Traffic Control	
	Maximum Marks Category 1-125, Category 2-75, Category 3-300	
<p>All the Units will have to Participate in Category 1 and 2 as compulsory subjects. In Category 3 the unit can select any one activity from 3 Groups in any combination such as ABC, ABD, ABE, ABF, ABF OR ACD, ACE, ACF, ADE, ADF, AEF, AEF, BCD, BCE, BCF, CDE, CDF, DEF selecting 1 activity from each group <i>i.e</i> total 3 activities for 100 marks each.</p> <p>For more details of Activities consult the Guidelines of Upa-Rashtrapati Award Competition in latest edition of APRO-II and III.</p> <p>Last date for Registration at NHQ- 30th April every year Starting of Competition 1st July every year. Completion of Competition- 30th April every year. Log Books to be submitted to District- 15th May every year, State - 15th June. Selected Log Books two each from a Group to be submitted to NHQ by 15th July every year by the State.</p>		

Note.—For more details visit official website of Bharat Scouts and Guides www.hpbsg.org.

10.4 House Formation:

Houses will be formulated in an institution in such a manner that at least one house should not exceed 100 numbers of students. While forming houses, it should be kept in mind that the students engaged in NSS, NCC, Bharat Scouts and Guides are preferably kept together in houses for smooth conduct of their activities.

10.4.1 The following activities can be undertaken by each house:

- (i) **Games and Sports.**—Hockey, Football, Badminton, Volleyball, Wrestling, Table-Tennis, Badminton *etc.*
- (ii) **Athletics.**—100m, 200m, 400m, 4×100m, Relay, 800m, 1500m, Cross Country, Long Jump, Pole Wart, Hop-step and Jump, Tripple-Jump *etc.*

10.4.2 Co-Curricular Activities:

- (i) **Literary Activities.**—Debate and Declamation contest, Poem Recitation, Essay writing, Story-writing, Drama/one Act Play, Quiz Competition, mock parliament *etc.*
- (ii) **Aesthetic activities.**— Music and Dancing, Fancy Dress, Group Songs, Music Vocal Solo, Instrumental Music, Folk Songs, Folk Dance *etc.*
- (iii) **Community Activities.**— Mass Prayer, Scouting and Guiding, N.S.S, N.C.C., Trips, Excursions *etc.*
- (iv) **Tutorial Groups.**—Tutorial groups are to be formed in each house of the school with a teacher-in-charge of each tutorial group with specific number of students in each

group. For counselling of girls the teacher incharge of the tutorial group should be lady teacher as far as possible. In charge of tutorial group is to guide and counsel the students of a tutorial group especially in following aspects:—

- (i) Personal Hygiene
- (ii) Motivation
- (iii) Academic, Psychological and Socio-Economic needs
- (iv) Problems relating to adolescence (counselling of girls is to be done by a lady teacher).
- (v) Development of soft skills
- (vi) Choice of a career and vocational guidance

All tutorial groups are to function cohesively in a house for its functioning.

10.4.3 Formation of various Clubs:

To encourage/create general awareness, an inquiring mind and team spirit among the students. Various clubs have been formed in which the students and teachers participate actively.

10.4.3.1 Eco Club:

Eco Club plays an important role in creating environmental awareness and action based programme for the improvement of environment amongst the students.

Objectives of the Eco Club :

1. To make students understand environment and environmental problems.
2. To provide environmental education opportunities for school students.
3. To utilize the unique position of school students as conduits for awareness of the society at large.
4. To facilitate students participation in decision making in areas related to environment and development.
5. To bring students into direct contact with the environmental problems facing the society they live in and make them think of solutions.
6. To involve children in action based programmes related to environment in their surroundings.

Role of Teacher-in-Charge of Eco Club :

The Teacher-in-Charge of Eco club plays a key role in the implementation of the scheme. He/She should encourage more and more students to join the club. He/ She should take imaginative steps to implement the activities suggested in the scheme which are relevant to that region. Main functions of In-charge Teachers are:

- (i) To assemble the Eco Club members every week for one hour at least and take up some activity.
- (ii) To encourage the students to suggest activities for the following weeks and make a list of it. Make necessary preparations for their execution in consultation with the Headmaster/Principal.
- (iii) Send monthly activity report to the District committee.
- (iv) Co-ordinate with the District Committee for taking up District Level Common Programmes.

The following activities will be undertaken by this club:

1. 1st April will be celebrated as “Sanitation Day and this day will be a working day in all educational institutions.
2. World Environment Day (5th June) may be celebrated every year and activities for protection of environment may be one of the regular feature in future.
3. “Van Mahotsava” may be celebrated every year and each student and teacher will ensure to plant atleast one tree on this day so that “Each One, Plant One, Every Year” activity should be encouraged.
4. Ensure that the campus of the institution is polythene free and class rooms are neat and clean.
5. Flower beds may be prepared in the school campus for beautification.
6. Spitting here and there may be restricted in the campus and students should well aware in this regard.
7. Students may acquaint themselves with healthy eco friendly environment.
8. Garbage is not littered in the rooms /Campus and its proper disposal be ensured.
9. Keeping in view the good hygienic conditions, the toilets to be provided to the students /Staff should be neat and clean.

Decisions of the Government regarding “Zero Tolerance Strategy for Plastic/ Polythene waste management” and other related matters may be brought to the notice of students and Head of institutions will ensure the implementation of policy decision of the Govt. So that the campus and its surroundings remain plastic/Polythene free. Plastic/ Polythene collected, if any, be deposited with the Authorities concerned. On these particular days, the voluntaries of Bharat Scouts and Guides, National Cadet Corps, National Service Scheme, Red Cross, Eco Club should be in their formal dress and also ensure the campaign launched is made successful.

The following activities may be carried out atleast once in a month:

1. Address by principal/staff and selected students on the day, during morning assembly about protection of environment.
2. Organizing Poster Competition/Quiz Competition/ Cartoon Competition/Nukkad Nataks.
3. Organizing debates on the theme of protection of environment.
4. Rally for awareness of public about protection of environment.
5. Collection of waste plastic from institutional premises and surrounding area.
6. Disposal of waste plastic with the concerned authorities.

10.4.4 Cultural Club:

Centre for Cultural Resources and Training, New Delhi has initiated a scheme under which Cultural Clubs are opened in different schools. The promotion and dissemination of information on India’s cultural heritage has been the prime concern of this Centre (CCRT). With this objective in mind, the CCRT has undertaken the task of setting up CULTURAL CLUBS IN SCHOOLS. Through the Cultural Clubs, the CCRT aim at:—

- (i) Motivating schools children to acquire knowledge about India’s rich cultural heritage.
- (ii) Sensitizing them towards appreciation of Indian Arts and,
- (iii) Developing a sense of respect towards continuity of traditions.
- (iv) Empowering children to undertaken action-projects to conserve and preserve cultural and become custodians of our heritage.

CCRT will provide a financial assistance of Rs.5,000/- initially for one academic session. In case the Cultural Club functions successfully, the annual grant of Rs.5,000/- will be released for another two consecutive years in two instalments in the beginning of each Financial Year.

The detailed information is available on CCRT website www.ccrindia.gov.in

10.5 Youth Parliament Competition:

Objectives of the Scheme:

With a view to strengthen the roots of democracy, inculcate healthy habits of discipline, tolerance of views of others and to enable the students community to have better awareness about the working of Parliament, the “Youth Parliament Competition” will be held annually in all the Government High/Senior Secondary Schools of the State.

Operation of the Scheme:

The scheme will be operated by the Directorate of Higher Education, H.P., Shimla.

Eligibility for entry into the competition:

All the Government High/Senior Secondary Schools in State are eligible to take part in the competition.

Period during which the competition of Youth Parliament will be held:

The competition of “Youth Parliament” will be held every year.

Guidelines for organising “Youth Parliament” are as under:

- (1) The number of students constituting the “Youth Parliament” will not be limited however some may have only nominal sitting roles to convey the picture of a House and may not be required to speak due to limited duration of sitting.
- (2) The duration of “Youth Parliament” should not be more than an hour and out of this about 20 minutes may be devoted to questions. However, during the State level competition it will be of 30 minutes and out of this 10 minutes will be for questions.
- (3) It is desirable that the matters raised in the Parliament relate to the subjects of welfare activity, defence of the country, social justice, social reforms, economic development, communal harmony, health, student discipline etc.
- (4) The Participant can speak in Hindi or English or in any regional language.
- (5) **Considerations for drawing up the merit list.**—The Committee of judges shall keep in view the following points while assessing the performance of institutions:—

(i) Discipline and decorum	10	Marks
(ii) Observance of Parliamentary procedures	20	"
(iii) Selection of subjects for questions; for supplementaries and quality of answers thereto.	20	"
(iv) Selection of subjects for the debates	10	"
(v) Delivery and quality of speeches delivered and standard of debates.	30	"
(vi) General assessment of the performance as a whole	10	"

100 Marks

Venue of the Youth Parliament:

Each Institution shall hold the Youth Parliament sitting in its own building as far as possible or such other place of its choice as it may like. The competing institutions shall be required to intimate the venue of their sittings along with the information regarding subjects for discussion ten days before the date of the competition to the Department.

This competition will be organized at the following levels:

The competition will be a part of activity during the Zonal/District level tournament and the following will be responsible for smooth organization of the competition:—

1. *At Institution Level.*— The Head of the Institution will be responsible to organize the “Youth parliament Competition” . He will ensure the participation of every student in this competition.
2. *At Zonal Level.*—The Head of the Institution will ensure the participation of students at the venue fixed in this regard.
3. *At District Level.*—The Head of the Institution will ensure the participation of students at the venue fixed in this regard.
4. *At State Level.*—The competition will be held on Constitution Day *i.e.* 26th November every year. The Deputy Director of the concerned District after careful consideration of all the entries on the basis of comparative evaluation further recommend the name of one team for State Level Competition.

Prizes.—There will be the following Prizes—

- (i) Shield (Parliamentary Shield) for the institution standing first in the competition.
- (ii) Trophies for the first five institutions for meritorious performance in the competition, on the basis of the order of merit.
- (iii) Individual merit prizes in the shape of Medals/Cups/Books for some selected participants from each institution. The total number of prizes should not exceed 80.
- (iv) The shield will be a running shield to be retained for a period of one year by the Institution which stands first in the competition. However, if a particular institution wins the shield for three consecutive years, it will be kept permanently by that Institution.
- (v) *Miscellaneous expenditure.*—The expenditure incurred for organising the Zonal/District Level Competition will be borne by the concerned institutions, whereas the expenditure incurred during State Level Competition will be re-imbursed by the Directorate in pursuance to the instructions of Government of India, Ministry of Parliamentary Affairs, New Delhi.

Committee of Judges:

The committee of judges for evaluating the performances of the **individual institution** shall be as under:—

- | | |
|---|-------------------------|
| (i) Chairman, Block Development Committee | <i>Chairman</i> |
| (ii) President, SMC of the concerned School | <i>Member</i> |
| (iii) Principal | <i>Member</i> |
| (iv) Sr. Lecturer of the school preferably Lecturer in Pol. Science | <i>Member Secretary</i> |

For Zonal/District Level Competition the Committee of Judges may consist of Educationists/Members of Legislative Assembly/Council and other connected with the running of Parliamentary Institution.

Repeat Performance.—The institution standing first in the competition may be required to give a repeat performance at a venue and date to be decided by the department at the time of Prize Distribution Function which would be held on the conclusion of each year's competition.

10.6 Total Sanitation in Schools:

Take every measure for Total Sanitation of a school campus. For healthy and eco friendly environment the cleanliness of school campus and its surroundings be also ensured.

- (a) Each school after morning assembly will ensure the cleanliness of school campus and its surroundings through the physical education teacher to maintain the eco-friendly environment for good hygiene.
- (b) Each school will observe quarterly total sanitation day and for this purpose competitive intra houses will be formed. In this regard intra house competition will be organised and the house placed at 1st, 2nd and 3rd position may be awarded the prizes as an incentive.
- (c) The house which will consecutively stands 1st during the year, the recommendation of such house will be sent to the Deputy Director of Higher Education of the concerned district by the Head of Institution. The Deputy Director of Higher Education on careful consideration of all the entries on the basis of comparative evaluation further recommend the nomination of one school to the Director for State award.
- (d) The Director of Higher Education after receiving the nominations from all districts and after scrutiny and comparative evaluation will further recommend to the Govt for State award to be given by the Hon'ble Chief Minister on 15th August every year.
- (e) The concerned school which receives the State award and in any case if the patron of that particular house of the school concerned is also proposed for State /National Award, in that event in the meeting of state selection committee after consideration will make a special recommendation in his/ her favour and he/ she will be entitled for extra 5 marks in comparison to other teachers.
- (f) The participation of SMCs will be ensured. SMCs will monitor the sanitation campaign and if committee is not satisfied with the sanitation campaign, the report thereof will be sent to the Deputy Director of Higher Education of concerned districts accordingly who will further call for the explanation of Head of Institution in this regard.

1st April be celebrated as Sanitation Day and this day will be a working day in all Educational Institutions.

Note.—The school will hold regularly Inter-House and Intra-House competition in debates, declamation, one act play, essay writing, group discussion, on-the-spot painting, variety entertainment etc.

Vocational Education

Introduction:

The national policy planners have considered higher secondary stage of school education as crucial since it is at this stage that necessary skills and competencies are acquired which enable the students to enter the world of work or to go for higher education. Vocational education has been accorded high priority in the National Policy on Education, 1986. The NPE, 1986 inter alia states “The introduction of systematic, well planned and rigorously implemented programme of vocational education is crucial in the proposed educational re-organization. Vocational education will be a distinct stream intended to prepare students for identified vocations spanning several areas of activity”. The NPE, 1986 set the target, to cover 10% higher secondary students under vocational courses by 1990 and 25% by 1995. The POA, 1992 reset the targets of diversification of students in vocational streams at +2 level to 10% by 1995 and 25% by 2000. Consequently, a Centrally Sponsored Scheme (CSS) of Vocationalisation of Secondary Education was launched in 1988, which was implemented by the State of Himachal Pradesh. Under this scheme Vocational Education is being provided in General Schools with two years duration in 10+1 and 10+2 classes. The objectives of this scheme are (i) to provide diversification of educational opportunities so as to enhance individual employability; (ii) to reduce the mismatch between demand and supply of skilled human resource, and (iii) to provide an alternative for those pursuing higher education. If India wants to have a competitive advantage, it needs to restructure its Vocational Education and Training (VET) system. Consequently, based on the current and futuristic requirements and keeping in mind the experiences gained and lessons learnt from the implementation of the previous scheme of vocationalisation of Secondary Education, a revised scheme is now proposed. The revised scheme echoes the ideology inherent in the Framework for Vocational Education and Training in India developed by the MHRD, 2007. The framework proposes to integrate the general academic education, vocational education, vocational training and higher education as a comprehensive system under the Indian Qualifications. The vocational education at the higher secondary stage is a part of this proposed integrated national qualification system. Thus, vocational graduates will have opportunities not only to enter the world of work through wage or Self-employment, but also can have lateral and vertical mobility in the educational system. There is a significant drop-out of students after completion of Class 10th and they do not join class 11th. These children and a certain percentage of children enrolling in Class 11th who have aptitude for vocational courses, but are compelled to pursue academic courses in the absence of any opportunity, constitute the target group under the scheme of vocational education at higher secondary level. There is evidence that countries with a strong VET system have increased their marginal productivity and lowered the unemployment rates. The relevance of vocational education has increased in the fast growing Indian economy, especially in the light of the Government’s thrust on Universalisation of Secondary Education, skill development and social justice through inclusive education and training.

2. Subjects:

The following subjects are taught during two years training in Vocational education institutes and examination is conducted in all these subjects separately for (10+1) and (+2) classes as under:—

(10+ 1) class

1. English.
2. General Foundation Course (GFC)

(10+2) class

1. English
2. General Foundation Course (GFC)

- | | |
|--------------------------|--------------------------|
| 3. Vocational Theory-I | 3. Vocational Theory-IV |
| 4. Vocational Theory-II | 4. Vocational Theory-V |
| 5. Vocational Theory-III | 5. Vocational Theory -VI |
| Vocational Practical-I | Vocational Practical -IV |
| Vocational Practical-II | Vocational Practical-V |
| Vocational Practical-III | Vocational Practical-VI |

The syllabus and question papers of English for plus one and two are the same as that of academic side of 10+1 and 10+2 classes.

3. Tuition Fee:

Every boy student is charged tuition fee at par with science students and no fee is charged from girl students.

4. Working Hours:

Working hours of each Vocational Education Institute is as per Govt. Norms (*i.e.* six hours every day). Second Saturday of every month and every Sunday are closed days of the institute

5. Attendance :

Every student has to complete minimum 75% attendance in every year of two year courses for appearing in the annual examinations in both theory as well as practical.

6. Examination and Certification:

Examination of plus two students of Vocational Education is also conducted by H. P. Board of School Education Dharamshala and successful candidates are awarded certificates like other students.

7. Eligibility for Admission:

Any 10th pass student of any recognized board is eligible for admission in 10+1 vocational courses. There will be no percentage bar to seek admission to Vocational Courses. The girl students can seek admission in Boys schools where vocational courses are running. The concerned Principals and lecturers will make all sincere efforts to motivate the students for admission in vocational courses.

8. Enrolment:

The enrolment of students in vocational courses should be as per the norms prescribed by MHRD Govt. of India. Efforts will be made to promote enhancement of enrolment of girls, SC/ST/OBC, minorities, BPL, children with special needs, *etc.*

No. of vocational courses : 2 per school

No. of students per vocational course : 50 (25 in each Class *i.e.* XI and XII)

No. of vocational students in each school : 100

No. of Sections in each School: 4

9. Equipment and Raw Material:

The adequate requirement in terms of tools, equipment and machinery for the development of soft and basic technical skills would be provided to the schools. The list of the tools and equipment mentioned in the curriculum would form the basis for purchase of relevant Machinery and equipment for the vocational course. In addition, the requirements for modern tools and equipment could also be assessed taking the help of employers, relevant organizations, and professionals in the field. Raw materials and consumable items like glassware, plastic-ware, chemicals, etc. would also be provided for each course, the grant for which would vary from course to course. Maintenance of tools and equipment will also be funded through the scheme.

10. Functions of Vocational Schools:

- (i) To establish an effective and efficient VE system in the Institution for promotion of equality of opportunity for all.
- (ii) To run approved vocational courses/skills development programmes consistent with National Occupation Standards (NOS) in mainstream schools in the form of sections offering vocational education.
- (iii) To provide or arrange a range of support services to the students such as arranging on-the-job training, establishment of training-*cum*-production centre, establishment of linkages with industry, arranging guidance and counselling, etc.
- (iv) To arrange competent teachers/trainers and ensure their continuing education and training through capacity building programmes and action research.
- (v) To undertake publicity, image building and awareness programmes.
- (vi) Keep track of vocational students passing out with regard to their employment, vertical or horizontal mobility etc. and maintain records.
- (vii) To maintain and disseminate relevant information at various levels as a part of school level MIS.

11. Ensuring Girls' Participation:

The National Policy of Education (1986) has categorically recognized education as an agent of social change in favour of girls and has particularly emphasized facilitating girls' participation in vocational and technical education. Further, women empowerment is high on national agenda. Echoing the same ideology, this policy also places equal and non-stereotyped participation of girls in vocational education on high priority. This should be the guiding principle for taking various steps for implementation and monitoring of the scheme, be it expansion or strengthening of the schools, enrolment, placement or such others. Though priority would be accorded to co-educational schools/institutes, wherever the society is not yet ready for it, all girls' schools would be included. The selection of courses in these schools should not be gender guided. Similarly, choice of courses by the girls would be promoted in such a manner that gender stereotyping is avoided. Care would be taken that girls are not 'pushed' to non-formal mode of vocational education but are encouraged to join regular courses. Specific incentives and support systems will be planned to enhance participation and good performance of girls in high employment oriented courses, ensuring their economic self-sufficiency. Special guidance and counseling session would be organized for girls as per need. The vocational Principal /co-ordinator of the school should take necessary steps to remove gender bias, if any, in the minds of employers/financiers against giving the girls employment or loans. The implementation aspects in favour of girls mentioned in other appropriate sections of the scheme would be ensured. All the reporting, data generation should be in gender segregated manner.

12. Coverage of Special Focus Groups:

Efforts will be made by the Schools to mainstream children belonging to special focus groups *i.e.* SC, ST, OBC, persons below poverty line, minority and children with special needs, with special attention to the girls belonging to these groups. Special priority would be given to open/strengthen vocational schools/model vocational schools in identified minority/SC/ST concentrated districts/blocks. Schools will develop suitable incentives for their participation for which funding provision has been made in the scheme. Enrolment drives, special ampuses, provision of special facilities, working in close collaboration with parents and NGOs, etc. should be undertaken to ensure participation of special groups in vocational education. Monitoring attendance, organizing remedial classes and follow up of special groups will be done by vocational schools. Necessary support services *e.g.* special aids and appliances shall be provided for learners with special needs during the process of learning and training. Arrangements would also be made in schools for removing architectural barriers for easy access of learners with special needs. Teacher preparation for giving due care and attention to such children also need to be ensured.

13. Production-cum-Training Centre (PTC):

Establishment of Production-cum-Training Centres is visualized as a methodology of providing a learning experience linking teaching learning process with the world of work, so that students not only gain relevant skills and attitudes but also the necessary hands on experience to use skills in producing and marketing goods and services. The dichotomy between education and work could be reduced by establishing PTCs in schools, as the production processes become vehicles of learning, which is related to society's needs for goods and services. A large share of earnings through the PTC is distributed amongst students which comes as an incentive and support to them. The major objectives of PTCs would be as follows: (i) provide educational experience relevant to market, (ii) enhance self-support capabilities, (iii) forge institute community linkages through need based products and services, (iv) inculcate the spirit of social accountability in educational institutions, and (v) prepare students for gainful self/wage employment.

14. School Industry Linkage and O.J.T:

The Vocational Education Programme at the plus two stage lays great emphasis on development of need based skilled man power for all sectors of economy. The national curriculum design for Vocational Education provides communication skills and entrepreneurship skills along with competencies in vocational Theory and Practice. Linkages will have to be developed with industry and other organizations for specialized technical training using their equipment and expertise. ON THE JOB TRAINING should be started so that students become familiar with the working of industries and know about the field problems.

15. Support for Self Employment :

Besides giving necessary guidance to the students for setting up their ventures, the Vocational Principal/Co-ordinator/Teachers should continue to provide technical support to them for the transition period. Efforts should be made at appropriate levels to arrange soft loans and to devise marketing strategies for these young skilled entrepreneurs. Best practices in vocational education from the School should be documented and disseminated so that such practices could be replicated or emulated by others. Special classes on entrepreneurship would be conducted for those students who opt for self employment. The students should be motivated to adopt self employment.

16. Placement :

There will be a placement cell in each school so that the follow-up data of the pass out students can be maintained. Sincere efforts will be made at Directorate level to set up linkage with

industries so that campus interviews may be conducted to provide employment. Monitoring will be done at Directorate level. The Vocational lecturers of all subjects will ensure the participation of students in Job fairs/ Rojgar-Melas conducted by various companies from time to time. They will maintain record/register of pass out students who go for higher studies/ self employment/wage employment or any other field. They will remain in close contact with various private companies, chamber of commerce and employment exchange. However the state level co-ordination will be done by Vocational branch of Directorate of Higher Education, Shimla.

17. Apprenticeship Training:

Training has been consistently felt that students of the vocational courses at +2 level should be provided facilities for apprenticeship training under the Apprenticeship Act as an important catalyst for promoting vocational education. In 1986, the Apprentices Act was amended to provide training to vocational students of +2 level (Technician Vocational Apprentices). At present there are 94 vocational courses covered under the Apprentices. Efforts would be made to cover all vocational students under the Apprentices Act. The State co-ordination Cell for VE should liaise with the BOATS for apprenticeship training of the students. The Principals will send the names of students for apprenticeship to the Directorate well in time so that consolidated data be sent to **APPRENTICE BOARD KANPUR (UP)** for apprentice training of the students.

18. Vertical Mobility :

It is generally experienced that the student community and society at large, in spite of a valid economic and educational rationale for it, find Vocational Education unacceptable owing to its "terminality" and demand vertical mobility into higher level courses leading to diploma/ degree. Any Vocational programme which does not allow learner to go for a related course of higher studies will be perceived as a dead end. It will have the effect of restraining the development of individual in their working level, which in turn will breed frustration. In view of the above, it is required to find out ways and means for linking Vocational Education at the plus two level with higher education to provide right employability to Vocational pass outs. Various strategies, Modalities and action Plans were made for linking Vocational Education at plus two levels with higher education. In the entire planning of upward mobility to the field of higher education care should be taken that this linking should be complementary and supplementary to his /her basic knowledge and the resources used during/Vocational Education should not go down the drain. In Himachal Pradesh some seats are reserved in each polytechnic for Vocational Pass out students who secure 60% or more than 60% marks through lateral admission. They get admission in 2nd year of diploma in their respective area.

19. Publicity :

Extensive publicity applying various possible modalities such as local set up as well as mass media (newspapers, magazines, newsletters, radio, television, internet, etc.) should be done for creating the right image of the vocational courses and to attract the youth towards the vocational education. Specific publicity and orientation campaigns need to be designed at suitable levels.

20. Role of School Management Committee:

Every School Management Committee (SMC) will work for smooth functioning and quality assurance of the vocational schools and courses, functioning within nationally set/approved standards and guidelines. The committee will advise the school in selection of courses, teachers/trainers, guest faculty, equipment etc. It will facilitate setting up of PTC, student support systems and help the school in forging linkages with the industry and student placement for

practical and on job training and employment. In case of need, SMC can set up vocational advisory committee to improve implementation and quality.

21. Monitoring/Inspection of Vocational Education :

The Principals of Vocational Schools will monitor the various activities of vocational Education in respective Schools. They will apply different methods of vocational guidance, motivation and awareness among students, guardians and society about vocational Education. They will ensure that the enrolment of students should not be less than 25 in each class/section *i.e.* in each school there will be minimum 100 students in vocational Education in +1 and +2 classes. The Head of Institute will ensure that 100% practicals are performed by the vocational students as per syllabus. For this purpose Raw Materials, Instructional Material and Equipments will be arranged well in advance in starting of new session. The Principals will ensure at the end of the session the physical verification of the vocational workshops and stocks every year. The Principal will also manage field visit/industrial visit and on the job training facility for vocational students every year preferably during vacation period. The Deputy Director of concerned Districts will specially inspect/check the various activities vocational Education during inspections and report the matter to the higher authorities.

Other Administrative Guidelines

12.1 Permission for Acquiring Higher Education:

Permission to in service teachers to undergo the graduate/post graduate course/training to improve his/her educational/professional qualification on regular basis/privately or through correspondence courses at their own expenses will be accorded by the competent/prescribed authority on the fulfilment of the following terms and conditions by the applicant/candidate:

12.1.1 Competent /prescribed authority:

- a) Permission to academic examination *i.e.* B.A./M.A. is to be accorded by Head of School/Complex Heads of the Schools.
- b) Permission to professional courses like B.Ed./ M.Ed./M.Phill/Ph.D/ D.P.Ed./B.P.Ed. etc. through distance Education mode only on specific terms and conditions given below by Deputy Director of District concerned. The conditions are as under:—
 1. No study Leave shall be granted to the lecturers/ PGT's concerned. He/she shall have to apply for leave of the kind due admissible under rule for appearing in said (part time) courses / examination.
 2. He/ she shall have no claim to any benefit other than those which may accrue to him/her in the normal course as a result of acquiring higher qualification.
 3. In the event of any urgency in the public interest the permission is liable to be withdrawn at any stage without assigning any reason.
 4. Study work of the School shall not suffer in any case.
 5. In the event of his/ her transfer in the public interest the permission granted to him/her shall not constitute any claim on this ground for study, modification/cancellation of transfer. The application must reach the Deputy Director on or before 31st March of the year.
- c) No permission is to be given to acquire any higher qualification, to do research etc. in Science faculty and in a subject where practicals are involved except by Head of Department *i.e.* Director of Higher Education who in turn will allow it if study leave is sanctioned by the Govt. as per rules.
- d) No permission to Contract /Para /PTA (GIA) or similarly engaged teachers.

12.1.2 Terms and Conditions for Study Leave:

Study Leave to in service teachers will strictly be accorded as per the instructions of H.P. Govt. which are as under:—

- a) Maximum of one percent of particular subject will be considered for recommending study Leave.
- b) If a provision of distance education is available, that will be explored first.
- c) Provision of Rule-51 of CCS (Leave Rule) 1972 shall followed strictly while recommending the study leave.

12.1.3 Permission to acquire Indian Passport and Permission to visit abroad:

Permission to acquire Indian Passport will be accorded on an application that should reach the Director of Higher Education through Head of the institutions containing the following information:

- a) PAN Number of the concerned official.
- b) Recent three passport size photographs (3.5cm x3.5cm) in colour showing frontal view of full face are required (Two without attestation and one attested by the Head).

12.1.4 Proforma for permission to visit abroad :

1. Name and Designation of the applicant.
2. Leave due in his/her credit.
3. Seniority No. and date of confirmation (in case temporary may be indicated).
4. Date of appointment in the Department and present grade.
5. The period for which the official intends to go abroad may also be indicated.
6. The purpose for which the official intends to visit may also be indicated.
7. The name of country to whom the official intends to visit may also be indicated.
8. Whether any complaint/inquiry/vigilance case is pending against the official?
9. Whether any dues are to be refunded to the Govt./Department?
10. Any other source of income of the applicant may also be indicated.
11. An undertaking of the applicant in black and white in duplicate may also be obtained to the effect that in case he/she fails to report for duty on the expiry of authorised leave he/ she will be considered to have resigned his/her post under this Department from the date of leaving the school and the same duly attested by the Head of the institution may be submitted to this office.

Name, Designation and Address

12.2 Annual Day/Prize Distribution Function:

Annual Day/Prize Distribution Function will be celebrated every year in the month of November/December in respect of winter closing schools and in summer closing schools it will be celebrated in the month of January/February *i.e.* upto 15th February in all the High and Senior Secondary Schools. Chief Guest to be invited on this occasion to preside over the same shall be chosen in consultation with the staff and members of SMC.

12.2.1 General Instructions/Guidelines for Planning/Celebrating Annual Function:

- (i) All Co-curricular activities will be planned and carried out throughout the year as per school calendar of activities and the best performed activities shall be selected for the day.
- (ii) Parents of the students and distinguished persons of the area connected with the school will be invited on the day of annual function and information in this regard may be sent well in time.
- (iii) At least the following items will be presented on the day:—
 - (a) March past by NCC, NSS, Scouts and Guides and other students in designated uniforms.
 - (b) Mass PT, Exercises with apparatus, Dumble, Drill Flag Drill/Band Drill/Tippr Drill *etc.* one item each.

- (c) Community Song.
 - (d) Patriotic Group Song.
 - (e) One Act Play.
 - (f) Folk Dance and Classical Dance.
 - (g) Playing of percussion and non-percussion musical instruments.
- (iv) Prize distribution should only be part of the day. All prizes of an each student should be viz–in-academic, sports and co-curricular activities be clubbed so that student may come once on the stage to receive all the prizes.
 - (v) Sports prizes declared on the Sports Day of the school may be awarded on the Sports Day itself.
 - (vi) Light refreshment may be served to students especially to the prize winners with the guests.
 - (vii) Simplicity and decorum on the day may be maintained to the extent possible.
 - (viii) It will be the endeavour of the school management that all students may take part at least in one activity.
 - (ix) Annual Report to be read by the Head of the Institution should be complete, precise indicating results of the students in comparison to those of the Board, specific mention of achievements of the students and other activities carried out by the school during the academic year. Annual Report of the school should be published in the school magazine to be brought out in the end of the academic session.
 - (x) The cultural items during this function should include only patriotic songs and the songs depicting national or regional culture. The Head of the Institution shall monitor that nothing unethical and against the Indian traditional values is presented in such programmes. Songs/Skits *etc.* related to relationship between mother-in-law and daughter-in-law are to be avoided on this occasion including during other functions. Recital of national songs and national anthem be also checked and rehearsed properly before presentation.

12.3 Students Participation for Receptions:

The unhealthy practice of lining up the students by the Heads of the schools on the roads, especially during school hours on the occasion of VIPs passing by such routes, is undesirable as it puts un-necessary strain on the students as well as results in wastage of their precious time. However, they are to participate in the celebrations of days of National or State importance/ rallies/events sponsored by the Government.

12.4 Participation of Students in Celebration of Days and Events of the State and National Importance.:

All the institutions will participate in celebrations of days and events of the State and National importance. All units of NCC, NSS, Scout and Guides will participate in the March-Past and in cultural programmes. These occasions and events inculcate self confidence and pride among students.

12.5 Direct Correspondence:

While addressing communications to the Directorate of Higher Education and other higher offices, the following points should be taken into consideration.

- (a) Letters should be neatly typed or written on a durable paper in ink where no type writer is available and it should be legible. While making correspondence with any

quarter Telephone Number as well as e-mail is depicted on the top of the letter so that it may be convenient for immediate contact. Matters relating to employees should in variably refer to employees code of PMIS.

- (b) Complete and correct reference to the File No. of the Directorate and higher offices should be given.
- (c) The subject of the case should be written conspicuously.
- (d) One communication should deal with only one subject.
- (e) Separate covering letters should be attached with statements and returns.
- (f) Enclosures, if any should be specifically mentioned.
- (g) Each envelop before it is posted, should be franked appropriately weighted and stamped.
- (h) Direct correspondence with the higher authorities and high-ups is disallowed. The correspondence should always be through proper channel by any individual or by the office.

12.6 Audio Visual Aids:

To make classroom work dynamic and effective, use of the audio visual aids should be made in every subject. The main companions of the teachers in this respect are black board, charts concerned apparatus and other improvised teaching & learning material.

- (i) Full use should be made of the institution's environment and all possible educational resources. Yearly provision for the purchase of the necessary audio-visual aids should be made in the budget.
- (ii) Funds allocated for the purchase of audio-visual material in the Budget is spent by the head preferably in consultation with the subject teachers.
- (iii) *Demonstration Lessons.*—In every Institution, there are always a few experienced teachers who use various audio-visual aids. The head should make such arrangements for enabling them to give some demonstration lessons for the guidance of other members of the staff.

12.7 ICT @ School Project:

ICT @ School Project is being implemented in Sr. Sec. School's of the State. The prime objective of the project is to use Multimedia Educational content as teaching aid in smart class rooms for better teaching and learning. All the concerned teachers should be directed to use multimedia educational content during their periods/lectures as a teaching tool for a better understanding and learning of hard spots in the concerned subjects. The teacher should consider these tools as their friend, which would reduce their burden. Teacher should understand that tools in themselves are not effective but the innovations with which teacher uses them make effective. Proper implementation of **ICT @ School project** at the institution level is ensured by the active participation of the Principals. He therefore is to perform the following duties:—

- (i) The Broadband facility may be utilised to full extent to download teaching learning material/ content from the internet.
- (ii) No Broadband payment is to be made by the Institution to BSNL. If payment is made by any institution, the same may be intimated to Directorate along with the photocopy of payment receipt and bill.
- (iii) Before signing the "**Acceptance test Certificate**" with date (which contains complete equipment and installation details) be verified by the Principal concerned.
- (iv) Send complete Monthly Monitoring Report (MMR) through concerned Deputy Director of Higher Education which should reflect the status of contents and details

- regarding functioning/non-functioning of each and every component of Hardware installed in the Smart Class Rooms as well as in ICT Labs in detail.
- (v) The CPU should be placed in a wooden box near the LCD TV under lock to ensure the safety and security of Central Processing Unit (CPU). The necessary funds for this purpose may be met out of the building fund of the School.
 - (vi) Use of ICT lab and Smart classrooms should be clearly depicted in the class-wise and teacher-wise time table.
 - (vii) Any clarification regarding the functioning of the project may be sought from Nodal Officer(IT) of the concerned District or alternatively the same may be forwarded to dir.edu@rediffmail.com

Note.—The cleanliness and opening of ICT Lab must be ensured on all working days.

12.8 e-Governance:

All the heads of the institutions and their offices must promote e-Governance and bring efficiency in the functioning of school offices. The e-mail accounts of all the Institutions have been created for faster flow of data/information. Therefore every head must take the following steps:—

- (i) All heads will check/operate their e-mail daily.
- (ii) Departmental website www.educationhp.org will be checked daily for any new directions/circular of the department and is to be acted up accordingly.
- (iii) All software developed by the Department and the Government will be made operational.
- (iv) SMS messages conveyed through SMS Gateway will be immediately acted upon.
- (v) Transmission of data through e-mail and mobile connectivity as and when available shall be given top priority.
- (vi) Maintenance of hardware and networking will be ensured.
- (vii) Internet and HIMSWAN connectivity will be ensured wherever it is possible.

12.9 Teacher's Diary:

Proper maintenance of a teacher's diary is very essential as it indicates how the teacher has planned his work. Any simple note book can serve the purpose of teacher's diary. It should invariably contain the following:—

- (i) Detailed syllabi of the subjects a teacher is teaching.
- (ii) The Time table allotted to the teacher.
- (iii) Records of student's progress.
- (iv) Notes on monthly instruction programme in the subject according to the time-table.
- (v) Assignment of Home Tasks.
- (vi) Other useful information the teacher wishes to record.

All the teachers will maintain Teacher Diary mentioning therein the syllabus to be taught class-wise and subject-wise in three quarters of the year and the fourth quarter will be utilised for revision, and get it signed from the Head of the Institution in the first two weeks of academic session. Monthly Teacher Diary will be maintained and teaching task accomplished in the next month will be got signed by the concerned teacher from the Head in the last week of the current month.

12.10 Settlement of Audit Paras:

Special campaign has been launched from time to time to clear the pending audit paras at the level of department itself and also in collaboration with AGHP at District/Directorate level. Emphasis was also laid in the past to ensure that for efficient administration, audit paras may not lie pending for a longer period as it is not conducive to efficient administration. The Head of the Institutions will ensure the settlement of pending audit paras in a time bound manner. Every Drawing and Disbursing Officer will ensure the maintenance of a register having the detail of all pending audit paras therein on the proforma appended below:

Proforma of register for monitoring the settlement of Audit Paras and Recoveries

(a) Detail of A.G. Audit Para

Sl. No.	Audit and Inspection Report (Period From-To)	Para No.	Particulars of Para (Nature & amount involved)	Particulars of settlement	Amount of recovery pointed out by AG Audit. Detail of cases wherein recovery not effected and reasons therefore
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(b) Detail of Local Audit Para

Sl. No.	Audit and Inspection Report (Period From-to)	Para No.	Particulars of Para (Nature & amount involved)	Particulars of settlement	Amount of recovery pointed out by LAD Audit. Detail of cases wherein recovery not effected and reasons therefore
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(c) Detail of recovery pointed out by the Department

Sl. No.	Name of Govt. Servant	Designation	Particulars of Recovery as pointed out	Amount of recovery pointed out	Detail of cases wherein recovery not effected and reasons therefore
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Head of the Institutions will keep liaison with the Section Officers posted in the offices of Deputy Directors Higher Education of purpose of settlement of audit paras and for obtaining advices in other financial and service matters. Deputy Director Higher Education of District concerned and section officer posted in the District will be jointly responsible to ensure the compliance and submission of defaulters list to the Directorate of Higher Education for taking suitable action as per rules.

12.11 Powers and procedure for declaring articles of store and stock unserviceable and their disposal by sale/auction/written off:

The powers of various subordinate authorities and the procedures for declaring the articles of store and stock unserviceable, surplus and for their disposal by auction and sale and for writing off the unserviceable articles/losses of stock and store have been delegated and are circulated by the Department from time to time. (Departmental instruction are annexed as Annexure-I for ready reference).

Procedure for write-off:

1. Separate cases may be prepared in respect of the articles purchased out of Govt. Funds and of those purchased out of student's funds.
2. The list of the article, required to the written off may be prepared in quadruplicate in the first instance and may thereafter be got counter signed by the inspecting officer after he has personnel inspected and physically verified the articles proposed to be written off (*See Annexure-I and II*).
3. Actual date of purchase along with month and year should be recorded.
4. It should be ensured that the articles of dead stock which are in use for less than 15 years are not recommended for writing off except in exceptional cases where reasons for the same are to be furnished in detail.
5. Each drawing and disbursing officer as well as inspection Officer should make it point to see that whenever any loss is caused to the Govt. Stores for reasons other than normal wear and tear, the matter is investigated.
6. In the cases where the losses to the stock and store are proved to be caused by negligence of Govt. Employee, the same may be recovered from her/him/them.
7. On such cases of losses of stock and store should be recommended for writing off where no official(s), on investigation is/are found guilty of the same.
8. Normally the articles written off from the stock register should be disposed off through public auction. In case the proposed mode of disposing them off is one other than that of public auction, reasons as to why the articles cannot be put to public auction should be furnished in detail.
9. The amount realised by way of public option should be credited to the receipt head in a Govt. Treasury in case the articles were purchased out of the Govt. Contingencies. If, however the same have been purchased out of students funds the amount so released may be deposited in the respective fund's account.
10. The head of the office/institution will verify the store physically at least once in a year and suggest the unserviceable articles to be written off, on the recommendation of the committee consisting of following members:
 - (i) Head of the office /Institution; and.
 - (ii) Two senior most members of his office/Institution;
 - (iii) Store Incharge.
11. Each member of the committee constituted, should also sign the certificates, detailed below the list of the articles proposed to be written-off (*Annexure-III*).
12. The following Officer's are declared inspecting officer in respect of the offices/ Institutions indicated against each for the purpose of inspection.

Sl. No.	INSPECTING OFFICER	JURISDICTION
1.	Director of Higher Education or any other officer authorized by him specifically in each case.	All the Institutions / Offices related to Higher Education
2.	Deputy Directors posted in districts or any other officers authorized by him specifically in each case.	All High and Senior Secondary Schools under them.
3.	Commander NCC group HQ or any other Officer authorized by him specifically in each case.	All Offices / Officers commanding of various NCC units in H.P.
4.	Respective Controlling Officer who exercises financial powers	In respect of District / Community libraries under H.P. Education Department.

13. All the inspecting officers, as mentioned above will ensure that articles recommended to be written-off have physically been checked by them. In case any loss or damage is caused to the Govt. due to the false reports given by the Inspecting Officer, he will be liable for disciplinary action and shall be responsible for the said loss/damage personally. He will also furnish the certificate as detailed in **Annexure –III** on the list of the articles recommended to be written off.

Note.—These powers are subject to the conditions that proposals for the sale of store/ stock articles may be got cleared from the section officers (SAS) posted in the office of the Deputy Director of Higher Education of respective Districts.

NO. EDN-H(4)3(C)2/2002

Directorate of Higher Education Himachal Pradesh

Dated: Shimla -171001

the 30th October, 2008**OFFICE ORDER**

In supersession of this office letter Endst. No. Shiksha- H(4)3(C)2/2002 dated 7/08/2004 and in exercise of the powers vested in me, under Note 3 below rule 19.1 of HPFR-1971/VOL-I are re-delegated as under:—

Rules	Item	Nature of Power	Authority to which powers are delegated	Extent of previous powers delegated	Extent of New powers delegated
19.15	(1)	To declare articles of store or stock surplus or unserviceable	1. Addl. Director 2. Jt. Controller (F&A) 3. Principal, Govt. college SCERT/GCTE./Skt. Colleges 4. Dy. Directors posted at Distt. 5. Principal, GSS Schools 6. HM of HS/Other Heads of Office <i>i.e.</i> Librarian, NCCHQ	75000 60000 25000 25000 10000 5000	1,00,000 90,000 60,000 50,000 35,000 25,000
	(2)	To sanction sale of Articles of store or stock declared surplus of unserviceable by the competent authorities.			
		(i) At book value or market value whichever is greater.	1. Addl. Director 2. Jt. Controller (F&A) 3. Principal, Govt. Colleges/ SCEART/GCTE/Skt. Colleges 4. Dy. Director posted at District. 5. Principal, GSS Schools 6. HM of HS/Other Heads of Office	75000 60000 25000 25000 10000 5000	1,00,000 90,000 60,000 50,000 35,000 25,000
		(ii) By public Auction.	1. Addl. Director 2. Jt. Controller (F&A) 3. Principal, Govt, Colleges/ SCERT/ GCTE/Skt. Colleges 4. Dy. Directors posted at District. 5. Principal, GSS Schools 6. HM of HS/Other Heads of Office/ Librarian, NCCHQ	75000 60000 25000 25000 10000 5000	1,00,000 90,000 60,000 50,000 35,000 25,000
	3.	To sanction disposal by Sale or otherwise if articles of store or stock declared unserviceable by competent authority.	1. Addl. Director 2. Jt. Controller (F&A) 3. Principal, Govt, Colleges/ SCERT/ GCTE/Skt. Colleges 4. Dy. Directors posted at District Librarian, NCC HQ.	75000 60000 25000 25000	1,00,000 90,000 60,000 50,000

- Note.**— 1. The above powers shall be exercised by the officers as per procedure laid down in Para 12.11 of Chapter–XII of Himachal Pradesh Higher Education Code.
2. These powers are subject to change as per the orders of the Govt. from time to time.

Proforma for preparing list of unserviceable articles (to be furnished in quadruplicate)

Sl. Number	1.	
Name of article	2.	
Quantity	3.	
Page No. of stock Register	4.	
Actual book value	5.	
Reason for writing off	6.	
Proposed Mode of disposal	7.	
Anticipated amount of public auction	8.	
Date of Purchase	9.	
Funds out of which purchased	10.	
Remarks, if any	11.	

**CERTIFICATES REQUIRED TO BE FURNISHED ON THE LIST OF ARTICLES
PROPOSED TO BE WRITTEN-OFF BY THE MEMBERS OF THE COMMITTEE AND
BY THE INSPECTION OFFICER RESPECTIVELY**

- (i) The articles proposed above for writing-off have been checked physically by us and found unserviceable and irreparable. These are, therefore recommended to be written off. It is also certified that there been no negligence on the part of any Government employee which may call for any disciplinary action by a higher authority **(to be signed by the Members of Committee comprising of the following):**
- (a) Stock In-charge, (b) Two Senior Teachers, (c) Head of the Institution
- (ii) The articles proposed above for writing off have been checked physically by me and have been found unserviceable/ irreparable. These are, therefore, recommended to be written off. It is certified that there been no negligence of any Govt. Employee which may call for any disciplinary action by a higher authority **(to be signed by the Inspecting Officer).**
- (iii) The above articles proposed to be written off have been lost and no Govt. Employee, on investigation was found responsible for the same. It is further certified that the above loss does not disclose a defect in the rules or procedure the amendment of which would require the order of a higher authority **(to be signed by the Head of Office/ Institution).**
- (iv) The articles enlisted above have been lost or rendered unserviceable owing to a natural calamity. The copies of the detailed report of the Investigating Officer on this account are enclosed in **quadruplicate**. It is further certified that the above loss does not disclose any defect in the rules or procedure the amendment of which would require order of a higher authority **(to be signed by Head of Office /Institution only).**

Note.—Certificates (i) and (ii) above will only be furnished in case of unserviceable articles rendered unserviceable owing to normal wear and tear , the certificate (iii) will be furnished for the articles lost but where no Government employee could be fixed responsible for the said loss, and certificate (iv) for articles lost or rendered unserviceable, caused due to a natural calamity. In case of certificates (iii) and (iv) separate certificates of the Inspecting Officers are not necessary as the report of the Investigating Officer in such cases, will be considered sufficient.

A “ Calendar of Activities” for Government Schools in Himachal Pradesh

I. Academic Year

(i)	Summer Closing Schools	1 st April and ending on 31 st March
(ii)	Winter Closing Schools	1 st April and ending on 31 st March

II. School Timing throughout the Year

(i)	Summer Closing Schools	9.00 AM to 3.00 PM
(ii)	Winter Closing Schools and those summer closing schools in the past observing the school timings on the analogy of winter schools.	10.00 AM to 4.00 PM

III. Vacation Schedule

I. Summer Closing School(Except Kullu, Lahaul and Spiti Districts)		
(i)	Monsoon break: 25 th June to 30 th July	36 days
(ii)	Festival Break Starting from two days before Diwali upto six days	06 days
(iii)	Winter break 7 th January to 16 th January	10 days
Total..		52 days

II. For Kullu District

(i)	Monsoon break: 20 th July to 10 th August	22 days
(ii)	Festival Break Starting from one day before Dussehra upto six days	06 days
(iii)	Winter break 1 st January to 24 th January	24 days
Total..		52 days

III. For Lahaul and Spiti

(i)	Summer Break 17 th July to 27 th August	42 days
(ii)	Dussehra Break Starting one day before Dussehra upto 10 days	10 days
Total..		52 Days
Winter closing schools		
(i)	Monsoon Break : 21 th July to 30 th July	10 days
(ii)	Festival Break : Two days before Diwali upto 6 days	06 days
(iii)	Winter Break : 1 st January to 31 st February	36 days
Total..		52 days
Vacation Schedule for Kinnaur, Pangi and Bharmour (Tribal areas)		As in winter closing schools.

IV. Admission and Preparation of Time Table*

Sr.	Summer Closing Schools		Winter Closing Schools	
	(i)	9 th to 10 th Classes	1 st April to 7 th April every year	9 th to 10 th Classes
(ii)	+1 & +2 Classes (On 'Roll On' basis)	1 st April to 10 th April	+1 & +2 Classes (On 'Roll On' basis)	1 st April to 10 th April

* Teaching will start next day after regular admissions.

V. Monthly Class Tests, Terminal Test* and Annual Examinations*

(a)	Monthly Class Test	Summer Closing Schools	Winter Closing Schools
(i)	First	Last week of May	Last week of May
(ii)	Second	Last week of September	Last week of September
(iii)	Third	Last week of October	Last week of October
(iv)	Fourth	Last week of November	Last week of November
(b)	Terminal Tests	Summer Closing Schools	Winter Closing Schools
i	First	Last week of June	Last week of June
ii	Second	Last week of December	Last week of December
(c)	Annual Examinations	Summer Closing Schools	Winter Closing Schools
i	Annual Examinations	In the month of March	In the month of March
ii	Declaration of Annual Results (9 th and 11 th)	31 st March every Year	31 st March every Year

*Intimation of Progress report of the Students through Report Cards to be sent to Parents after each Terminal Examinations/Annual Examinations.

VI. Monthly Plan (Common for Summer and Winter Schools)

(i)	Expenditure Statement	First week of Every Month
(ii)	Monthly Teacher's Diary	Writing of monthly teaching plan in Teacher's Diary by teachers and Checking by Head of Institution
(iii)	Disposal of all communications	Weekly disposal of all communications received from Deputy Director/Directorate of Higher Education including sending Joining/Relieving of the staff.
(iv)	Co-curricular activities in houses	Co-curricular activities will be organised in each House in two periods to be kept together in the Time Table.
(v)	Inter- House competition	Once in Last week of every month
(vi)	Celebration of National, International and Social Relevance Days (*Suggestive List of Days attached as Annexure-v)	At least one day in a month (Compulsory Celebration/ Participation on Republic Day, Statehood Day, Independence day, Teachers Day, NCC/NSS/Scouts & Guides day at all levels).

VII. Quarterly Plan

(a) First Quarterly Plan (April-June):

Sl. No.	Summer Closing Schools	Winter Closing Schools
April		
(i)	1 st Quarterly Establishment Statement and information of surplus staff to be sent as per departmental norms to DDHE Office and Directorate.	1 st Quarterly Establishment Statement and information of surplus staff to be sent as per departmental norms to DDHE Office and Directorate.
(ii)	ACR's of Ministerial Cadre	ACR's of Ministerial Cadre
(iii)	Annual Statistical Data (1) Financial data as on 31 st March (2) Numerical data as on 31 st Sept. of previous year. Issue of Form 16 and TDS Statement on Form 24	Annual Statistical Data (1) Financial data as on 31 st March. (2) Numerical data as on 31 st Sept. of previous year. Issue of Form 16 and TDS Statement on Form 24
(iv)	Enrolment of students in Specific activities viz. NCC, NSS Scouts and Guides, Various clubs and Societies.	Enrolment of students in Specific activities viz. NCC, NSS Scouts and Guides, Various clubs and societies.
(v)	Preparation of school development plan for academic year and to be sent to DDHE office.	Preparation of school development plan for academic year and to be sent to DDHE Office.
(vi)	Distribution of Free Text Books	Distribution of Free Text Books
(vii)	Formation of Houses of students of all classes and students from NCC, NSS Scouts and Guides in one house only	Formation of Houses of students of all classes and students from NCC, NSS Scouts and Guides in one house only.
May		
(i)	Selection of Teams for sports/ other Activities	Selection of Teams for sports/ other Activities
June		
(i)	Formation of editorial Board for School Magazine and Initiative of Process for publishing school Magazine	Formation of editorial Board for School Magazine and Initiative of Process for publishing school Magazine
(ii)	First Half-Yearly meeting with DDHE and submission of write off cases to DDHE for verification related to Govt. funds beyond their (principals) powers.	First Half-Yearly meeting with DDHE and submission of write off cases to DDHE for verification related to Govt. funds beyond their (principals) powers.
(iii)	Constitution of SMC	Constitution of SMC

(b) Second Quarterly (July to September):

Sl. No.	Summer Closing Schools	Winter Closing Schools
July		
(i)	Submission of 2 nd Quarterly Established statement	Submission of 2 nd Quarterly Established statement
(ii)	TDS statement for first quarter to be filed at TIN centre	TDS statement for first quarter to be filed at TIN centre
(iii)	Review of construction related activities including repairs and activities on campus development	Review of construction related activities including repairs and activities on campus development

(iv)	Results of all classes to be sent to the concerned DDHE along with Board's Results in case of Board Classes.	Results of all classes to be sent to the concerned DDHE along with Board's Results in case of Board Classes.
August		
(i)	Demand for additional Budget/1 st excess Surrender statement	Demand for additional Budget/1 st excess Surrender statement
(ii)	Celebration/ Participation at Local level on 15 th August	Celebration/ Participation at Local level on 15 th August
September		
(i)	Submission of ACR's of Teachers	Submission of ACR's of Teachers
(ii)	Zonal and District Sports Tournaments, Children Science Congress	Zonal and District Sports Tournaments, Children Science Congress
(iii)	Distribution and filling of scholarship forms and consolidation of scholarship forms to be sent to DDHE(H)	Distribution and filling of scholarship forms and consolidation of scholarship forms to be sent to DDHE(H)
(iv)	Budget Estimates for the next year	Budget Estimates for the next year
(v)	General House Meeting of SMC	General House Meeting of SMC

C. Third Quarterly (October to December):

Sr. No.	Summer Closing School	Winter Closing School
October		
(i)	3 rd Quarterly Establishment Statement	3 rd Quarterly Establishment Statement
(ii)	Children Science Congress as District Level	Children Science Congress as District Level
(iii)	State Tournaments	State Tournaments
(iv)	Review of Action on Construction related activities including Repairs and Activities on campus development	Review of Action on Construction related activities including Repairs and Activities on campus development
(v)	2 nd Half-Yearly Meeting with DDHE and Review of right of case with DDHE for verification related to Govt. funds beyond their (Principals) Powers	2 nd Half-Yearly Meeting with DDHE and review of right of case with DDHE for verification related to Govt. funds beyond their (Principals) Powers
(vi)	TDS statement for 2 nd Quarter to be filled at TIN centre	TDS statement for 2 nd Quarter to be filled at TIN centre
(vii)	Filling of Examination Forms to be sent to H.P. Board of School Education	Filling of Examination Forms to be sent to H.P. Board of School Education
November		
(i)	Children Science conference at State level	Children Science conference at State level
(ii)	-----	Celebration of Annual Prize Distribution Function November/ December
December		
(i)	Children Science Congress at National Level	Children Science Congress at National Level /Celebration of Annual day.
(ii)	Demand of Additional Budget/2 nd Excess and surrender statement	Demand of Additional Budget/2 nd Excess and surrender statement
(iii)	Special NSS camp (if not held in July-August)	Special NSS camp (if not held in July-August)

d) Fourth Quarter (January to March):

Sl. No.	Summer Closing Schools	Winter Closing Schools
January		
(i)	4 th Quarterly Establishment Statement	4 th Quarterly Establishment Statement
(ii)	Celebration of Annual Prize Distribution Function in January/upto 15 th February	-----
(iii)	Celebration / Participation in Republic Day	Celebration/Participation in Republic Day
(iv)	Review of Action on construction related activities including repairs and campus development activities.	Review of Action on construction related activities including repairs and campus development activities.
(v)	TDS Statement for 3 rd Quarter to be filled at TIN centre	TDS Statement for 3 rd Quarter to be filled at TIN centre
February		
(i)	Finalisation of write-off cases purchased out of students funds and Govt. funds under their (Principal) Powers.	Finalisation of write- off cases purchased out of students funds and Govt. funds under their (Principal) Powers.
March		
(i)	Physical Verification of Stores, Labs., Library	Physical Verification of Stores, Labs., Library
(ii)	Completion of Financial transactions	Completion of Financial transactions
(iii)	Printing and Distribution of School Magazine.	Printing and Distribution of School Magazine.
(iv)	Annual Examination from 9 th to 12 th	Annual Examination from 9 th to 12 th
(v)	Declaration of Results 9 th and 10+1	Declaration of Results 9 th and 10+1
(vi)	General House Meeting of SMC	General House Meeting of SMC

**IMPORTANT INTERNATIONAL, NATIONAL AND STATE DAYS ARE TO BE CELEBRATED
EVERY YEAR IN SCHOOLS**

Sl. No.	IMPORTANT DAY	Date and Month
1.	International Day	12 th January
2.	Statehood Day	25 th January
3.	Republic Day	26 th January
4.	Martyr Day/ Anti Leprosy Day	30 th January
5.	World Wet Land Day	2 nd February
6.	National Science Day	28 th February
7.	International Women Day	8 th March
8.	World Water Day	20 th March
9.	Martyr Day	23 rd March
10.	World Health Day	7 th April
11.	Himachal Day	15 th April
12.	Earth Day	22 nd April
13.	International Red Cross Day	8 th May
14.	World Anti Tobacco Day	31 st May
15.	World Environment Day	5 th June
16.	International Day against Drug abuse and Illicit Trafficking	26 th June
17.	World Population Day	11 th July
18.	Independence Day	15 th July
19.	Sadbhavana Diwas	20 th August
20.	Sports Day	29 th August
21.	Teachers Day	5 th September
22.	International Literacy Day	8 th September
23.	Hindi Day	14 th September
24.	World Peace Day	15 th September
25.	International Female Child Day	23 rd September
26.	National Service Scheme (NSS)Day	24 th September
27.	International Voluntary Blood Donation Day	1 st October
28.	Gandhi Jayanti /Lal Bhadur Shashtri Jayanti	2 nd October
29.	World Protection Day	6 th October
30.	United Nation Organisation (UNO) Day	24 th October
31.	Bharat Scouts and Guides (BS&G) Day	7 th November
32.	Shiksha Diwas	11 th November
33.	Children Day	14 th November
34.	National Integration Day	19 th November
35.	Anti Violence Women Day	25 th November
36.	World Handicapped Day	30 th November
37.	World AIDS Day	1 st December
38.	Army Flag Day	7 th December
39.	World Human Rights Day	10 th December

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