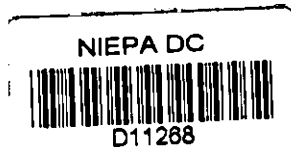


THE HIMACHAL PRADESH EDUCATION CODE

Approved by Govt. vide No. Shiksha-II-Chha(5)-16/96 Dated 26/07/2001

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Education Department Government of Himachal Pradesh
2001



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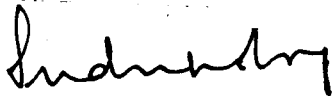
Foreword

Education is the key determinant of the quality of life of people and makes it more meaningful. It also acts as an important instrument of social change. It is also a key factor in economic and social transformation of society. The quality of education imparted to masses determines the overall progress of nation.

It gives me great pleasure to know that Department of Education has come up with New Himachal Pradesh Education Code the necessity of which was being felt for long. I hope that the new code will help all concerned to make an earnest endeavour to achieve the objective of universalisation of quality education. This code will give due importance to need, scope, meaning and quality of education. It will be a helpful document to educationists, administrators, head of educational institutions, teachers and planners. Apart from furnishing general information, the code will focus on policies, plans, rules, regulations and various programmes in the area of school education and matters relating to effective inspection of schools, supervision, planning and management of institutes.

I hope the code will serve as a guiding document to all concerned in performance of their duties and responsibilities in coherent and cohesive manner.

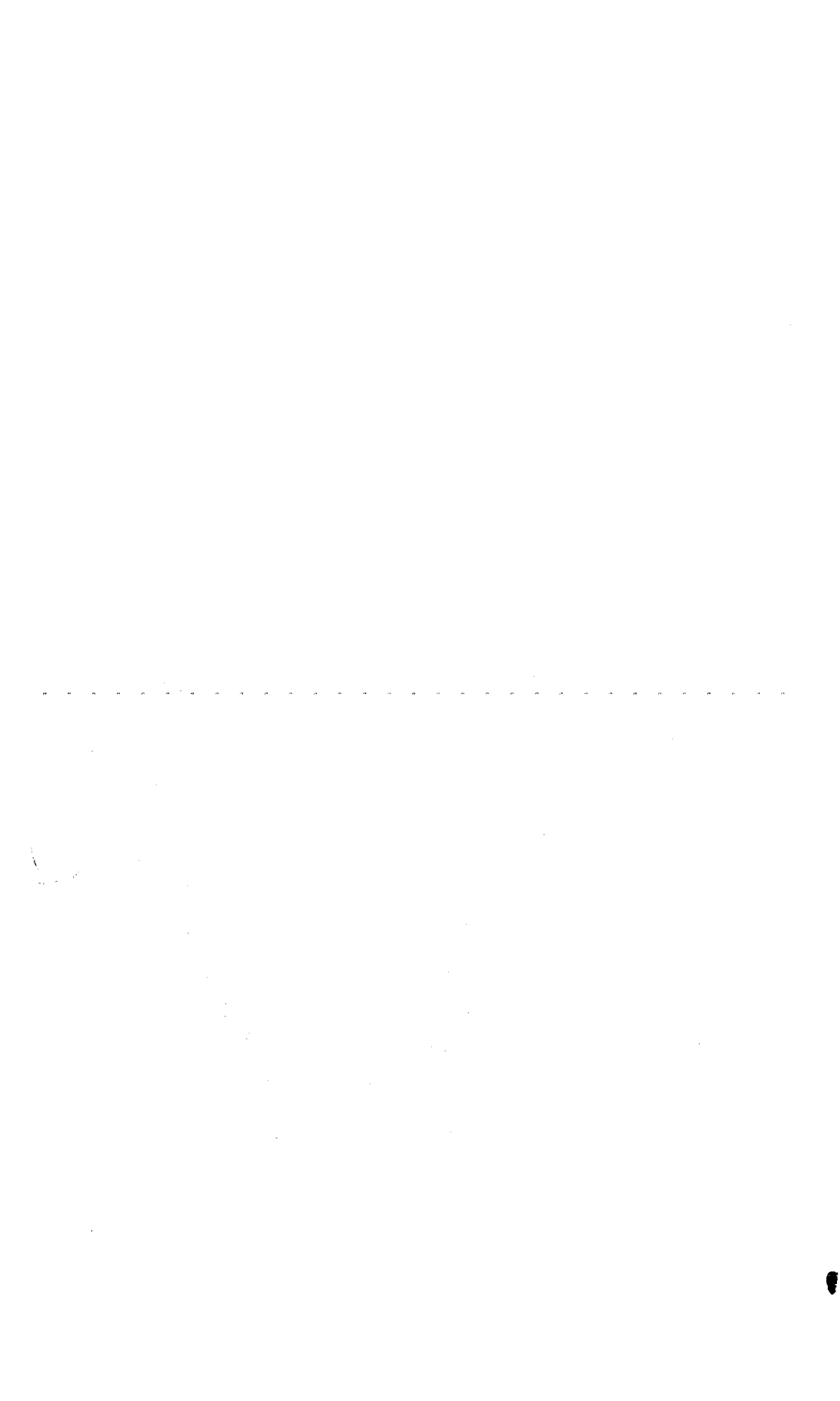
I also wish to place on record my appreciation for the efforts made by Dr. O. P. Sharma, Director of Education, Himachal Pradesh and his team of officers and other staff who have contributed whole-heartedly in bringing out this code successfully.



(SUDRIPTO ROY),

Commissioner-cum-Secretary(Education)
to the Govt. of Himachal Pradesh.

Shimla, June 2001.



P R E F A C E

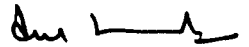
Aim of Education is to guide a man to become a good human being armed with knowledge, strength of judgement and moral values. Human knowledge is fastly expanding and the problems of human being are also increasing. The world is faced with a knowledge explosion which time and again alters the world view about education. Because of changes in social, political and economic situations of the individuals new measures of progress are to be adopted through education. The modern world is confronting two general problems which are not only affecting the pattern of human life, but also inflicting their full impact on education. These two problems are information explosion and population explosion. This has brought about two dilemmas before education : more things to learn and more people to be taught.

To meet these challenges Department has brought out New Education Code. New Education Code is an improvement upon the previous codes as new vistas have been opened up in the field of learning recently. With the coming into force of the New Education Code, which has been approved by the Government *vide* letter No. Shiksha-II-Chha(5)-16/96 Dated 26-07-2001, the provisions of old code published in 1985, will stand repealed. New disciplines of studies have been incorporated in curriculum, and the Department of Education has made tremendous progress in building and strengthening infrastructure, adopting of new technology and development of human resources. In recent times, to improve the status of education the State Govt. and the Department of Education has taken various policy decisions and framed rules and regulations for the betterment of educational set-up both in quality and quantity. New developmental plans have been initiated for scholarships to meritorious students, new fees structure has been formulated and a host of other updates has been made particularly a chapter on value education has been added for the guidance and benefit of teaching community in particular and the students in general.

I record my appreciation for the strenuous and sincere efforts put in by Sh. Balbir Tegta Additional Director, Administration and Sh. K. D. Upreti, Assistant Director Computers in preparation and compilation of this code. I also acknowledge and place on record the contribution made by Smt. Enid Sylvia Massey and Sh. Roop Kumar Sharma and other members of the staff for their dedicated secretarial assistance in preparation of this Code.

I hope that this code will go a long way to enhance the quality education in Himachal Pradesh which is already spearheading the movement in the country. It will immensely benefit our educational institutes, educationists, education administrators and teachers.

Shimla, June 2001.



(DR. O. P. SHARMA),
Director of Education
Himachal Pradesh.

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CHAPTER-I

Short title and Commencement:

1. The Code may be called the "Himachal Pradesh Education Code."
2. This code will come into force *w.e.f.* 26th July, 2001.
3. With the coming into force of this Code, approved by the government *vide* Letter No. Sriksha-II-Chha (5)-16/96 dated 26-07-2001, the provisions of old Education Code published in 1985, will stand repealed.
4. The regulations in this code apply to all the Government, Government aided, the Educational Institutions affiliated to the Himachal Pradesh Board of School Education and those institutions recognised (prior to 15-7-96) by the State Government.

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 context:—
 - (i) Words importing the masculine gender shall be taken to also include females, and
 - (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 Education Department, 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 Committee, Nagar Panchayat or Gram Panchayat.

1.8 Head of the Department:

Means the Director of Education.

1.9 Head of Institution:

Means Principal/ Headmaster/ Headmistress.

1.10 Teachers:

Include all categories of teachers including lecturers, PET, NDSI, DPE.

1.11 Inspecting Officer:

Means any officer of the department to whom the duty of inspection is entrusted.

1.12 Manager:

Means the person having financial and general control of an institution.

1.13. Managing Committee:

Means a body of persons having financial and general control of an institution.

1.14 Correspondent:

Means the person chosen by the Manager or Managing Committee to conduct and sign all correspondence with the department in connection with the affairs of the institution.

1.15 College:

Means an institution in which University or professional education is given in courses prescribed by the University or by a Department of Government.

1.16 Professional College :

Is 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.

1.17 College of Education:

Is a professional institution in which the students are prepared/trained for teacher-ship in Middle/High/ Senior Secondary Schools.

1.18 A College Council :

Is a body constituted for the purpose of consultation on matters concerning teaching and discipline of a college.

1.19 School:

Means an institution in which instruction other than college is imparted.

1.20 Schools under Public Management:

Are schools under the direct management of Government, or Committees acting on behalf of Government, or of Boards exercising statutory powers.

1.21 State Council of Education Research And Training:

Is an institution imparting in-service education to all categories of teachers and offering educational/ academic guidance to teachers/ educational institutions.

1.22 Privately Managed Recognised School:

Means a school which is not run by the Government or by any Government agency, and has been recognised (prior to 15-7-96) by the State Government for imparting Primary, Middle, High and Senior Secondary Education.

1.23 District Institute of Education and Training:

Is an institution imparting training, instruction & guidance to pre-service and in-service teachers.

1.24 Aided School:

Means a school under private management which receives aid from general revenue of the State.

1.25 Boys' School:

Means a school in which the curriculum and classification followed are those laid down for a school for boys.

1.26 Girls' School :

Means a school in which the curriculum and classification followed are those laid down for a school for girls.

1.27 Co-educational School :

Means a school in which the curriculum and classification followed are those laid down for boys and girls both.

1.28 Government School:

Means a school which is under the administrative control of the Government in which the course of study conforms to standards approved by the department.

1.29 Recognised School:

Is a public school in which the course of study conforms to standards approved by the department, which is inspected by the department and has been recognised by the State Government prior to 15-7-96.

1.30 Private School:

Means a school that does not come under the definition of a Government school or a recognised school.

1.31 Schools are for:—

(a) *General Education*; or (b) *Special Education*

(a) Schools for General Education are classified according to the standard up to which they teach as under:—

(i) Primary Schools (upto 5th Class)

(ii) Middle Schools (6th to 8th class)

(iii) High Schools (upto 10th class)

(iv) Senior Secondary Schools (upto XII class)

(b) School for special education are like Industrial Training, Polytechnic, Agriculture, Multipurpose, Library Science, Language Teaching, Physical Education, O.T., Home Science, Pre-Vocational Training Schools.

1.32 School Year:

Means:

(a) Financial year, viz. from 1st April to 31st March for both winter and summer closing schools.

- (b) Academic year, viz. for—
- (i) Summer closing schools from 1st April to 31st March.
- (ii) Winter closing schools from 16th February to 15th February.

1.33 Parents Teacher Association:

Is a non-political body for better co-ordination and interaction between parents and teachers for improvement in academic standards and infrastructure in a school.

1.34 Scholarship :

Means a periodic payment to a pupil, granted for a fixed period on conditions approved by the department.

1.35 Open Scholarship:

Means a scholarship which is not restricted to any particular section or class and is awarded under rules of general application.

1.36 Closed Scholarship :

Means a scholarship, the award or tenure of which is subject to special restrictions.

1.37 Stipend:

Means a subsistence allowance paid to a pupil on certain conditions to enable or induce him to pursue a specified course of study.

1.38 Pay:

The term "Pay" wherever used in this publication has the meaning assigned to it in the Government rules.

1.39 Government Revenue:

Means the Revenue administered by the Himachal Pradesh Government.

1.40 The Code of Professional ethics:

Means a set of rules and obligations for the conduct of teachers in accordance with the ideals of the profession.

1.41 Resident Superintendent:

Is a government employee entrusted with the duty of the management of the boarding house while staying in the hostel.

CHAPTER-II

Internal Administration

2.1 Duties of the Head of the Institution:

It is the duty of the Head to exercise general control of the school and connected wings (like hostel, stores, farm, shop) in his charge; to maintain discipline among staff and pupils; to organise guide, stimulate and supervise the instruction; 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 for the games, physical education and other extra moral activities of the pupils; to see that all registers are regularly and accurately maintained; to keep precise accounts of all money entrusted to him and to see that they are properly disposed of in accordance with the rules laid down in that regard; and generally to promote the physical, intellectual and moral welfare of the pupils 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 official after having recorded his resume of work/self appraisal). The ACRs in such cases be initiated *suo-motu* and submitted to the reviewing officer by 22nd April. In the case of teaching staff the reports be initiated by 15th of September every year and submitted to the reviewing officer by 22nd September positively irrespective of the fact whether self appraisal/résume of work has been recorded by the teacher concerned or not. Such ACRs may also be initiated *suo motu* by due date and be submitted to the reviewing officer for further action.

- (ii) the monthly vacancy position and quarterly establishment returns are submitted to the Directorate and District Education Office, by 7th of the following month.
- (iii) the list of staff due to retire during the year to follow ending 31st December is prepared and submitted to the Directorate in the month of January every year.
- (iv) the expenditure statement for the previous year and the budget requirement for the following financial year will be submitted to the District Education Office in the month of April.
- (v) the institutional and numerical data as on 30th September will be submitted to District Education Officer concerned by last week of October every year.
- (vi) the scholarship forms of students complete in all respect are submitted to the Directorate and to District Education Officer wherever applicable by October end every year.
- (vii) the matters relating to Courts/Tribunal/Vidhan Sabha and disciplinary matters are attended on priority and in a time bound manner.
- (viii) due permission is taken to start any new subject/stream of study (Commerce, Science etc). No stream is to be started if number of students studying in that particular stream (Commerce, Science etc.) is less than 20. Similarly, no subject is to be started, if number of students opting for the study of a particular subject is less than 10. Teaching of Punjabi as an optional subject for 9th and 10th classes be started, if number of students opting is 20 or more than 20 in each class. However, in case of sub-cadre /hard area, the criteria of enrolment for starting new stream /subject shall be 50% that of mentioned herein.
- (ix) the employee under transfer/promotion are relieved within the stipulated time limit and are 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 LPCs are issued. The salaries of such staff for the following month be drawn only from their new place of posting. It

will also be ensured that no staff surplus/maladjusted to the sanctioned strength is retained in the institution except in cases where specific directions from the Government/ Director of Education has been received.

- (x) all the teachers maintain teacher diaries mentioning therein yearly teaching details divided in four quarters subject-wise, class-wise and get it signed from the head in the first two weeks of academic session. Teaching task accomplished in the previous month will be got signed by the concerned teacher from the head in the first week of the next month.
- (xi) a calendar of school, mentioning all the activities viz. beginning of the academic session, vacations, collection of dues, dates and timings of various co-curricular activities including sports, celebration of important days is prepared and maintained.
- (xii) the school holds its annual function once in a year between September to February every year.

2.1.1. Every head of institution will ensure that all the teachers are given administrative as well as other co-curricular assignments by giving at least one administrative and one co-curricular assignment to every teacher.

2.1.2. *School Magazine.*— Every school will make endeavour to print its own school magazine. However, it is mandatory for all the senior secondary schools to print their own school magazine every year.

2.1.3 *Celebration of National Days.*—It will be the duty of the head of the institution to ensure that the students of the school take part in the cultural/ sports activities/ programmes on the occasions of Independence Day, Republic Day, Children Day and other days of national importance being organised at the State/District/ Local level. The head of the institution will prepare the students for these events and ensure their participation. They will also ensure that such functions are organised in their institutions on these occasions.

2.2 Corporal Punishment Authority:

Corporal punishment in any form, for any reason, is totally banned. However, the head of institution may impose special fine not exceeding Rs. 5/- in any one case, for breach of school discipline or misconduct which shall be understood to include un-punctuality, irregular attendance, use of bad language and slovenly habits as well as breach of school rules and such delinquencies so as to set a bad example. Written report of misconduct shall be sent to parents or guardian of the student.

2.3 Expulsion, Rustication & Suspension only for Classes IX upwards:

The penalty of expulsion or rustication of a student for serious misconduct may be imposed with the approval of the concerned District Education Officer. The period of rustication or expulsion shall not exceed one academic year. The head of the institution may suspend a student temporarily for misconduct for immediate deterrent effect and this punishment will be terminated if the student gives in writing a promise of good conduct in future along with an assurance of the student's good conduct by the parent or guardian failing which, the head may recommend expulsion of the student for one year to the concerned District Education Officer.

2.4 Class Promotion:

The class promotion shall be made by the head of the institution at the close of the 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 IX 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 Board Certificates

and name of such students are carried to IX class if they want to continue studies.

- (c) Similar is the position in regard to failures, whose names are automatically repeated in the 8th class unless they want to discontinue their studies.
- (d) The names of the students who are awarded class promotions at the end of the academic year by the head of institutions shall be automatically carried to next higher class and in the case of failure, the names shall be repeated in the same class.

2.5 Pecuniary dealing with Pupils:

Teachers are not permitted to borrow money from students or their parents nor to have any pecuniary dealings with them in a private capacity.

2.6 Extra Mural Duties:

It is the duty of all members of the staff of a school to take a keen personal interest in all that tends to contribute to the physical, intellectual and moral development of the students, in the school games, in other co-curricular activities, and in the general conduct of the pupils outside the class room.

2.7 Private Tuition:

The Teachers in Government Schools shall not undertake any private tuition. Strict vigilance shall be maintained and those who force the students to attend/enrol for private tuition shall be penalised. It is general duty of head of institution that special coaching classes for weak students may be arranged before or after school hours. Nothing is to be charged from the students on account of such special coaching. All the teachers are expected to prepare the students in such a manner so that the students attain confidence and are able to develop proficiency and pass in different subjects.

2.8 Teaching Norms in Schools:

2.8.1 School Timings:

The duration of the school timings will be of six hours daily. There will be 9 periods (5 periods before and 4 periods after the recess) daily i.e. 54 periods a week teaching work in all the schools. However, the number and duration of instructional periods will be subject to change in the curriculum by the School Board.

Distribution of daily school timing will be as under:—

Morning Assembly	...	25 minutes
1 st Period	...	40 minute
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 attendance of staff and students in the morning assembly will be mandatory.

2.8.1.(a). Winter Closing Schools:

Every Middle/ High/ Senior Secondary winter closing schools will start at 10.00 A.M. and close at 4.00 P.M. throughout the year.

2.8.1.(b). Summer Closing Schools:

Every Middle/ High/ Senior Secondary Summer Closing Schools will start at 8 A.M. and close at 2 P.M. during summer months i.e. from 1st April to 31st August, and during winter months starting from 1st September to 31st March, these schools will start at 10.00 a.m. and shall close at 4.00 P.M.

Note.—With the prior permission of the concerned District Education Officer the Head of the Institution may change the school timing by half-an-hour.

2.8.2 *Minimum Teaching work-load in schools:*

- (a) Principal and headmasters will teach 6 and 8 periods per week respectively.
- (b) School lecturer will teach minimum of 30 periods per week.
- (c) Each TGT and C&V Teacher will teach minimum 36 periods per week.

Head of the institution can assign any extra teaching, administrative or co-curricular work to any of the teachers.

2.8.3. *Subject-wise distribution of 54 periods per week :*

A. Classes 6th to 8th :

Compulsory subjects :

English 8, Maths 8, Hindi 6, Science 6,
Social Studies 6, Sanskrit 6.

Optional Subjects :

Drawing/Home Sc./Music 6,

Non-examination subjects :

Library 1, Moral Education 1,
Physical Education 4, Cocurricular Activities 2.
Total = 54 periods

B. 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 1, Moral Education 1,
Physical Education 4, Cocurricular Activities 2.
Total = 54 periods

C. Classes Plus One and Plus Two :

Students of plus one and plus two classes will offer five subject as given under :

Science

Non-Medical Group :

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

Fifth subject any one of the following:

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

Medical Group :

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

Fifth subject any one of the following;

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

Commerce Group:

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

Fifth subject any one of the following:

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

Arts Group :

1. English

And any four of the following:

1. Hindi 2. Economics 3. History 4. Political Science
5. IT Education 6. Maths 7. Physical Education

8. Any one out of the following:

Music/Sociology/Home Science/ Sanskrit/ Public
Administration/ Geography/ Psychology.

2.8.4 House Examination:

There will be two house examinations in an academic year for all classes. The first house examination for under matric classes will be conducted in last week of May and last week of August in winter closing and summer closing schools respectively. The second house examination will be conducted in last week of August and first week of December in winter closing and summer closing schools respectively. For plus two classes these two house examinations are to be conducted in last week of August and in first week of December, both in winter and summer closing schools. The progress report including marksheet of the house examination of the student and detail of attendance, conduct, and turnout will be sent to the parents after each house examination.

2.8.5 Students number in class:

The number of pupils in a class or section shall not exceed that for which accommodation is available in the class room, nor shall it ordinarily exceed 60 for classes 6th to 10th, and 80 in case of Plus One and Plus Two classes. A new section should be formed only, if in the opinion of the head of institution, the total number in that class, justifies it on grounds of efficiency, economy and feasibility.

2.8.6 Attendance of Teachers:

The attendance of the teachers shall be recorded regularly and punctually in a register kept for the purpose. Teachers will not leave the school premises during school hours without the permission of the Head. Whenever, the head of the institution leaves station on official duty or on leave, he must make an entry in the order-book and assign the officiating duty to the next senior teacher.

2.9 Time Table:

A class time-table of six hours daily teaching and 54 periods in a week, showing the routine of study for each day of the week, shall be displayed in each class room and a general time-table showing the work of all the teachers and classes and time table of each teacher will be similarly displayed in the Head's room and in the staff room.

2.10 Students Attendance/Registration:

- (i) The Roll shall be called at the time when the school opens, and again at the beginning of the second meeting after recess. No blank shall be left and no pupil's attendance shall be marked after the roll has been called. When a pupil leaves the school due to sickness, or any other cause before he has completed 2 hours of secular instruction, his attendance for that school meeting shall be cancelled.

- (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 checker of the register.

2.11 Fine for Absence:

Fine for absence will be as per government instructions issued from time to time. Name of a pupil, 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 roll and he shall not be re-admitted without payment of re-admission fee as per rates applicable.

2.12 Late Fee Fine:

A late fee fine at the rates as made applicable from time to time shall be charged from the students. If the dues remain unpaid for 10 consecutive school days, the student's name will be struck off the rolls for non-payment of dues.

2.13 Leave Application:

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 signed or attested by the parents or guardian.

2.14 Monitor:

One student in each class should be elected by that class/nominated by the class teacher to act as a Monitor (representative) and definite duties should be assigned to him/her in connection with the discipline and proper working of that class. He/ She should be given due regard.

2.15 Payment of dues:

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 pupils shall be struck off the rolls and he/she shall not be re-admitted until all school dues, including re-admission fee is paid:

Provided that when 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.

Note.—(i) It is not compulsory for students to pay their fee for the vacation months along with the fee for the current month. The students, if they so choose, may pay fees for the vacation months in two parts viz., fees for 1st month of the vacation with fees for the current month and fees for the 2nd month of vacation along with fees for the next month after vacation or pay fee for two months immediately on the reopening of the institution after vacation without payment of any delay fine. If, however, fees are not paid on the day the institution reopens a delay fine at the rate prescribed in the article, should be charged from the day of reopening and further if the fees are not paid within 10 days from that day, the defaulting pupil's name should be struck off the rolls.

(ii) Fees and funds for the whole year can be paid once a year in lump sum in advance.

Audit Ruling

A school was closed for vacation on the 11th of April, and was to reopen on 5th of May. The student could not pay

his fee within 10 days after the 10th of April. A question was raised whether his name should be struck off immediately after the 20th. The Examiner Local Fund accounts held, that the name should not be struck off within the vacation but only if the fees are not paid within 10 days of the re-opening of the school.

2.16 Age limit for admission:

No pupil who has attained the age of 18 years, in a High School and 20 years in a Senior Secondary School, may be retained in the school except with the sanction of the District Education Officer for exceptional reasons, if the education of a pupil has been unavoidably retarded.

2.17 Admission Note:

Pupils from privately managed schools or getting instructions privately at home seeking admission to Class VI to VIII of a school shall be examined thoroughly in all the class subjects, by the head of the institution and placed in the class for which they are found fit. The question and answer papers of the examination so conducted and the marks awarded, shall be shown to the District Education Officer at his/her next visit to the school.

2.18 First Admission:

Application for the admission of a child to a school for the first time in 6th class must be made in the prescribed form alongwith school leaving certificate of fifth class from the primary school last attended, and signed by the parent or guardian of the child seeking admission.

2.18.1. Late Admission:

Head of institution may make provisional admission upto one month after the last date of admission in genuine cases and will submit all such cases in list form to the Secretary, School Board for approval. No case for admission will be

entertained after one month of last date of admission on any account.

2.19 Transfer Certificate:

- (i) A pupil 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 guardians of the ward may be guided to get the School Leaving Certificate(SLC) countersigned by the District Education Officer, 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 student 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 a 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 School Board.

2.20 Presentation for final Examination:

The Head of a Middle, High & Sr. Sec. school are required to send up the names of all the pupils, 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 75% of the possible attendance; or in the case of candidates who failed in the previous examination, 75% of the possible attendance from the 1st day of the month succeeding that in which the results

were published. For purposes of calculating this percentage attendance shall be counted up to and including the day before the submission of names. The names of such students may, however, be submitted provisionally, who fail to cover 75% 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 student must obtain at least 20% marks in each subject and 25% in aggregate, in two terminal and other periodical tests held in the school before the submission of admission form, failing which he shall forfeit his right to be sent up for that particular public examination.

2.20.1 Board Examination Duties:

It will be obligatory on the part of the Head of the Institution and teachers of a school to perform duties of the School Board examinations as and when assigned by the Board authorities for conduct of such examinations. They are to ensure fair conduct of such examinations.

2.21 Correct Age Entry:

The head of the institution is required to make every endeavour to ensure that the age of a pupil is recorded with scrupulous accuracy on his first admission to a school and to make it clear to the parent or the guardian that the date of birth when once recorded will not be subsequently changed.

Some times, it may so happen that at the time of change of department/ 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 the 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.

2.22 Change in Date of Birth:

The following conditions should be fulfilled by the applicant before the case is submitted to the Head of the Institution for onward transmission to obtain the *permission of the Director of Education*:

- (i) Extracts from the birth registers of the student concerned including that of all his brothers, sisters (obtainable) from the concerned Gram Panchayat/Chief Medical Officer/Municipal Committee, Corporation, etc., of the area where the student and his brothers/sisters were born. In case any child is dead, death extracts from the death register relating to him/her should also be enclosed.
- (ii) An affidavit of the father/guardian of the student about the correct date of birth of the student (to be sworn before the Magistrate, 1st Class).
- (iii) Extract from the admission withdrawal register regarding date of birth/particulars of the student when he 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.
- (v) An application form which is filled up by the Guardian/Father of the student at the time of 1st admission.
- (vi) A statement showing particulars (including complete postal address) of all educational institutions attended by the student, from 1st infant class onward giving dates

of entering and leaving all such institution and the brothers and sisters of the student being furnished.

- (vii) Original Matriculation or equivalent certificate and other certificates in original such an Middle standard examination certificate, etc., in which date of birth of the student has been recorded.
- (viii) An explanation as to how incorrect date of birth came to be recorded in the Matriculation or equivalent and other certificates and how and when it came to notice of the candidate/his father/guardian and the steps taken by him to get the date of birth entered in those certificates corrected by the issuing authority.

2.23 Final School Certificate:

Pupils who complete the High/Sr. Sec. 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 Holiday list and preparatory leave:

Every year, a list of holidays to be observed, shall be issued by the Director of Education. In addition to the above holidays, leave to prepare for a final examination of the School Board, may be granted not exceeding 15 days. This preparatory leave should not be given as a matter of course but only when, in the judgement of the head of the institution, the courses have already been adequately covered in class.

2.24.1 Vacation Schedule:

Following vacations will be observed in the Educational Institutions in the Pradesh:—

Summer Closing Schools:—

1. Spring Break 1st April to 15th April = 15 days
2. Summer Vacation 16th July to 15th August = 31 days
3. Winter Break 26th December to 31st Dec. = 6 days

Total = 52 days

Winter Closing Schools:

1. Spring Break 1st April to 7th April = 7 days
2. Monsoon Break 1st Monday of Aug. to Saturday = 6 days
3. Winter Break 1st January to 8th February = 39 days

Total = 52 days

2.25 Examination Schedule:

Winter Closing Schools:

1. 6th to 9th Standard Examination 1st week of December
2. Matric and 10+2 examination In March

Summer Closing Schools:

1. 6th to 10+2 Examination In March

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 Instruction:

Moral instruction may be promoted at appropriate occasions in the school programme, e.g. morning assembly, celebrations of important days, etc.

2.28 Cleanliness:

Cleanliness of person and clothing must be enforced among the pupils of all schools. A pupil presenting himself in such a condition as to be unfit for admission shall be excluded from the school for that meeting and treated as absent without leave.

2.29 Smoking and Intoxicants:

The use of tobacco or intoxicants by staff and pupils, is strictly forbidden in schools. It is the duty of teachers to see that these instructions are implemented and they themselves set good examples for their students.

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 are introduced and taught to students :—

- (a) *Indigenous Activities.*— Conduct of Morning Assembly, Drill, Marching, Mass PT, *Exercise with Apparatus.*— Dumble, Lazium, Tippi, Drill, Wands Drill, Hoops Drill & Free Play.
- (b) *Recreational Activities.*— Action song, Marching song, Folk dances, Debate, Declaration, Quiz, Instrumental music, Patriotic songs, Minor Games and Bal Sabha.
- (c) *Games and Sports.*— According to Space:— Foot Ball, Hockey, Volley Ball, Basket Ball, Kabaddi, Kho-Kho, Badminton, Wrestling, Boxing, Table tennis and Athletics (Jumping, Running & Throwing events).
- (d) *Gymnastics.*— Vaulting Horse, Malkhamb, Pyramid, Floor exercise etc.
- (e) *Yoga.*— Different Yoga Aasan according to age.
- (f) *Health and Hygiene.*— Personal health habits and Moral Education.

2.30.2 Duties of PET/DPE/NSDI/YOGA Teachers.— To organise inter-mural and extra-mural competitions for students from 6th to 12th to conduct NPED (National Physical Efficiency Drive) test and maintain record, conduct of matches during District/Zonal/State level tournaments, to prepare teams and athletes for District/Zonal and State tournaments; to field attend one or two teams in District or Zonal tournaments; to keep record of sports achievements,

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

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 Conduct Register:

The conduct register shall be in the charge of the head of the institution. Remarks need only be entered in this register when a pupil is commended for special merit or reported for misbehaviour, besides achievements of a student in different subjects. If no entry is made against the name of a pupil, it would be presumed that his conduct has been satisfactory. The periodical progress report sent to the parents should include remarks on the conduct, Physical Standard and regularity in attendance of the pupil concerned.

2.33 Parent Teacher Association (PTA):

It will be a non-political body for better co-ordination and interaction between parents and teachers for improvement of academic standards and infra-structural facilities in the schools.

2.33.1 Objectives of Parent Teacher Association:

1. To revive the relationship between the parents and teachers.
2. To create the healthy educational environment in schools.
3. To arrange time to time discussions with the elder persons of the society and to incorporate their suggestions for the improvement of the educational standard in the schools.
4. To suggest ways so that the students education is promoted.
5. To make a collective effort to improve the conduct of the students and also to restrict the entry of anti-social elements in school campus.
6. To inform the parents/ guardians about the performance of their wards from time to time, and to make arrangements for the parents to meet the concerned staff once in a quarter.
7. To make arrangement for teachers etc. when there is shortage of staff in the institution as a temporary measure.
8. To make the parents aware of various schemes of the Govt. in the area of education and also to give information about various activities and programmes of the department at school, district and state level.
9. To make a collective effort for the overall development of the organisation and students, by arranging at least one meeting of P.T.A. executive quarterly and that of its general house once in a year, giving topmost priority to students' welfare.

2.33.2 Forming the Parent Teacher Association:

There will be a general body of PTA of which all the parents or guardians of the students studying in the school and teachers of the school will be the members.

Only two persons with technical expertise and know how, and of integrity will be co-opted members of PTA and these will be adopted by the general house and will also be the co-opted members of executive council. This will be done in case none of the parents/guardians with such expertise is available or not willing to take up the responsibility of such nature.

The general body will hold a meeting. The students will be asked to request the parents to attend this meeting for which date and time will be notified on the notice board of the school. In addition, intimation can be sent through letters/cards for which postage expenditure will be met out of PTA funds.

The general body meeting should be called on a Sunday or a Gezatted holiday. Public functions, marriages and other regional appointments should be kept in mind while deciding the date of the general body meeting. The teachers should also attend the general meeting.

The first meeting should take place under the chairmanship of the head of the institution. Once the executive council is elected, the general meeting will be headed by the President every time. The members of PTA will enter their names with signatures and the names of their wards along with class in which studying, in the register.

Membership.— Parents, guardians who are the blood relatives of the students, but not the student of the same school, teachers and head of the institution will be the members of the Association.

Membership Fees.— The membership fee, to be charged annually, is to be fixed in the general house, keeping in mind the works to be done, and the number of the students. If the membership fees has been collected before the general meeting, it should be got approved in the general meeting and the membership fee for the next session should also be decided and fixed in the general meeting.

The teachers shall also pay the membership fees and become the members of the PTA. Membership fees should be

taken from the students at the time of admission and a separate printed receipt of PTA fees should be issued.

General house may authorise the executive council to exempt the poor students from paying fees and donations etc. towards PTA.

Termination of Membership:

- (i) If the member fails to pay the membership fees, his membership will stand terminated.
- (ii) If any member acts against the objectives of the PTA and 1/3 members of the executive council vote against him, his membership will stand terminated, but he should be given 15 minutes time to reply to the allegations.
- (iii) If a person is elected by the executive council and, by any chance, his ward leaves the institution, his membership will not be terminated for that particular year.

2.33.3 General House:

Right to Vote in the General House.— Each member of the PTA is a part of the general house and has the right to cast one vote for each proposal put forward. If a member fails to pay the membership fee, he will not be allowed to vote. The chairman will have the right to cast a decisive vote in case of tie.

Quorum of the General House.— The quorum for the meeting of the general house should be decided by itself keeping in mind the number of persons attending the general house meeting.

General House Meeting.— The general house meeting of the PTA will be held at least once in a year. If the quorum is not complete in within an hour of the scheduled time, it can be

postponed and will be convened within a month. In case, the quorum in the re-scheduled meeting is also incomplete within half an hour of the scheduled time, members present at that time will be considered to form the quorum, but in such a case only those subjects will be discussed which were on the agenda of the postponed meeting. This norm will be followed after the first general meeting and the members present at that time will form the quorum.

Rights of General House — Generally speaking, the following will be the rights of the General House:—

- (i) To elect the executive council unanimously or by a majority vote.
- (ii) To have deliberations on the audit report.
- (iii) To discuss all those points which are placed before it by the executive committee.
- (iv) To increase the rates of membership fee and donations etc.
- (v) To elect the auditors from amongst the general members for a period of one year.

2.33.4 Executive Council;

The executive council is elected in the general house meeting by the majority a vote. Its term will be one year. For summer closing schools it can be from April to March and winter closing schools it will be March to February. In special circumstances the term can be extended by a maximum of six months.

Structure of Executive Council. The following will be the office bearers and the members of the Executive Council:

- (i) Chairman ... Principal/Headmaster of the institution
- (ii) President ... To be elected from amongst the parents/ Guardian members of PTA.

- (iii) Vice-President ... Elected from members of the PTA.
- (iv) Secretary ... Teacher/Lecturer from institution
- (v) Joint Secretary ... Elected from the parents/guardians
- (vi) Chief Advisor ... Elected from the parents/guardians
- (vii) Treasurer ... Elected from the parents/guardians
- (viii) Members (5-7) ... (3 from teachers and rest from the parents/guardians). One female must be selected from teachers.
- (ix) Co-opted members ... Two technical experts of repute with no voting rights.

Election of Executive Council.— The members and the office bearers of the executive council are elected by general house unanimously or by majority vote.

Function of Executive Council.— The executive council will be responsible for the working of the association and can take the help of those members who have been registered during the general session of the PTA.

Filling the Vacant Posts of Executive Council.— If any post falls vacant in the executive council due to transfer, resignation or any other reason, the executive council will have the right to nominate any one from the registered members for the rest of the year. It will also have the right to accept or reject the resignation of members. A member who is involved in a particular case, will not be allowed to vote for or against that particular case.

Rights of Executive Council.— In simple sense, following are the powers or rights of the Executive Council:—

- (i) To sanction and implement the actions to be taken for the students' welfare.
- (ii) To prepare and present the details of the income and expenditure and the budget for the next year in the general house.

- (iii) To give special powers to the president, vice-president, secretary and chairman.
- (iv) To spend the money of the association on the welfare of the school.
- (v) To collect fees, donations and aids etc.

Rights and Duties of the Office Bearers.— The following are the rights and duties of the office bearers :-

- (i) The chairman will be the witness to all the proceedings of PTA.
- (ii) The president will be the head in all general sessions and meetings of the executive council. He will have the right to cast the decisive vote in case of ties.
- (iii) The vice-president will have all the rights of the President in his absence. If, both are absent, the members can elect anyone amongst them to preside over meeting.
- (iv) The chief advisor will be any of the senior and the experienced guardians to guide and suggest the proper functioning of the PTA.
- (v) Secretary will take care of all the works of PTA. and will call the meeting of the Executive Council by the permission of the President. He will record the proceedings in a register.
- (vi) Treasurer will work according to the orders of the executive council. The Principal and Treasurer jointly, will have the right to withdraw money from the account of PTA.

Meeting of the Executive Council.— The meeting of the executive council should be held at least once in three months or whenever the need be. The quorum will be 2/3 of the total members of executive council. If the quorum is incomplete, the meeting will be postponed, and can be held again within 10 days. The members present in the rescheduled meeting will form the quorum, but in such a case only those subjects will be discussed which were on the agenda of the postponed meeting.

2.33.5 Sources of income of PTA.—Membership fees, donations, grants and aids from Govt. and other organisations will be the source of income of PTA.

2.33.6 Audit.—The inspection of the income and expenditure of the association will be done annually by the auditor(s), appointed in the General House.

2.33.7 Non-participation in the Meetings of the PTA.—If an executive member of PTA remains absent from 3 consecutive meetings without any adequate reason, the executive council has the right to terminate his membership.

2.34. Record Keeping.—Every school must keep proper records in the form of registers, files and charts to determine how well the school is contributing to students welfare and for preserving educational information. The following types of registers shall be maintained.—

2.34(A) Cash Registers:

- (i) Cash Book [T.R.4 Treasury Rules 77(7).
- (ii) Register of contingent charges (T.R.29 Tr. Rules 299).
- (iii) FR-4 Register (Expenditure Register)
- (iv) Bill (Control) register (Form T.R.23(A))
- (v) Permanent Advance Register (Rule 90 of GFR & T.R. 502)
- (vi) Register of Advance and Recoveries
- (vii) Register of Festival Advance
- (viii) Events Register
- (ix) Treasury Challan Register
- (x) Register of Income Tax Recoveries
- (xi) Telephone Rent bill Register
- (xii) Telephone Trunk Call Register
- (xiii) Stamp Account Register
- (xiv) Acquittance Roll Register (Some times records of acquittance are mentioned in the office copy of the bill concerned).
- (xv) G.F.R. Ledger Book
- (xvi) Budget Control Register.

2.34 (B) Other Cash Registers:

- (i) Amalgamated Fund Register
- (ii) Building Fund Register
- (iii) Fine Fund Register
- (iv) Fees/Funds accounts Register
- (v) Medical Reimbursement Register
- (vi) T. A. Bill Register

2.34 (C) 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 meeting minutes Register.
- (vii) Faculty meeting minutes Register.
- (viii) Institution Calendar Register.
- (ix) Diary Register.
- (x) Dispatch Register.
- (xi) Peon Book.
- (xii) Form of application for admission of students in school.
- (xiii) Admission and withdrawal register.
- (xiv) Class Attendance Register.
- (xv) Terminal & Final assessment/ examination register.
- (xvi) School Leaving Register/Transfer certificate Book.
- (xvii) Pupils Scholarship Register.
- (xviii) Prize Distribution Register.
- (xix) School Statistics Register.
- (xx) General Stock Register (Consumable articles).
- (xxi) General Stock Register (Non-consumable).
- (xxii) Science articles stock register (Non-consumable).
- (xxiii) Science articles stock register (Consumable).
- (xxiv) Sports articles stock register.
- (xxv) Library Books Register.
- (xxvi) Misbehaviour, conduct register.

Note.— Relevant Registers/Records from among these shall be kept by all middle schools also.

2.35. Half yearly review meetings for the head of institutions:

It will be the duty of every head of institution of Sr. Sec. and High school to attend every meeting of the heads of the institutions which will be held half yearly and will be convened by the DEO of the district concerned.

2.35.1 First Half-yearly Meeting:

This meeting will be convened in the 3rd week of April every year. The points for interaction in this meeting will be as follows:

- (i) Submission of expenditure statement of the previous year ending 31st March.
- (ii) Projected Budget of the next year.
- (iii) ACRs of ministerial and other cadres except for teachers.
- (iv) Establishment return and vacancy position on prescribed proforma.
- (v) Action taken report in inspections carried out in the previous year.
- (vi) Inquiry, Disciplinary and legal cases, if any.
- (vii) Submission of UCs of the sanctions out of any scheme during the previous financial year.
- (viii) Clear cut vacancies and vacancies to be caused due to retirement in the next year of each cadre.
- (ix) Status of audit reports/audit paras in schools/DEO offices and their disposal.
- (x) Any other item referred to from Directorate, District and Zonal offices.

2.35.1 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:

- (i) Submission of institutional data on prescribed proformas.
- (ii) ACRs of teachers.
- (iii) Expenditure statement of April, May, June, July, Aug. and September months.
- (iv) Establishment return and vacancy position on prescribed proforma.
- (v) Submission of scholarship forms.
- (vi) Any other item from district, zonal offices or directorate.

CHAPTER –III

Inspection of Schools

3.1 Inspection of Schools:

1. The Director of 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 in this behalf.
3. Every Officer, authorised by the Director of 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 Education may also form a team/ panel of persons with special knowledge and experience of different subjects taught in school, to carry out inspections of the schools.
5. The Director of Education may also carry out surprise inspections through any officer authorised by him in this behalf.
6. Every inspecting officer, other than the Director of Education, inspecting a school shall within 15 days from the completion of the inspection, submit a report to the next higher authority with a copy to the concerned school and Director of Education for such further necessary action and compliance, as might be deemed fit in the matter.
7. When the Director of 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

District Education Officer and the Deputy Director of Education of the concerned zone for necessary action and compliance. He may also send a copy to Secretary (Education) for information.

8. *Inspection Report*:— The report of every inspection shall be made on the proforma prescribed by the Department annexed at the end of this chapter.
9. The different inspecting officers shall adhere to the following norms of inspections in an academic year:—
 - (i) The District Education Officer should inspect all the middle and high schools of his district. He shall also pay surprise visits to senior secondary schools in his district.
 - (ii) The Zonal Deputy Director of Education should inspect all Sr. Sec. & 60 middle and high schools in the respective zone.
 - (iii) The Additional Director and Joint Director of Education (Schools) shall inspect schools as may be assigned by the Director of Education.
 - (iv) The Additional Director and Joint Director of Education (Colleges) should inspect all such institutions as may be assigned by the Director of Education .
 - (v) The Additional Director (Admn.) shall inspect such institutions as may be assigned by the Director of Education.
 - (vi) The Director of Education may assign the inspection of district and zonal offices to any other officer as he may deem proper and report is to be submitted on prescribed proforma as given in office manual.

3.2 Advance notice of inspection to be given to schools:

Except in the case of surprise visits, intimation of the proposal to carry out the inspection of a school shall be given preferably, one month in advance to the head of the school.

1. Every inspection shall be as objective as possible and shall be aimed at bringing about an improvement in the standards of teaching in the school.
2. While making the inspection, the following items should 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 organisations.
 - (d) Co-curricular activities.
 - (e) The overall environment and interpersonal relations 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.
3. The inspecting officer shall go to each class and watch the teaching in at least two classes 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.

3.3 Guidelines for Inspecting Officers:

The supervision or inspection shall;

- (i) aim at providing academic guidance to the teacher 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 the all round development of the students and help in the co-curricular development of the school.
- (iv) the supervising and inspecting officers 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 teacher as a person;
 - (c) emphasize the professional growth of the teacher by developing his/her powers 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.

3.4 Inspection of middle schools, by heads of complex schools :

Heads of complex schools will also be responsible for, efficient and proper functioning of middle schools under their control. They will ensure proper maintenance of accounts of funds and other relevant records of the schools, punctuality and discipline among the staff and students. He will make surprise visits and two half-yearly inspections of the school(s) and will report to the District Education Officer. He will also do detailed annual inspection and will report on prescribed proforma (Annexure-I), under relevant items, to the District Education Officer.

SCHOOL INSPECTION PROFORMA

Subject :- Report of inspection/surprise visit.

Memo;

The undersigned inspected/paid surprise visit to your school on _____. The contents of the inspection report are as under:—

1. Attendance of staff :—

The following staff was present in the school :—

Sr. No.	Name of staff	Designation
i)		
ii)		
iii)		
iv)		
v)		
etc.		

Observations:

2. Students attendance :—

Class	No. of students	Presence of the day
6 th		
7 th		
8 th		
9 th		
10 th		
11 th		
12 th		

Total

Observations

3.. Teachers' Diary(monthly and yearly teaching plan):

4.. Coverage of syllabus(As per plan) :

Observations

5.. Cash book

Observations

6.. Position of funds:

- I. Amalgamated (Union) Fund. _____
- II. Building Fund. _____
- III Science Fund. _____
- IV Fine Fund. _____
- V Spots Fund. _____
- VI. Scott Fund. _____
- VII Magazine Fund _____
- VIII Identity Card Fund _____
- IX Furniture repair/
Replacement fund _____
- X Cultural Activity Fund _____
- XI Library Security (refundable) _____
- XII Examination Fund _____
- XIII NCC Fund _____
- XIV _____
- XV _____

Observations

7. Accommodation and play ground :

Observation :

8. Service Records:- A test check of service books of the following staff was carried out;

Sr. No.	Name of Official	Designation
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Observation :

9. Morning Prayer:

Observations:

- 10. Co-curricular activities:**
- 11. Calander of activities**
- 12. Games, sports and their organisation**
- 13. Physical Education activities.**
- 14. Discipline**
- 15. School Plan and physical needs**
- 16. Library service**
- 17. Inter personal relations of staff between themselves and with Head**
- 18. Celebration of annual function.**
- 19. School magazine.**
- 20. NCC**
- 21. NSS**
- 22. Development of campus**
- 23. Legal matters, if any.**
- 24. Whether duties of a head of institution performed(check the list/enumeration given under section 2.1 of the code) mention.**

- 25. Any other observation worth mentioning**
- 26. A brief resume about the working of the school**

(Inspecting Officer)

Endst. No. :

Copy to:-

1. The Director of Education Himachal Pradesh, Shimla-1,
for
favour of information please.
2. The Deputy Director of Education (concerned zone), for
information please.
3. The District Education Officer _____
Distt. _____.
4. Principal/Headmaster of the concerned school.

(Inspecting Officer)

CHAPTER-IV

Fees and Funds

PART-I

4.1 Students Fees

The Fee 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 pupil to all government institutions.

A student whose name is struck off the rolls as disciplinary measures, on account of absence, non payment of fee etc. or who himself withdraws his name, shall pay a fresh admission fee on his/her readmission.

The admission fee should be charged once in the 6th, 9th, and 11th class.

Note :

1. Admission fee at full rates is to be charged from scheduled cast/tribes and backward classes students and no concession on this account is admissible.
2. No admission fee is payable by the failed students who continued in the 6th, 9th and 11th class as a result of their failure in the annual school examination.
3. 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.

4. 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. (As per Notification vide Govt. letter No. Shiksha-II (Chha) 6-1/2001 dated 12-04-2001)

Sr. No.	Name of Fees	6 th to 8 th Rate	9 th & 10 th Rate	+1 & +2 Rate
	Annual Charges			
1.	Admission Fee	3.00	5.00	10.00
2.	Re-admission fee	1.00	1.00	10.00
3.	School Leaving Certificate fee	5.00	5.00	5.00
	Monthly Charges			
1.	Tuition Fee (only for boys)	----	----	15.00
2.	Late Fee Fine per day	0.50	0.50	-----
3.	Late Admission Fee For 1 st 7 days	----	----	10.00
	Next 10 days	----	----	25.00

4.4 Credit of fees

All government dues should be immediately realised and collection so made, be deposited urgently into government treasury, i.e. on the next working day.

As a rule, no money should be left in the safe after the institution closes for the day. If, in 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 Students Fund

4.5.1 Source of Income:-

The students studying in the government schools in the State shall pay subscription towards pupils' funds as shown below with effect from academic session 2001-2002. The rate of funds, in middle, high and senior secondary schools/classes, re-fixed and revised after amalgamating the Health Fund, Red Cross Fund with the Amalgamated Fund are as under:

4.5.2 Chart Showing the Detail of School Account Funds Chargeable from Students Studying in Govt. Schools of Himachal Pradesh. (As per Notification vide Govt. letter No. Shiksha-II (Chha) 6-1/2001 dated 12-04-2001)

Sr. No	Name of Funds	6 th to 8 th Rate	9 th & 10 th Rate	+1 & +2 Rate
	Annual Charges			
1.	Magazine Fund	-----	-----	15.00
2.	Identity Card Fund	-----	-----	5.00
3.	Scout & Guide	3.00	3.00	5.00
4.	Sports Fund	5.00	10.00	15.00
5.	Furniture Repair/ Replacement Fund	-----	-----	5.00
6.	Cultural Activity Fund	-----	-----	5.00
7.	Library Security (Refundable)	-----	-----	30.00 25.00
8.	Exam. Fund Quarterly			(Rs.6/- each for 1st 3 Qtrs. and Rs.7/- for 4 th Qtr.)

Monthly Charges				
1.	Amalgamated (Union) Fund	3.00	5.00	10.00
2.	Building Fund	5.00	5.00	10.00
3.	Science & other practical subject Fund	1.00	3.00	
	(i) Physics	-----	-----	5.00
	(ii) Chemistry	-----	-----	5.00
	(iii) Biology	-----	-----	5.00
	(iv) Geography	-----	-----	5.00
	(v) Home-Science	-----	-----	10.00
	(vi) Any other	-----	-----	5.00
4.	Practical subject NCC Fund (to be charged where NCC unit is functioning)	-----	-----	1.00
5.	Absence Fine Fund	0.50 per day	0.50 per day	1.00 per period, 2.00 per practical, 5.00 per terminal test per Paper 1.00 per book per day
6.	Late Return of Lib. Books	-----	-----	per Paper 1.00 per book per day

Note :

1. After 10 school days absence name will be struck off in case of both boys and girls.
2. Under no circumstances should unauthorised funds be realised from the students and any contravention to these instructions will invite disciplinary action.
3. *Use of School hall*

The charges received from government offices and other agencies for utilising 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 under the receipt head.

PART-II

4.6 Utilisation of Funds

All the funds shall be administered solely by the Heads of the schools in consultation with representatives of the staff and the students. The head of the institution shall have full powers in regard to their utilization for the welfare of the students. All the funds of the classes from 6th to 12th are to be maintained together.

4.6.1 Sports Fund:

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

- (i) Purchase of sports material pertaining to various games.
- (ii) Payment of affiliation fee as demanded by district tournament committee at the scales fixed by the committee.
- (iii) Maintenance of playground upto Rs.7500/- per annum and rent of playground, if any.
- (iv) Travelling allowance to teams for playing matches and other sports contests.
- (v) Payment of protest fee, or subscription to the District or State Tournament Committee and entry fees for any other tournament.
- (vi) Expenses in connection with referring of matches.
- (vii) Purchase of Uniform for all the players for participation in matches.
- (viii) Photographs of teams (winning teams only) at the discretion of the Head of the Institution.
- (ix) Expenditure on medical assistance to members of the sports teams when out of station.

- (x) Refreshment to the players @ Rs.5/- 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(xv) will be deposited in common mess by the participants for incurring expenditure on breakfast, lunch, dinner.
- (xi) Expenses in connection with participation in adventurous sports.
- (xii) 60% of the sports fund received in a year will be kept in a school for school's utilisation whereas 20% each will be deposited with district and state associations for sports/tournament related activity at district/state level.
- (xiii) Expenses in connection with holding sports/ tournament functions.
- (xiv) 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.
- (xv) The number of class IV employee should be restricted to one each per team. The students may be given Rs.50/-(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.
- (xvi) Purchase of boxes, almirahs, racks and locks for storing sports material.

4.6.2. Amalgamated Fund

It may be utilised 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 debates, declamation 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.50/- to compete in debates/ declamation contests, music and dramatic contests and for taking part in other educational activities, when they are to represent the school.

(b) Expenditure in connection with the house examination including printing of question papers.

The expenditure on the printing of question papers, report cards and their dispatch and stationery articles for home examination can be incurred out of the Amalgamated 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.
- (c) 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 sr. secondary schools and career counselling.
 - (iii) Purchase of news papers/ magazines for the knowledge of students the dailies and magazines approved by the Director of Education from time to time.
 - (iv) Purchase of the results Gazette published by the HP Board of School Education.
 - (v) Purchase of furniture for library use only.
- (d) *Othe r miscellaneous expenditure out of Amalgamated Fund*
- (i) Hire and carriage of furniture, shamianas, loudspeakers etc. 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.
 - (iii) The number of teachers and class IV employees should be restricted to 1 each per team. The students may be given Rs.50/-(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 employee 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 equipment and payment of salary to part time band master not exceeding Rs.200/- per month.
 - (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 iron almirahs for the safe custody of examination papers.
- (x) Purchase of crockery for serving refreshment to students and guests. It shall not be of very expensive nature.
- (xi) Expenses in connection with students functions including refreshment to students and guests not exceeding Rs.5/- per student or guest.
- (xii) Temporary construction of Canteen, Store house for storing old material of the school.
- (xiii) 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.

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

- (i) Free medical aid to all the students for minor ailments and injuries.
- (ii) Tonics, milk etc to under nourished students on the recommendation of the Medical Officer (this should be for poor students only).
- (iii) Medical inspection of school children.
- (iv) Weighing and measurement apparatus.
- (v) Sick Room utensils and other material.
- (vi) Setting up of a dispensary with suitable furniture.
- (vii) Payment of allowances to part time Doctors & Dispensers.
- (viii) Payment of Ambulance charges in case of Emergency (For students only/ Local Journey).
- (ix) Sanitary fittings.

The Head of institutions shall purchase medicines out of this Fund in consultation with the Medical Officer of the area.

Note:—

1. Institution should be equipped with type test vision charts in order to check the vision of the children.

2. The medicines available in the dispensary should be supplied free of cost. A register of medicines as supplied, showing date, name of patient and quantity supplied should be maintained.

3. The part-time private medical officer and compounders will be paid at the rate prescribed, excluding vacation period, provided that the medical officer and the dispenser will attend the institution during recess and that no fee will be realised 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 of Rs.250/-per month for Doctors & Rs.150/- per month for compounders, provided that the fact of the appointment will have to be intimated to the District Education Officer and Chief Medical Officer of the district.

f) Red Cross Related Activity

- (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 in the hospital especially children, purchase of drugs and medicines for prevention of disease, especially in schools, money spent on sanitation of schools, drinking water, food for the children, soap for washing clothes, mid day meal for poor children etc.
- (iv) 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 children in the hospitals.
- (vii) Money may be spent on preparation of albums for exchange with children 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) Sanitary latrines, bored hole latrines seats for latrines, urinals, auger for boring for latrines, purdah walls for latrines, etc.
- (xiii) Toilet need of a simple nature in schools, tumblers and gharas in hot weather for children, 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 meetings 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) Sugar, fuel, container, patilas, mugs, etc. for preparing milk out of the milk powder and distributing the same among the juniors.
- (xix) 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;

(a) 10% is utilised for activities mentioned under article 4.6.2(e)

(c) 10% is utilised for activities mentioned under article 4.6.2(f)

4.6.3. Science Fund

This fund will be utilised 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.

4.6.4 Fine Fund

This fund shall be utilised by the Heads of Institutions for giving prizes on the occasion of Annual Prize Distribution Function, National/International days viz., 26th January, 15th April, 15 August, 5th September, 2nd October and 14th November or any other day of national importance. Sweets may be distributed to the students on these occasions @ Rs.5/- 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.

(a) 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 thereunder.

4.6.5 Building Fund

For utilisation see notification No.Shiksha-II –GA(7)-1/98 dated 12-5-98 (Annexed to this chapter).

4.6.6. Magazine Fund

No subscription as magazine fund is to be levied from students studying in 6th to 10th classes. The magazine shall 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 sale proceed also credited to the fund. However from the students studying in +1 and +2 classes magazine fund shall be realised as per rates shown in para 4.5.2.

4.6.7. 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 utilised for the provisions stipulated in amalgamated fund.

4.6.8. 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) Annual function and parents day
- (f) Excursions
- (g) Participation in the Republic Day celebration and other ceremonial parades.
- (h) Special training for selected cadets appearing before Service Selection Board
- (i) Prizes

- (j) All expenses including T.A./D.A. in connection with participation in NCC contests such as Drill, Shooting competitions.
- (k) 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.
- (l) Expenses for putting up NCC board etc.
- (m) Purchase of NCC Flags
- (n) Purchase of NCC Charts and compasses

4.6.9 Examination Fund

This Fund is to compensate for the expenditure to be incurred for the house examinations of students of plus two classes. The fund so collected will be part of the amalgamated fund and will be utilised for all provisions of amalgamated fund, including house examinations.

4.6.10 Identity Card

The amount collected will be spent on printing of identity cards and other stationery articles required for this purpose and will be part of amalgamated fund.

4.6.11 Scout and Guide Fund

This fund will be utilised 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 & cubbing.
- (b) Troops Record Registers.
- (c) Registration Fee.
- (d) Badges and progress or 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) Canvas purchasing or rental.
- (iii) Camp utensils and Crockery.
- (iv) Kassies, Shavels, Axes and Pickaxes.
- (v) Buckets and lanterns ; and
- (vi) Ground sheets and Duries.

(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.5/- per scout for outdoor meetings.

(j) Expenses for week end and other camps to the tune of Rs.5/- per scout and Rs.5/- per scout per day.

(k) Cost of material for imparting training in scout craft, pioneering and first aid etc.

(l) Purchase of musical instruments for Camp fire and Cultural performances by the troops.

(m) Supply of a pair of uniforms to scout Masters after every two years or longer whenever necessary. '

(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 utilised on the items mentioned at (a) to (m) of this article.

(ii) 50% of the total collection will be deposited with the District Education Officer. DEO will utilise this fund as per the directions from the Govt. of Himachal Pradesh, issued from time to time.

4.6.12. Furniture Repair Fund

The fund will be utilised for the purpose of minor repairs of the furniture on the recommendations of a committee to be constituted for the purpose.

4.6.13. 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 utilised 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 a committee consisting of senior teachers 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 realised will be deposited with a branch of the post office, any nationalised 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 the Institutions, viz. Senior Secondary/High Schools shall have full powers to sanction expenditure on the object for which a particular fund has been instituted except in case of building Fund which can be incurred with the approval of the concerned Executive Committee.

(ii) The Heads of middle schools shall have the authority to sanction expenditure on appropriate objects out of funds available to a maximum of Rs.500/- at a time. Expenditure beyond Rs.500/- can be incurred by them only with the approval of the Head of the complex school.

(iii) The Heads of the Institutions and the DEOs should realise 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-authorised objects 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 pupils' fund if the value of the articles purchased does not exceed Rs.10,000/- at one time. In all other cases the District Education Officers 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 is abolished at any time under instructions of the government 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 District Education Officers.

(e) The District Education Officer is empowered to sanction expenditure on objects other than those for which a particular fund has been constituted 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:-

Sr. No	Funds Name	Students Enrolment		
		Less than 500	500 to 1000	1000 and above
1.	Amalgamated fund	Rs.15/-	Rs.25/-	Rs.35/-
2.	Other funds	Rs.10/-per fund	Rs.15/-per fund	Rs.20/-per fund

The above fees are subject to proportionate increase as under:—

- (i) 1.5 times the normal rate where the audit period is more than 16 months and 3 months accounts are checked.
- (ii) Double the normal rates where it is more than 18 months and 4 months' accounts are checked.

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 minimise 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/totaled 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."

Annexure-1

Building Fund Utilisation Rules

Govt. of Himachal Pradesh Deptt. of Education No:
Shiksha-II-Ga(7)-1/98 Dated 12.5.98

NOTIFICATION

The Governor, Himachal Pradesh is pleased to make the following rules namely the Govt. of Himachal Pradesh, Educational Institutions Building Fund Utilisation Rules, 1998.

1. Short Title And Commencement

(i) These rules shall be called "The Government of Himachal Pradesh Educational Institution Building Fund Utilisation Rules, 1998".

(ii) They shall come into force with immediate effect.

2. Definitions

In these rules the expression:

(i) "*Educational Institutions*" means Government Educational Institutions and includes Middle, High and Senior Secondary Schools, and such other institutions as may be declared as such by the Government from time to time.

(ii) "*Funds*" mean the Educational Institutions Building Funds/Common Pool Building Funds.

(iii) "*Government*" means the "*Government of Himachal Pradesh*"

(iv) The "*Head of the Institution*" means Head Master in case of Middle and High Schools and Principal in the case of Senior Secondary School.

3. 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 or individuals.

(c) Receipt from other sources.

4. Rates of Subscription

Every student of an Educational Institution shall subscribe to the fund at the rates as may be prescribed by the Govt. from time to time.

5. Common Pool Building Fund

50% of the collection of Middle School/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 Commissioner (The Resident Commissioner of Pangi and Additional Deputy Commissioner of Spiti in respect of areas under their control).The Deputy Commissioner will open a separate account i.e. collections from Middle, High and Senior Secondary Schools. However, accounts and records will be maintained by the District Education Officer concerned.

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

6. Custody of the fund (Common Pool/Institute)

The funds shall be in the nature of local fund deposit. The funds shall be lodged in the local or the nearest post office/Bank in a savings account and the fund shall be operated by the Head of the concerned educational institution in the case of Educational Institution Building Fund and District Education Officer for the Common Pool Fund. Unspent money can also be kept in fixed deposits in banks or long term deposits in Post Office.

7. Utilisation of the funds

The fund shall be utilised on Government owned building, rent free buildings or the buildings donated for educational institutions and in the following manner :-

(i) *Funds retained by the institution to be spent on :—*

- (a) White washing and painting of black Board.
- (b) Plastering, flooring repair.
- (c) Window repair and maintenance.
- (d) Play ground maintenance
- (e) Other minor works as decided by the Committee.

White washing will be compulsory every year.

(ii) *Common Pool Fund*

75% of the amount in the common Pool Fund is to be spent on repair of the buildings and 25% of the amount is to be spent on original works preferably to be combined with other Govt. schemes.

8. Building Fund Committee

Every Govt. Educational Institution shall have a Building Fund Committee at the local level.

Constitution : The building Fund Committee shall consist of the following :—

a) In case of Middle Schools :-

i) Pradhan /Up-Pradhan of the local Panchayat in case of Rural School and President of the Urban Local body or a member thereof nominated by the President in case of an urban school.	CHAIRMAN
ii) President, Parents-Teachers Association	MEMBER
iii) Donors who contribute over Rs.1000/- in that particular year or a social worker who takes interest in the development of institution or a retired educationist.	MEMBER
iv) The Head of the Institution	MEMBER SECRETARY
v) Retd. Engineer/J.E. residing in the vicinity	MEMBER

b) In Case of High/Senior Secondary Schools

i) Chairman of the B.D.C. or his nominee in the case of a rural school and President of Nagar Panchayat/ Parishad or his Nominee in the case of an Urban School.	CHAIRMAN
ii) Junior Engineer/Engineer Municipal Committee or Development Block or a Retd.Engineer/JE.	MEMBER
iii) Pradhan of the local panchayat in case of Rural School and President of the urban local body or a member thereof nominated by him in case of an urban school.	MEMBER

iv) Donors who contribute over Rs.2000/-in that particular year if available or an Active Social Worker or a retired educationist.	MEMBER
v) The Head of the School	MEMBER SECRETARY

9. Common Pool Fund

Separate Committees will be constituted by the Deputy Commissioner concerned, for Middle, High and Senior Secondary Schools to be called "Secondary Schools, Common Pool Fund Committee". Committee shall have one executive engineer from the Public Works Department, 25% of the Block Development Officers in the Distt. to be nominated by the Deputy Commissioner in rotation, 25% of the High School and Senior Secondary School Principals/Headmasters in the District in case of Middle Schools, High Schools and Senior Secondary Schools to be nominated by the Deputy Commissioner in rotation. The District Education Officers shall be the Member Secretary for Secondary Schools Committee. The Deputy Commissioners may also nominate other officers/individuals like Project Officer District Rural Development Agency/representatives from Parents-Teachers Association etc. Total number of members in the Committee is not to exceed 20.

10. Meeting

The Committee shall meet as frequently as required but there should not be a gap of more than six months between the two meetings. The quorum at a Meeting shall consist of a simple majority of the total membership. A copy of the proceedings of the meeting of the committee shall be submitted for the information of District Education Officers in case of middle, high and senior secondary schools.

11. Supersession

If the District Education Officer concerned is satisfied that the Building Fund Committee of a School is not functioning

satisfactorily he may, for reasons to be recorded in writing, supersede the same for a period of not more than six months.

12. Powers of the Committee

The Committee shall approve and sanction works. They will also decide the executing agency for each work.

The Committees shall also suggest ways and means of utilizing the balance from the Building Fund wherever available.

The Committees of the institutions will have powers to be exercised as follows in respect of the Educational Institutions Building Fund.

	Sanction Works Up to
1. Middle Schools	Rs.10,000/-
2. High Schools	Rs.15,000/-
3. Senior Secondary Schools	Rs.50,000/-
4. Govt. Colleges	Rs.75,000/-

For Works involving higher expenditure, prior sanctions shall have to be obtained as follows:—

- A. In respect of middle, high, senior secondary schools from District Education Officer. **FULL POWERS**
- B. The Deputy Commissioner shall have full powers for the Common Pool Fund.

13. Detailed instructions and accounting procedures

Expenditures out of the Educational Institutions Buildings Fund shall be incurred by the Head of the Middle/High/Senior Secondary Schools under the overall supervision and control of the concerned committee after it has been sanctioned. As soon as the work is completed, a completion certificate in form A shall be recorded by the Chairman of the Institution Building Fund Committee and Head of the institution to ensure that work has been satisfactorily executed in accordance with the sanctioned estimates and other terms and conditions. Vouchers of the expenditure

incurred shall be arranged under the following sub-head on the completion of the work.

1. Labour Charges (Muster Roll-wise or contractors bill wise).
2. Cost of Material.
3. Cost of carriage.
4. Total

Vouchers of the expenditure incurred shall be verified by the executing agencies. These will then be handed over to the Head of the Institution after the completion of the work or in two or more stages as may be decided by the committee depending on the size of the work. The Head of the institution may give an advance to the executing agency before the starting of the work but this advance amount shall not exceed 25% of the sanctioned amount. Thereafter payment shall be made to the executing agencies, in instalments to be decided by the committee. The instalments shall be linked with the progress of the work. 25% of the payments shall be paid to the executing agency as final payment only on completion of the work to the satisfaction of the Committee. Social audit will be then got done by the head of the institution by committee consisting of 4 members nominated by the Panchayat/Urban Local body of the area in which the institution is located. This audit will be completed within one year of the completion of the work. Record can be destroyed after 5 years of the completion of audit.

In case of the Common Pool Fund the work will be got executed by the Deputy Commissioner through the Block Development Officer or any executing agency to be decided by the Common Pool Fund Committee. Funds will be released as in the case of the Institution Building Fund Committee mentioned above. Accounts and records will be maintained by the Deputy Commissioner through the District Education Officer concerned. Social audit will be done within one year of the completion of each work by a Committee to be constituted by the Deputy Commissioner. This committee will consist of 8 members from the PTA and from amongst prominent citizens or social workers in the District.

Record can be destroyed after 5 years of the completion of the audit.

14. Repeal and Saving

1. The Government of Himachal Pradesh Educational Institutional Building Fund utilization Rules,1990/1994 are hereby repealed.

2. Notwithstanding such repeal anything done or any action taken under the Government of Himachal Pradesh Educational Institutional Building Fund Utilization Rules,1990/1994 shall be deemed to have been done or taken under these Rules.

By order,
C. Balakrishanan,
*Commissioner-cum
Secretary(Edu.) to the Govt.
of Himachal Pradesh.*

CHAPTER -V

Scholarships

5.1 Scholarships from public funds

All scholarships 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 scholarships.

(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 respect, shall be submitted to the concerned authority as explained in the different schemes detailed in this chapter.

(ii) If, any such candidate be unable to furnish the required certificate, the scholarship shall be offered on some terms to the next eligible candidate. But candidates who though otherwise eligible are unable to supply the certificate, 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 Scholarships from State Revenues shall be restricted to the candidates whose parents domicile is in Himachal Pradesh.

5.3 Alteration in Scholarships.

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 its currency with a particular scholar.

Any alteration in the number of/value of or, conditions attached to a particular scholarship shall be publically notified in the area from which competitors are drawn at least six months before an award under the revised rules is made.

5.4 Close Scholarship.

The value of a close scholarship paid from public funds 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 Article 6.1.

A scholarship paid from public funds shall not be awarded to a scholar who, merely by virtue of the place gained by him in the pass list of a public examination, has won an endowed scholarship of the same or a higher value except in case where the donor of the endowed scholarship has expressly stipulated that the scholarship endowed by him may be so held. A scholarship paid from public funds may, however be held together with an endowed scholarship when the latter is awarded for proficiency in same specific object and not on the general results of the examination.

5.6 Period for which the scholarships may be drawn.

Scholarships 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 two working days in a calendar month;
- (d) days of sick leave not exceeding six working days at one time or not thirty working days in the school or College year;

(e) days of ordinary leave, granted by the head of the institution, for not more than six working days at one time, or not for more than 14 working days in the school or college 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 the case of girls, scholarships 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 scholarships 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 in the case of college scholarship, three weeks; or if the scholar dies; if the scholar is absent without leave for six consecutive school or college working days or 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 or college to another, fails to join second institution within fourteen days of leaving the former institution or if the scholar ceases to attend a school or college 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 the head of the institution in which the scholarship is held shall ensure that payment of such scholarship is discontinued to a scholar who has thus forfeited it.

(ii) The lapse or forfeiture of a scholarship shall be reported to the Director of Education.

(iii) The reason for lapse or forfeiture shall in all cases be stated.

Note :— Failure in an examination shall lead to the forfeiture of scholarship, only if the head of the institution certifies that the failure was due to laziness.

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 have conformed to the rules under which the scholarships are tenable."

5.10 Transfer of Scholarships.

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. 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 a 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 recognised institution maintained by Government, it is found necessary in any year for lack of accommodation or teaching power, to re-use admission to candidates, scholars shall have preferential claim to admission over all other seeking admission at the same time.

5.13 Scholarships paid from public funds where tenable.

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

5.14 Scholarship holders not eligible for concessions.

Scholarship holders in general shall not be eligible for other concessions but in very exceptional circumstances and that only with the express sanction of the District Education Officer.

5.15 Various Scholarships and stipends granted by HP

5.15.1 Scholarship to ST students on Lahaul & Spiti Pattern

- (a) It is a state sponsored scheme.
- (b) The budget is allocated to all the institutions by the Director of Education H.P.
- (c) All the students from 6th to 10th class belonging to Tribal Area of H.P. are eligible.

Amount of Scholarship:

6th to 8th	Rs.4/-P.M.(Day scholar)	Rs.15/-P.M.(Hosteler)
9th to 10th	Rs.10/-P.M. (Day scholar)	Rs.25/-P.M (Hosteler)

- (d) Duration of this scholarship is one year & fresh scholarship is awarded in the next class.
- (e) No scholarship will be awarded to the failed student during the year he/she repeats the class. However the student will be eligible to get the same after clearing the repeated class.
- (f) There is no prescribed proforma for the scheme, however the simple application from the student is required by the head of the Institution every year.
- (g) Mode of Payment:- After verification the payment is made in cash by the Head of Institution.
- (h) Income ceiling: No income ceiling.
- (i) Time schedule for submission of forms with DEOs: 30th Sept. every year.
- (j) Sanctioning authority: District Education Officer.

5.15.2 Scholarship for children of such Defence Personnel who are killed/disabled in action at any time.

- (a) It is a state sponsored scheme for students of all categories.
- (b) This scholarship is meant for the children of such defence personnel who are killed /disabled in any military action at any time. The student can apply on a prescribed proforma available with the sainik welfare officer of the concerned district and submit the same to the Heads of the Institution. The Head of Institution will forward the same to the concerned Sainik Welfare Officer after attestation. The

Sainik Welfare Officer will then send the application proforma to the Directorate of Education after verifying all facts. Directorate will allocate the budget to the Head of Institution. The Head of Institution will make the cash payment to the students.

(c) *Amount of scholarship(per annum):*

Class	Boys	Girls
6th to 8th	250/-	500/-
9th to 10th	300/-	600/-
+1 to +2	800/-	800/-
Colleges		
(i) Day Scholar	1200/-	1200/-
(ii) Hostellers	2400/-	2400/-

(d) The students whose father having less than 50% disability caused during any kind of military action are sanctioned half of the scholarship amount as detailed above. The death/disability certificate of the military personnel issued by the competent authority is required to be attached with the application proforma.

(e) **Proforma** .— The application Proforma can be had from the District Sainik Welfare Officer which is collected by the Head of the Institution from the eligible candidates for disbursement this scholarship.

(f) Income ceiling : No income ceiling.

(g) Time schedule for submission of forms to Director of Education: 30th Sept. every year.

5.15.3 IRDP Scholarship Scheme.

(a) It is a state sponsored scheme .

(b) All those students who belong to the families identified as IRDP by the State Govt. are eligible for this scholarship. The copy of IRDP certificate be kept for record by the Heads of the Institutions and he has to check the validity of

such certificates. This scholarship scheme is also applicable to the BPL(Below Poverty Line) students of Urban areas.

Note.—(i) The students who belong to the IRDP families are also eligible for National Scholarship at Secondary Stage to Talented Children from rural area along with the IRDP scholarship.

(ii) There is prescribed proforma for this scheme. (See Annexure-I)

(c) The budget is allocated to the Head of Institutions by the Director of Education. The budget requirements of Govt. sr.sec./high schools are received through District Education Officers concerned and the case of privately managed School Board affiliated institutions are received through the Deputy Director of Education of concerned Zone. Whereas requirements of the Govt. Colleges are received directly from them.

(d) *Amount of scholarship (per annum)*

Class	Boys	Girls
6th to 8th	250/-	500/-
9th to 10th	300/-	600/-
+1 to +2	800/-	800/-

University & College

(i) (Day Scholar.)	1200/-	1200/-
(ii) Colleges(Hostelers)	2400/-	2400/-

Note.— The applications for award of this scholarship from the students studying in University are received in this Directorate through the Head of the Department concerned and the amount in shape of draft is sent to the Registrar for further disbursement to the eligible student. This scheme is also applicable to the bonafide Himachali students studying outside the state. Applications received from the students studying in colleges outside state are received in the Directorate of Education through their Head of Institution and the scholarship amount is sent to the beneficiary in the shape of drafts through their Head of Institution.

The proforma complete in all respects should reach in the Directorate of Education on or before 30th September.

- (e) Time Scheduled for submission of the form to the concerned Head of Institution/Directorate of Education (in case of ~~university~~ students): 30th September, every year.

5.15.4 Middle School Merit Scholarship.

- (a) It is a State sponsored scheme.(Non-Plan & Plan).
(b) The provision of budget to the scheme is made out of the total budget under Merit Scholarship by the Directorate from Non Plan & Plan heads.

This scholarship for three years duration is awarded to students in accordance with the quota allotted to each district purely on merit basis, who qualify the merit scholarship examinations. The students selected for award of this scholarship are bound to continue their studies in Govt./Govt. recognised school of Himachal Pradesh. The Middle School Merit Scholarship examination is conducted by each District Education Officer. The scholarships are awarded accordingly in their respective Districts on the basis of merit. For each district the budget is fixed by the Directorate of Education and the amount is sanctioned according to the number of the students.

- (c) Eligibility conditions :—

The Middle School Merit Scholarship examination is open to all boys and girls who fulfil the following conditions :

- (i) Age should not exceed 13 years on 31st March of the year of examination.
(ii) *Marks*— 33% marks in each subject and 50% in aggregate in 5th class annual examination.
(iii) *Attendance*— At least 75% attendance is required. This may however be relaxed to 60% in special cases by District Education Officer the recommendation of Head

of Institution or Block Primary Education Officer concerned.

- (iv) The students studying in public/central schools are not eligible to appear in the said test. The student studying in private schools recognised by the Education Department are however to avail the opportunity.
- (v) Remunerations to paper setter/examiners:

1. Paper setter @ Rs.50 per paper
2. Marking of answer scripts @Rs1.50 per answer script.
3. Other contingencies/charges on account of postage etc. : Actual charges.

(d) *Centres:* The Tehsil head quarter(s) will be the examination centres. However, the District Education Officer concerned may also select a place as centre as he/she deems fit.

(e) *Date of examination:* The examination shall be over by 25th May and shall not normally last for more than three days. Not more than three papers shall be given on single day of examination. The merit list will be finalised by the District Education Officer concerned latest by 20th July.

(f) *Maximum marks:* Each paper will carry 50 marks.

(g) *Standard of examination :*The syllabus will be of 5th standard.

(h) Question paper guidelines:

Various subjects will carry the following division of marks.

- | | | | |
|----------------------|-------------|----------|------------|
| 1. Arithmetics | all written | 50 marks | 90 minutes |
| 2. Hindi | all written | 50 marks | 90 minutes |
| 3. Social Science/or | all written | 50 marks | 90 minutes |
- any other subjects in the event of introducing new syllabus.

(i) Setting of question papers :

The District Education Officer concerned will themselves set the question paper for their districts. They will be over all incharge for the conduct of examination in their respective districts.

(j) For each district the budget is fixed by the Directorate of Education and the amount is sanctioned according to the number of students.

Note.— The students selected for the award of this scholarship have to continue their studies in Govt. schools of Himachal Pradesh or in such schools which are recognised by the State Govt. throughout their middle school cycle. This facility will not be extended to the scholarship holders who later join the public school/central school.

(k) *Rates of the scholarship*

Class	Boys	Girls
6th to 8th	400/-P.A.	800/-P.A.

(l) *Number of scholarship*

Name of District	Non-Plan	Plan
1. Bilaspur	20	6
2. Chamba	27	8
3. Hamirpur	32	10
4. Kangra	65	19
5. Kullu	17	5
6. Kinnaur	3	1
7. Lahaul & Spiti	3	1
8. Mandi	46	14
9. Shimla	43	13
10. Solan	21	6
11. Sirmour	23	7
12. Una	32	10
Total	332	100.

(m) *Proforma:* The consolidated list of eligible students for selection examination prepared by the Head of Institution and

sent to the District Education Officer concerned for necessary action. Fixed number of students are selected on the basis of merit and the scholarship is sanctioned by the district education officer concerned for further disbursement to the eligible students through Head of Institution.

- | | | |
|-----|--|------------------------|
| (n) | Total number of awards: | 432 |
| (o) | Income ceiling : | No income ceiling |
| (p) | Time Schedule for applying to the Head of Institution: | 30th April every year. |

5.15.5 High School Merit Scholarship

(a) It is a State sponsored scheme.

(b) The budget is bifurcated out of the total budget under merit scholarship by the Directorate from the Plan & Non Plan heads.

(c) *Eligibility:* The High School Merit Scholarship including Sanskrit & Science subject is awarded to the students on the basis of 8th class examinations merit list prepared by the School Board in accordance with the number of scholarships sanctioned for a particular District. These scholarships are tenable for two years only and are granted on the basis of merit in four subjects i.e. Hindi, English, Mathematics and Social Studies. The Merit Science Scholarship is awarded on the basis of merit in science subject only as per the merit list of 8th class in science subject supplied by the School Board. The selection of eligible candidates is made by district education officer concerned and the amount of scholarship is disbursed through Head of the Institution. Merit scholarship for Sanskrit is also awarded on the pattern of Merit Science Scholarship.

For each district the budget is allocated to District Education Officers according to the fixed number of scholarships .

(d) *Rates of Scholarship*

Class	Boys	Girls	Hostlers
9th to 10th	1000/-P.A.	1000/-P.A.	1500/-P.A.

e) *Number of scholarships allocated:*

SN	District	Toppers in aggregate		Next Toppers in aggregate		Scholarship		Total
		Non-Plan	Plan	Boys	Girls	Skt.	Merit Science	
1	Bilaspur	7	6	3	1	3	3	23
2	Chamba	10	8	3	1	4	4	30
3	Hamirpur	12	8	4	1	4	4	33
4	Kangra	24	18	10	3	9	9	73
5	Kullu	6	6	2	1	3	3	21
6	Kinnaur	1	2	1	1	1	1	07
7	L & Spiti	1	2	1	1	1	1	07
8	Mandi	17	14	6	2	7	7	53
9	Shimla	16	14	6	1	7	7	51
10	Solan	7	6	3	1	3	3	23
11	Sirmaur	9	8	3	1	4	4	29
12	Una	12	8	4	1	4	4	33
	Total	122	100	46	15	50	50	383

Total 383 scholarships for two years duration.

- (f) Income ceiling : No income ceiling.
(g) Time schedule for sanction of scholarship: 30th Sept. every year.

5.15.6 Scholarship for SC/ST/OBC's

- (a) It is a state sponsored scheme.
(b) *Budget Provision:*— Rs.1 Crore.

(c) *Eligibility:* All the students belonging to the families which are identified by the Govt. as SC/ST/OBC are covered under this scheme. The particulars of the eligible students are collected by the Heads of the Institutions and submitted to the District Education Officers concerned on or before 30th June, Director of Education allocates the budget to all the heads of the institutions on their demand. Sanction is accorded by the Drawing & Disbursing Officers concerned and the amount is drawn by them for the disbursement to the eligible students.

(d) *Amount of scholarship (per annum) is as under:*

Class	Boys	Girls
6th to 8th	250/-	500/-
9th to 10th	300/-	600/-
+1 to +2	800/-	800/-

Colleges

(i) (Day scholars)	1200/-	1200/-
(ii) (Hostlers)	2400/-	2400/-

Note.— The SC/ST students studying beyond matric are mostly covered under the Post Matric Scholarship Scheme to SC/ST students. The scheme was applicable to SC girl students only up to matric class under the then scheme "Special Component Plan". From 01-04-1998 this scheme has been converted into "Scholarship for SC/ST/OBCs" and the rates have been approved by the State Govt. up to college level. There is prescribed proforma for this scheme. (See Annexure-2)

(e) Income ceiling : Rs.11000/- Per annum.

(f) Time schedule : 30th September every year.

5.15.7 Govt. of India Post Matric Scholarship to SC/ST students.

(a) It is a centrally and state sponsored scheme with a committed state liability.

(b) *Rates of Scholarships*

	Courses	Day scholar (Rs. PM)	Hostelers (Rs. PM)
Group	Medical/Engineer	300	500
A	B.Sc.Agr./Forestry/ CPL Courses/M.Sc. in Science subjects etc.	300	500
B	Diploma in Engineering /Medical/Horticulture CPL Courses/M.Sc. in Science subjects etc.	300	400
C.	Certificate in Engg. /Artech /Med./Agr./Lib. Etc.	300	400
D.	Up to Graduation Level courses- B.A. II and above classes.	250	350
E.	+1, +2 and B. A. 1 st year classes	200	300

(c) *Income ceiling:* Annual income ceiling up to Rs.38,220/(Full-Scholarship).

From Rs.38,221/- to Rs.50,320/- for half scholarship.

(d) *Time schedule:* 30th Sept. every year.

Eligibility conditions.—

All the SC & ST students studying in post matric classes are covered under this scheme. The budget provision is made by the Directorate of Education to all the Govt. Sr. Sec. Schools & Govt. colleges as per their demand. The amount is drawn and disbursed to the eligible candidates by the heads accordingly. All the formalities are fulfilled by the candidates on a prescribed proforma and submitted to the Heads of the Institutions where he/she is studying. The students studying in universities and in govt. aided colleges/schools may apply through their Heads to this Directorate on a prescribed proforma. The prescribed proformae are

supplied to the Deputy Director of Education of concerned Zones for further distribution to govt. colleges and sr. sec. schools and the eligible candidates from universities and govt. aided colleges and schools can get the proforma from Directorate of Education. The scholarship amount is sanctioned by the Director of Education and payment is made by bank drafts through the concerned Institutions to the eligible candidates.

Note.— The proforma for this scheme is available with the Director of Education/Deputy Directors (Zones)/District Education Offices.

5.15.8 Merit Scholarship to Post-Matric Students

- a) It is a state sponsored scheme.
- b) *Eligibility*:- The scholarship is awarded on merit basis to the Post Matric students.

The students who secure 77% marks or more in matric and +2 examination conducted by the School Board and 60% or more in the university examinations, are eligible for this scholarship. The student must be a bonafide/domicile of Himachal Pradesh. This scholarship scheme is meant only for academic courses (other than professional/technical). The applications are received on prescribed proforma supplied from the Directorate of Education H.P. separately for award of fresh/renewal of scholarship. The budget is allocated to all the govt. colleges and senior secondary schools as per their requirements. The amount is drawn and disbursed to the eligible candidates by the Heads of Institutions accordingly. The scholarship to the eligible students studying in the universities and govt. aided colleges/schools is sanctioned and drawn by the Directorate and the amount is sent through their Heads by bank drafts for further disbursement.

- c) *Rates of scholarships*

Course	Rate
Plus One & Plus Two	
(i) Day Scholars	1000/-P.A.
(ii) Hostellers	1500/- P.A.

At college/university stage

i) Day scholar

1500/-P.A.

ii)Hostelers

2400/-P.A.

Note .—The girl students studying outside the state and staying in the college hostels are also eligible. The budget requirement from colleges and the proforma duly filled in by the candidates studying in govt./govt. aided sen. sec. schools must reach the Directorate by 31st August. The prescribed proforma for this scheme is available with the Director of Education/Deputy Directors (Zones)/District Education Officers.

(d) income ceiling: No income ceiling.

(e) Time Schedule: 30th.Sept.every year.

5.15.9 National Merit Scholarship Scheme. (Plan/Non Plan)

(a) It is a centrally sponsored scheme with committed state liability. These scholarships are awarded to those students who have passed the matric/plus two/Graduation examinations from H.P School Board/H.P. University with the marks not less than 60% and the toppers as per the total number of awards are selected.

(b) *Rates of the scholarship*

Sr. No.	Course Name	Day Scholar	Hosteler
1.	Plus One, Plus Two course,Arts/ Science/ Commerce 1st Year of TDC.	Rs.60/-P.M.	Rs.100/-P.M.
2.	B.A./B.Sc./B.Com./B.Archeology(Iind & IIrd) year courses.	Rs.90/-P.M.	Rs.140/-P.M.
3.	B.E/B. Tech/ MBBS/LLB/ B. Ed/ Dip. In professional and Engineering studies.	Rs.120/-P.M.	Rs.300/-P.M.
4.	Degree in Homeopathic Courses.	Rs.120/-P.M.	Rs.300/-P.M.

5.	B.D.S. Courses.	Rs.120/-P.M.	Rs.300/-P.M.
6.	Post Graduate Diploma in Tourism.	Rs.120/-P.M.	Rs.300/-P.M.
7.	M.A./M. Sc./LLM/M.Ed.	Rs.120/-P.M.	Rs.300/-P.M.
8.	Dip. in Hotel Management/ Dip. Course in Homeopathy	Rs.120/-P.M.	Rs.300/-P.M.
9.	Master of Labour Welfare.	Rs.120/-P.M.	Rs.300/-P.M.
10.	Master of Social Welfare/Dip. In banking/ M.C.A/ Dip. in Journalism/ Post Graduate Diploma in computer application/ Managements/ Master in Personnel Management and Industrial Relation/ Automobile Engineering.	Rs.120/-P.M.	Rs.300/-P.M.

(c) *Income Ceiling:* The candidates, whose parental/guardian income per annum does not exceed Rs.25000/- (& Rs.35000/- in case of employees), are selected at the Directorate level on the basis of merit lists supplied by the H P Education Board / University. For post graduate students, there is no income ceiling.

(d) *Proforma:* The prescribed proforma approved by the Govt. of India, is supplied/ collected from the Directorate of Education for fresh/renewal of the scholarship.

A National Prize of Rs.100/- and certificate of merit is awarded once in lieu of the scholarship to the eligible students whose parental/guardian income exceeds Rs.25000/- & Rs.35000/-P.A.(in case of employees).

The amount of scholarship is sanctioned at the directorate level and the payment is made to the students concerned through their Head of Institution in the shape of bank drafts. The budget provision for scheme becomes the liability of state on the basis of the expenditure incurred in the end of 8th Five Year Plan. The over and above expenditure, if needed, is met out by the Govt. of India.

(e) *Number of Awards:*

The following awards have been fixed by the Govt. of India to the topper students of various classes on the basis of merit lists supplied by the School Board/University.

Class	Awards
Matric	170
Plus Two	15
B.A.	10
B.Sc.	05
B.Com.	02
Hons.	14
<u>Total</u>	<u>216</u>

The scholarship awarded on the basis of merit is tenable up to first degree course. The students who receive this award at matric & plus two class stage will continue this award up to graduation/diploma course.

Similarly, the students who receive this award at graduation level will continue this award up to post graduation level. The renewal of this award depends on promotion to the next class with at least 50% marks in aggregate.

(f) Time schedule for submission of forms to the Directorate : 30th of Sept. every year.

Note.—Most of the meritorious students of plus one class are covered under newly introduced Ambedkar Medhavi Chhatravriti Yojna and Swami Vivekananda Utkrishta Scholarship schemes.

5.15.10. National Scholarship at Secondary Stage for talented children from Rural Area.

(a) It is a state/centrally sponsored scheme. The selection of the students is made at Community Development Block level. To conduct the selection examination for National Scholarship, district education officer concerned collect the particulars of eligible

students on the directions of Directorate of Education and send their particulars to centre supdt.(Exams.) of concerned block.

(b) *Eligibility:* The student must have passed 8th class from H.P. School Board and must be a regular student in the rural area. Age of the student should not be more than 17 years. The scholarship is sanctioned in favour of the qualified students. The amount of scholarship is sent to the students concerned by this Directorate through DEO in shape of the bank drafts. The scholarship is tenable for four years i.e. from 9th class to plus two class.

(c) *Rates of the scholarship*

Class		Day scholars	Hostelers
IX to X	Boys/Girls	Rs.30/-P.M.	Rs.100/-P.M.
+1 & +2	Boys/Girls	Rs.60/-P.M.	Rs.100/-P.M.

(d) *Distribution of awards:*

Sr. No.	Name of District	No. of CD Blocks	General Cate-gory sch. @3 per CDB	Children of landless La-bourers @2 per CDB	For SC Stud-ents 3 per CDB	For ST Students for tribal areas only @3 CDB
1.	Bilaspur	3	12	6	6	----
2.	Chamba	7	28	14	14	6(P&B)
3.	Hamirpur	5	20	10	10	-----
4.	Kangra	12	48	24	24	-----
5.	Kullu	5	20	10	10	-----
6.	Kinnaur	3	12	6	6	9
7.	L & Spiti	2	8	4	4	6
8.	Mandi	10	40	20	20	-----
9.	Shimla	8	32	16	16	-----
10.	Solan	5	20	10	10	-----
11.	Sirmaur	5	20	10	10	-----
12.	Una	4	16	8	8	-----
	Total	69	276	138	138	21

(e) *Income ceiling :* No income ceiling (See Annexure 3)

5.15.11.Sainik School Scholarship to the Boys belonging to Himachal Pradesh.

(a) It is a state sponsored Scheme. The Govt. has decided to award scholarships for the benefit of boys of the State to promote education in Sainik Schools. The scholarship is awarded to the students of Sainik schools on income cum merit basis.

The selection of the fresh students is made by the Principal, Sainik School Sujampur Tihra (Distt. Hamirpur) on the basis of the exams. conducted at their end. The amount of scholarship is sanctioned and drawn by the Directorate and is sent through the principal of the said school to the students concerned in the shape of bank drafts. The renewal cases for this scholarship are considered on the demand/ recommendations of the Principal of said school every year up to plus two class.

(b) *Amount of scholarship and income ceiling:*

Parental/Guardian Income(pre revised Basic pay	Old students	New students
up to 2350/- P.M.	7800/-P.A.	9000/-P.A.
2351/- to 2775/-	6288/-P.A.	7188/-P.A.
2776/-to 3100/-	4775/-P.A.	5375/-P.A.

The rates of above mentioned scholarship scheme from 6th class to +2 class are same as mentioned above.

(c) Income ceiling : The income per month should not exceed Rs.3100/-
(Basic pay in pre-revised scale).

(d) Time schedule for submission
of forms to Directorate : 30th Sept. of every year.

5.15.12. Scholarship for the upgradation of Merit of SC/ST students.

(a) It is a centrally sponsored scheme. The budget is allotted to the Principal GSSS Sarahan (District. Sirmour) for

further payment to the Staff and students concerned. The Ministry of Human Resources Development introduced the scheme for "Upgradation of Merit of SC/ST students during the year 1987-88. This scheme provides residential and special coaching to the SC/ST students so that their educational differences could be removed for facilitating their admission into professional courses. Under this scheme, 7 (6 from SC & 1 from ST) students are selected on the merit of middle standard examination conducted by H.P. School Board every year. GSSS Sarahan, District. Sirmour has been selected by the Central Government for the implementation of this scheme. The students from 9th to plus two class are covered under this scheme.

(b) *Rates of Scholarship:*

Boarding and lodging per student : Rs. 500/- P. M. (Old students for 10 months and fresh students for 6 months)

Pocket Money per student : Rs.100/-P.M. (Old students for 10 months and fresh students for 6 months)

Fee, Stationery per student : Rs.2000/-P.A.

Honorarium to Principal, expert : Rs.7000/-P.A.
and other incidental charges
(per student)

(c) Income ceiling : No income ceiling.

5.15.13. State Government Fellowship to M. Phil/Ph.D. students admitted in the School of International Studies at Jawaher Lal Nehru University(JNU), New Delhi.

(a) It is a state sponsored scheme.

The scheme was introduced by the State Govt. in the year,1987-88. The expenditure is met out from the Merit-Scholarship to the post-matric students scheme and the payment is made by the Directorate in the shape of bank drafts to the students concerned through the Registrar of University.

Govt. of Himachal Pradesh has decided to grant one scholarship every year for M. Phil/Ph.D students admitted in the School of International Studies at JNU, who is domicile of H.P. The selection of the candidate is made by the high level committee and the members of that committee are from JNU New Delhi.

(b) *Rate of Scholarship*

Course	Scholarship	Contingencies
1st and 2nd year	1800/-P.M.	5000/-P.A.
3rd and remaining period	2100/-P.M.	5000/-P.A.

(c) Number of students : One.

(d) Income ceiling : No income ceiling.

(e) Time schedule for : 30th Sept. every year.

submission of forms

to Directorate

5.15.14 Scholarship to the students in Pre-vocational Training Centres

(a) It is a state sponsored scheme. (Non Plan). There are three Pre-vocational Training Centres at GSSS Lalpani (Shimla), Bhangrotu(Mandi) and Kullu in H.P. All the Students getting admission in these centres for training are paid scholarships at the rate of Rs.10/-P.M. for full duration of training i.e.6th to 8th class.

The lists of the selected students are received in the Directorate of Education from the concerned centres by 30th Sept. every year.

The amount of scholarship is sanctioned & drawn in the Directorate of Education and the payment is made in the shape of bank drafts to the students concerned through their Head of Institution.

5.15.15 Ambedkar Medhavi Chhatravriti Yojna for SC and OBC students.

(a) It is a state sponsored scheme (Plan). This scheme of one crore was started from the session 1998-99 to 1000 brilliant students

of SC category only. From 1999-2000 the benefit under this scheme was extended to 1000 brilliant students of OBC category also in + 1 class of each category. The scheme is renewed in plus two class.

The principals of Sen. Sec. Schools are fully responsible for submitting the fresh/renewal cases to the DEOs by 31st August, and payment of the scholarship.

(b) Eligibility :

1. The candidate should belong to the category declared as SC or OBC by the Govt. of H.P.
2. He/she should be a bonafide of H.P.
3. The candidate should have secured minimum 50% marks (or above) in the matriculation examination from the Board of School Education Dharamshala held in March every year.
4. The candidate should be a regular student in +1/+2 class in any Govt./Govt. recognised Sr. Sec. School in Himachal Pradesh for full academic session.
5. The failed candidates of +1 class are not entitled for renewal of this scholarship.

(c) Selection: The selection of top 1000 students of SC and 1000 students of OBC category will be made purely on merit basis at Directorate level.

All the Distt. Education Officers will collect the information along with full details from the Principals in their districts and send the same to the Directorate of Education on the prescribed proforma, on the basis of the result of Matriculation Examination held in the month of March.

(d) Rate of scholarship:

The each selected student shall be paid the scholarship amount Rs.10,000/- P.A.(Rs.1000/- per month for 10 months).

- (e) No of awards: 1000 SC students and 1000 OBC students.
- (f) Proforma: The prescribed proforma is supplied from the Directorate of Education to all the sr. sec. schools through the D.E.O. concerned.
- (g) Income Ceiling : No income ceiling.
- (h) Time schedule for : 30th Sept. every year.
submission of forms (See Annexure 4, 4A, 4B)
to Directorate.

5.15.16 Sanskrit Medhavi Scholarship

- (a) It is a centrally sponsored scheme.
- (b) *Eligibility*: The Govt. of India has decided to award these scholarships to those students who stand first in their class with more than 50% marks in Sanskrit and minimum 50% in aggregate. The Head of Institutions send the information to the Directorate through DEO's concerned and the scholarship grant is sent through DEO's concerned.

- (c) *Rate of scholarship*:

Class	Rate per month
9th to 10th	Rs.100/-
Plus one & Plus two	Rs.125/-

- (d) *Number of scholarships*: Two scholarships are awarded at high school level i.e. one each for 9th and 10th class. Four scholarships are awarded at Sr. Sec. level i.e. one each for classes 9th,10th,+1 & +2.

- (e) Income ceiling : No income ceiling.
- (f) Time schedule : 30th Sept. every year.

5.15.17 Maharshi Balmiki Chhatravriti Yojna

It is a state sponsored scheme.

Eligibility : This scheme is meant for all girls students of Balmiki Community beyond matric i.e. from plus one or equivalent class irrespective of the courses & is payable to every girl student of this community @ Rs.9000/- per annum.(Ref. Principal Advisor Planning to the Govt. of H.P. letter no. PLG (DI) 1-23/2000 dated 20th Sept.2000). (See Annexure 5, 5A, 5B).

5.15.18 Thakur Sen Negi Utkrishta Chhatravriti Yojna

It is a state sponsored scheme.

Eligibility : This scheme is meant for the those meritorious 100 boys and 100 girls belonging to scheduled tribes community of H.P. The scholarship will be awarded up to +2 level to those 200 students(100 boys and 100 girls) who secure maximum marks in matriculation examination from H.P. Education Board. The rate of scholarship will be Rs.11000/- per annum. (See Annexure 6, 6A, 6B)

5.15.19 Swami Vivekananda Utkrishta Scholarship Scheme

It is a state sponsored scheme based on the same analogy as that of Ambedkar Medhavi Chhatravriti Yojna.

Eligibility :

This scheme is meant for 2000 meritorious students belonging to Gen. Category. This scholarship is awarded to those meritorious students who secure maximum marks in matriculation examination conducted by H.P. Board of School Education @ 10,000/-per annum up to plus two level. (See Annexure 7, 7A, 7B).

5.15.20 Dr. Saravpalli Radhakrishanan Scholarship

The Government has introduced Dr Saravapalli Radhakrishanan Scholarship of excellence scheme during the year

1999-2000 under which the students securing first three position for entrance test in PMT/PET after passing plus two examination are given scholarship to the tune of Rs.25000/-, Rs.20000/- and Rs.15000/- for first, second and third places in the merit list. The scheme is implemented by Director of Medical Education and Research and Director of Technical Education respectively.

PROFORMA FOR I.R.D.P. SCHOLARSHIP

1. Name of the Candidate (in capital letters) :
2. Father's Name :
3. Home Address :
4. Date of Birth :
5. Name of the Institution where studying :
6. Admission No. and date :
7. Class _____ Roll No. _____
8. Whether the scholarship availed last year under this scheme, give details. (Class and Amount) :
9. Whether staying in Hostel :
10. Date of Admission in Hostel :
11. Verification by Hostel Warden :

Date.....

Signature of Student.

Documents to be annexed :

1. Bonafide Himachali
2. I.R.D.P. Certificate issued by B.D.O.

Certified that all the particulars mentioned above have been verified and found correct.

Sd/-
Principal/Headmaster/HOI.

Annexure-2

PROFORMA FOR SC/ST/OBC SCHOLARSHIP

1. Name of the Candidate (in capital letters) :
2. Father's Name :
3. Date of Birth :
4. Home Address :
5. Name of the Institution where studying :
6. Admission No. and date of Admission :
7. Class _____ Roll No. _____
8. Whether the scholarship availed last year :
give details (Class and Amount)
9. Whether staying in Hostel :
10. Date of Admission in Hostel :
11. Verification by Hostel Warden :

Date.....

Signature of Student.

Documents to be annexed :

1. Bonafide Himachali.
2. SC/ST/OBC Certificate issued by the Competent Authority.
3. Income Certificate (Rs.11000/- per annum or less).

Certified that all the particulars mentioned above have been verified and found correct.

Sd/-
Principal/Headmaster/HOI.

APPLICATION FOR AWARD OR RENEWAL SANCTION OF NATIONAL SCHOLARSHIP AT SECONDARY STAGE TO THE TALENTED CHILDREN FROM RURAL AREAS.

PART-I

(To be completed by the Students)

1. Name of Student (in block letters).....
2. Son /Daughter of (Father's Name).....
3. Permanent Home Address :- Village
P.O.....Tehsil.....
District
4. Name of community Development Block
5. Roll No. under which appeared in Middle Standard Examination from H.P. Board of School Education, Dharamshala
6. Roll No. under which appeared in selection examination conducted by the Directorate of Education.
7. Date of selection examination.
8. Do you belong to SC/ST/Landless Labourer's community (if so attach certificate).
9. Period of study in rural areas and Name of School

PART-II

(To be completed by the Head of School/College)

1. Class in which studying
2. Exact date of joining the present class
3. In case of Hostler, exact date of joining the Hostel.....
4. Exact date of leaving the Hostel
5. Date of birth of student (as per school record)
6. Exact amount of tuition fees paid by the scholar (in case of boys)
7. Whether in receipt of any scholarship, if so mention the kind of scholarship and amount.
8. Previous sanction No. and date
9. Achievement in House Test/Final Exam. March %.....

10. Total amount required/claimed :—
(a) Scholarship from To
Rs.
(b) Tuition fee from To
Rs.

Total amount required : Rs.

11. Particulars from 1 to 9 of students and 1 to 11 of office are checked and found correct.

Signature of Principal/
Headmaster with seal.

Note.—Fresh Scholarship is awarded at the Directorate level.

**Government of Himachal Pradesh
Department of Education**

No. : EDN-A-Ka(4) 6/98- Dated: Shimla-2, the 5th, March, 2001

“ Notification ”

The Governor, Himachal Pradesh is pleased to issue the following guidelines for regulation and implementation of “Dr.Ambedkar Medhavi Chhatra Yojna” in HP Education Department :-

1. That under this scheme an amount of Rs.1000/- per month will be paid per student for ten months in a year.
2. That he/she should belong to the category declared as Scheduled Caste or OBC by the HP Government.
3. That the selection of 2000 students from each category amongst Schedule Castes and OBCs, will be made strictly on merit list supplied by the HP Board of School Education, securing 50% marks or above.
4. That all the students who are studying in 10+1 class belonging to SC/OBC Community are eligible under the scheme irrespective of their studying in Govt., Private, Aided or Unaided Schools situated in HP.
5. That in case of any dispute the decision of the Director of Education will be final.
6. That all the DEOs will be responsible for collecting the required information from the Principals of Govt. Sr. Secondary Schools/Other Institutions referred to in (4) above.
7. That the amount will be paid twice in a year to the eligible students.

By order,

Commer.-cum-Secretary (Education)
to the *Government of Himachal Pradesh.*

Annexure-4 A

PROFORMA FOR SCHOLARSHIP UNDER “Dr. AMBEDKAR MEDHAVI CHHATRA YOJNA” TO THE SC/OBC MERITORIOUS STUDENTS AT PLUS ONE STAGE FOR THE YEAR/SESSION _____

1. Name of the Student (in capital letters) :
2. Father's Name (in capital letters) :
3. Name and address of Govt./Pvt. Sr. Sec. School/Private College where the candidate is presently studying :
4. Roll No. under which the candidate has passed the Matriculation Exams. from H.P. Board of School Education held in March _____ :
5. Admission number and date of Admission in Plus One Class in present Govt./Pvt. Sr. Sec. School/Private College:
6. Total marks obtained in Matriculation with percentage :
7. Category : (SC / OBC)
8. Home Address :

Signature of Father/Guardian.

Signature of the Candidate.

Eligibility Conditions :

1. The candidate should be a regular student of Plus One in Govt./Pvt. Sr. Sec. School/Private College during the current session.
2. The candidate should belong to the caste which has been declared SC or OBC by the Govt. of H. P.
3. The candidate should have passed his/her matriculation examination in the previous session securing 50% or above marks from H.P. Board of School Education Dharamshala.

The copies of the following certificates required to be attached :

1. Matriculation,
2. SC/OBC,
3. Bonafide Himachali.

Certified that the particulars mentioned above are checked and found correct.

Dated

Principal.

Annexure-4 B

PROFORMA FOR RENEWAL OF SCHOLARSHIP UNDER “Dr. AMBEDKAR MEDHAVI CHHATRA YOJNA” TO THE SC/OBC MERITORIOUS STUDENTS AT PLUS TWO STAGE FOR THE YEAR/SESSION _____

1. Name of the Student (in capital letters) :
2. Father’s Name (in capital letters) :
3. Name and address of Govt./Pvt. Sr. Sec. School/Private College where presently studying :
4. School from where the Plus One Class has been passed :
5. Admission number and date of admission in present Sr. Sec. School/Private College:
6. Total marks obtained in Plus One :
7. Draft No./date vide which the candidate has received Rs.Ten thousand in Plus One Class during the previous year/session _____
8. Category : (SC/OBC)
9. Home Address :

Signature of Father/Guardian.

Signature of the Candidate.

Eligibility Conditions :

1. The candidate should be a regular student of Plus Two Class during the session/year of his/her renewal of scholarship.
2. Repeater: of plus one class are not eligible for the renewal of Scholarship.

The attested copy of Detail Marks of plus one class must be attached herewith.

Certified that the particulars mentioned above are checked and found correct.

Principal,

Dated.....

Sr. Sec. School

The receipt may be sent to the Directorate of Education through the DEO concerned as per the proforma given below :

RECEIPT

Received Rs. _____ vide Demand Draft No. _____ dated on account of Scholarship under Ambedkar Medhavi Chhatravriti Yojna in +1 class sanctioned by the Director of Education, H.P. through Principal on dated

Dated.....

Signature of Candidate.

It is certified that the above amount of Rs. _____ received from the Director of Education, H.P. on dated vide Bank Draft No. _____ dated _____ has been disbursed to Kr./Km. _____ Roll No. _____ for +1 Class of this Institution.

Dated.....

Principal/HOI with seal.

Annexure-5

Government of Himachal Pradesh
Department of Education

No. : EDN-A-Ga(11) 2/2000- Dated: Shimla-2, the 5th March, 2001

“ Notification ”

The Governor, Himachal Pradesh is pleased to issue the following guidelines for regulation/implementation of scholarship scheme under “Maharishi Valmiki Chhatravriti Yojna ” for Girl students belonging to the families of those engaged in unclean occupations, with immediate effect :—

1. That the scholarship shall be paid to all the girl students belonging to Valmiki families, engaged in unclean Occupations, beyond Matric level, in the schools, situated within HP irrespective of their status i.e. whether a Govt. or Private School.
2. That the scholarship shall be paid twice a year to the eligible students. The amount of scholarship shall be Rs.9000/- per annum per student for ten months in a year.
3. That in case of any dispute, the decision of the Director of Education shall be final.
4. That all DEOs shall be responsible for submitting the details/particulars of eligible candidates under the scheme.

By order,

Commissioner-cum-Secretary (Education)
to the *Government of Himachal Pradesh.*

Endst. No. : As above: Dated Shimla-171002, 5th March, 2001

Copy for information and necessary action :-

1. The Director of Education, Himachal Pradesh, Shimla-
2. The Guard File.

Sd/-

***Add. Secretary(Education) to the
Government of Hmachal Pradesh.***

Annexure-5 A

PROFORMA FOR SCHOLARSHIP UNDER "MAHARISHI VALMIKI CHHATRAVRITI YOJNA" TO THE GIRL STUDENTS BEYOND MATRIC BELONGING TO THE FAMILIES OF THOSE ENGAGED IN UNCLEAN OCCUPATIONS FOR THE YEAR/SESSION _____

1. Name of the Student (in capital letters) :
2. Father's Name (in capital letters) :
3. Name and address of Govt./Pvt. Sr. Sec. School/Pvt. College where presently studying :
4. Admission number and date of admission in present class in Govt./Pvt. Sr. Sec. School/Private College :
5. H.P. Board's Roll Number under which the candidate passed the Matric examination in March _____ :
6. Category to which belongs : (Valmiki)
7. Home Address :

Signature of Father/Guardian.

Signature of the Candidate.

Eligibility Conditions :

1. The candidate should be a regular student of Govt./Pvt. Sr. Sec. School/ Pvt. College during the current session.
2. The candidate should belong to the caste which has been declared Valmiki Caste by the Government of Himachal Pradesh.
3. The candidate should have passed his/her matriculation examination in the previous session from H.P. Board of School Education, Dharamshala.

The copies of the following certificates required to be attached :

1. Matriculation, 2. Valmiki Caste.

Certified that all the particulars mentioned above are checked and found correct.

Principal.

Annexure-5 B

**PROFORMA FOR RENEWAL OF SCHOLARSHIP UNDER
“MAHARISHI VALMIKI CHHATRAVRITI YOJNA” TO THE
GIRL STUDENTS BEYOND MATRIC BELONGING TO THE
FAMILIES OF THOSE ENGAGED IN UNCLEAN
OCCUPATIONS FOR THE YEAR/SESSION _____**

1. Name of the Student (in capital letters) :
2. Father’s Name (in capital letters) :
3. Name and address of Govt./Pvt. Sr.
Sec. School/Pvt. College where the
candidate is presently studying :
4. School from where the previous class passed:
5. Admission number and date of admission
in present class in the present School/
Pvt. College :
6. Total marks obtained in previous class:
7. Draft No. _____ date _____ vide
which the candidate has received Rs. Nine thousand
during the previous year/session under the scheme.
8. Category : (Valmiki)
9. Home Address :

Signature of Father/Guardian.

Signature of the Candidate.

Eligibility Conditions :

1. The candidate should be a regular student during the session/year of his/her renewal of scholarship.
2. Repeaters in present class are not eligible for the renewal of Scholarship.

The attested copy of Detail Marks of previous class must be attached herewith.

Certified that the particulars mentioned above are checked and found correct.

Dated.....

Principal.

The receipt may be sent to the Directorate of Education through the DEO concerned as per the proforma given below :

RECEIPT

Received Rs. _____ vide Demand Draft No. _____ dated _____ on account of Scholarship under Maharishi Valmiki Chhatravriti Yojna in _____ class sanctioned by the Director of Education, H.P, through Principal _____ on dated _____.

Dated.....

Signature of Candidate.

It is certified that the above amount of Rs. _____ received from the Director of Education, H.P. on dated _____ vide Bank Draft No. _____ dated _____ has been disbursed to Kr./Km. _____ Roll No. _____ for _____ Class of this Institution on dated _____.

Dated.....

Principal/HOI with seal.

**Government of Himachal Pradesh
Department of Education**

No. EDN-A-Gha(11) 3/2000- Dated : Shimla-2, the 5th March, 2001

“ Notification ”

The Governor, Himachal Pradesh is pleased to issue the following guidelines for regulation and implementation of “Thakur Sen Negi Utkrisht Chhatravriti Yojna” for ST Students, in H.P. Education Department, with immediate effect :

1. Under this scholarship the students will receive an amount of Rs.11,000/- per student per year.
2. The students of Tribal Community, belonging to Himachal Pradesh are entitled under the scheme irrespective of their place of study, within H.P. only, and shall include all private schools as well.
3. Selection of 200 students (100 boys and 100 girl students) belonging to ST Category will be made strictly on merit list supplied by the H.P. Board of School Education, Dharamshala, securing 50% and above.
4. In case of any dispute, the decision of the Director of Education shall be final.
5. That all the DEOs shall be responsible for collecting and furnishing the details required from various Institutions.
6. That the scholarships are to be paid to the students twice a year.

By order,

*Commer.-cum-Secretary (Education) to the
Government of Himachal Pradesh.*

Annexure-6 A

PROFORMA FOR SCHOLARSHIP UNDER “THAKUR SEN NEGI UTKRISHTA CHHATERVRITI YOJNA” TO THE SCHEDULE TRIBE MERITORIOUS STUDENTS AT PLUS ONE STAGE FOR THE YEAR/ SESSION _____

1. Name of the Student (in capital letters) :
2. Father's Name (in capital letters) :
3. Name and address of Govt./Pvt. Sr. Sec. School where the candidate is presently studying:
4. Admission number and date of Admission in present class in present School :
5. H.P. Board's Roll Number under which the Candidate has passed the Matriculation Examination In March _____
6. Total marks obtained in Matric with percentage :
7. Category to which belongs : (ST)
8. Home Address :

Signature of Father/Guardian.

Signature of the Candidate.

Eligibility Conditions :

1. The candidate should be a regular student of Govt./Pvt. Sr. Sec. School during the current session.
2. The candidate should belong to the caste which has been declared Schedule Tribe by the Government of Himachal Pradesh.
3. The candidate should have passed his/her matriculation examination in the previous session securing 50% or above marks from H.P. Board of School Education, Dharamshala.

The copies of the following certificates required to be attached :

1. Matriculation,
2. Schedule Tribe.
3. Bonafide Himachali.

Certified that all the particulars mentioned above are checked and found correct.

Principal.

Annexure-6 B

**PROFORMA FOR RENEWAL OF SCHOLARSHIP UNDER
“THAKUR SEN NEGI UTKRISHTA CHHATERVRITI YOJNA”
TO THE SCHEDULE TRIBE MERITORIOUS STUDENTS AT
PLUS TWO STAGE FOR THE YEAR/ SESSION _____**

1. Name of the Student (in capital letters) :
2. Father's Name (in capital letters) :
3. Name and address of Govt./Pvt. Sr. Sec.
School/Private College where candidate is
presently Studying in Plus Two Class :
4. Admission number and date of admission
in present School in plus two class :
5. H.P. Board's Roll Number under which the
Candidate has passed the Matriculation
Examination in March _____
6. Total marks obtained in Plus One Class :
7. Draft No./Date vide which the Candidate
has received Rs. 11000/- during the
previous year/session :
8. Category to which belongs : (ST)
9. Home Address :

Signature of Father/Guardian.

Signature of the Candidate.

Eligibility Conditions :

1. The candidate should be a regular student of Plus Two Class of Govt./Pvt. Sr. Sec. School/Private College during the current session.
2. Repeaters of Plus One Class are not eligible for the renewal of Scholarship.
3. The candidate must have received his/her scholarship under this scheme in Plus One Class during the previous session.

Certified that all the particulars mentioned above are checked and found correct.

Principal,

The receipt may be sent to the Directorate of Education through the DEO concerned as per the proforma given below:

RECEIPT

Received Rs. _____ vide Demand Draft No. _____ dated _____ on account of Scholarship under Thakur Sen Negi Utkrishta Chhatravriti Yojna in +1 class sanctioned by the Director of Education, H.P. through Principal _____ on dated _____ .

Dated

Signature of Candidate.

It is certified that the above amount of Rs. _____ received from the Director of Education H.P. on dated _____ vide Bank Draft No. _____ dated _____ has been disbursed to Kr./Km. _____ Roll No. _____ for _____ Class of this Institution on dated _____ .

Dated.....

Principal/HOI with seal.

Annexure-7

Government of Himachal Pradesh
Department of Education

No. : EDN-A-Ga(11) 4/2000 Dated : Shimla-2, the 5th March, 2001

“ Notification ”

The Governor, Himachal Pradesh is pleased to issue the following guidelines for regulation and implementation of “ Swami Vivekanand Scholarship Scheme ” in HP Education Department with immediate effect :-

1. That the scholarship shall be given to 2000 meritorious students of general category strictly on merit basis, as per the list supplied by the H.P. Board of School Education, Dharamshala securing 50% marks and above.
2. That under this scheme an amount of Rs.10,000/- will be paid to each selected student per year.
3. That he/she should belong to the general category declared by the H.P. Government.
4. All the students who are studying in +1 Class of the school situated in H.P. i.e., irrespective of their study in Government or Private School, are to be covered under this scheme.
5. That in case of any dispute the decision of the Director of Education will be final.
6. That all the DEOs will have to furnish the details from the institutions mentioned above in (3).
7. That the scholarship will be paid twice a year.

By order,

Commer.-cum-Secretary (Education)
to the *Government of Himachal Pradesh.*

PROFORMA FOR SCHOLARSHIP UNDER SWAMI VIVEKANAND SCHOLARSHIP SCHEME TO THE MERITORIOUS STUDENTS OF GENERAL CATEGORY AT PLUS ONE STAGE FOR THE YEAR/SESSION _____

1. Name of the Student (in capital letters) :
2. Father's Name (in capital letters) :
3. Name and address of Govt./Pvt. Sr. Sec. School/Private College where the Candidate is presently studying :
4. Admission number and date of admission in present Class in present School :
5. H.P. Board's Roll Number under which the candidate has passed the Matriculation Examination in March _____ :
6. Total marks obtained in Matric with percentage :
7. Category to which belongs to : General
8. Home Address :

Signature of Father/Guardian.

Signature of the Candidate.

Eligibility Conditions :

1. The candidate should be a regular student of Plus One Class in Govt./Pvt. Sr. Sec. School/Private College during the current session.
2. The candidate should have passed his/her matriculation examination in the previous session securing 50% or above marks from H.P. Board of School Education, Dharamshala.

The copies of the following certificates required to be attached :

1. Matriculation, 2. Bonafide Himachali.

Certified that all the particulars mentioned above are checked and found correct.

Principal.

Annexure-7 B

PROFORMA FOR RENEWAL OF SCHOLARSHIP UNDER SWAMI VIVEKANAND SCHOLARSHIP SCHEME TO THE MERITORIOUS STUDENTS OF GENERAL CATEGORY AT PLUS TWO STAGE FOR THE YEAR/ SESSION _____

1. Name of the Student (in capital letters) :
2. Father's Name (in capital letters) :
3. Name and address of Govt./Pvt. Sr. Sec. School/Private College where the candidate is presently studying :
4. Admission number and date of admission in present Class in present School :
5. Total marks obtained in Plus One Class :
6. Draft No./Date vide which the Candidate has received Rs.10000/- during the previous year/session _____ in Plus One Class :
7. Category to which belongs to :General
8. Home Address :

Signature of Father/Guardian.

Signature of the Candidate.

Eligibility Conditions :

1. The candidate should be a regular student of plus two class of Govt./Pvt. Sr. Sec. School/Private College during the current session.
 2. Repeaters of Plus One Class are not eligible for the renewal of Scholarship.
 3. The candidate must have received his/her scholarship under this scheme in Plus One Class during the previous session.
- Certified that all the particulars mentioned above are checked and found correct.

Principal.

The receipt may be sent to the Directorate of Education through the DEO concerned as per the proforma given below :

RECEIPT

Received Rs. _____ vide Demand Draft No. _____ dated _____ on account of Scholarship under Swami Vivekanand Scholarship Scheme in +1 class sanctioned by the Director of Education, H.P. through Principal _____ on dated _____

Dated.....

Signature of Candidate.

It is certified that the above amount of Rs. _____ received from the Director of Education, H.P. on dated _____ vide Bank Draft No. _____ dated _____ has been disbursed to Kr./Km. _____ Roll No. _____ for _____ Class of this Institution on dated _____.

Dated.....

Principal/HOI with seal.

CHAPTER – VI

School Building and Play Grounds

6.1 General:

In this modern age, a school building is required to be designed properly keeping in view the requirements of the institution. The building should be constructed on a proper and suitable site that is large enough to provide for the present and future needs of the institution. An ideal school building should be situated in a healthy locality and a respectable neighbourhood having proper ventilation, lighting and sanitary arrangements. Since the resources available for construction of buildings are meagre, it is not possible for government 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 Size & Construction :

A school building shall be constructed according to the Specifications approved by the Education Department from time to time. Normally, a Primary School building shall have a minimum of three rooms of dimension of 8×6 meters and a varandah in front of the room.

A middle school building will consist of three rooms of 8×6 meters, with varandah and one office cum staff room.

High School building shall consist of a Headmaster's room, an office room for clerks, a staff room, rooms for all classes in accordance with the requirements of the institution, a science laboratory, an art and craft room, a library and reading room, NCC room, a store room and a big assembly hall.

Senior Secondary School, in addition to the accommodation for high school their will be separate laboratory for physics, chemistry, biology, computer cum information technology room and sports room. The different rooms will be of such dimensions as approved by the Education Department from time to time.

Separate toilets for boys, girls and staff will also be provided as per requirement.

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

6.3 Repairs :

The school building will be maintained by the concerned agencies such as Panchayats, 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.

6.4 Play Grounds :

Every school is expected to have a play ground in order to promote sports activities and inculcate the spirit of sportsmanship among the youth.

An institution/school will only be able to take up physical activities, co-curricular activities and other recreational items when it has the facility of a playground attached with it. A play ground is also essential for the all round development of a child.

CHAPTER-VII

Boarding House/Hostel

7.1 Boarding House :

Every institution which enrolls boarders shall provide and maintain under efficient control a suitable building for the accommodation of such boarders. The Boarding House 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.

7.2 Dormitories :

Dormitories shall not be less than 12 feet in height and shall provide a floor space of at least 50 square feet 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.

7.3 Resident Superintendent :

The Head of the Institution is responsible for the management of the Boarding House, but for each separate hostel a Resident Superintendent/ Warden shall be appointed.

7.4 Duties of the Hostel Superintendent :

The Superintendent/Warden shall, under the directions of the Head of the Institution maintain discipline in the hostel, control the menial staff and satisfy himself that the Boarding House 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 matters 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 set 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

during his absence cannot be allowed to another scholar.

7.7 Hostel Security(Refundable) :

All Boarders 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 branch. 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.

7.8 Medical Attendance :

Provision shall be made for regular medical attendance, wherever possible a 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.

7.9 Utilisation of interest on Security :

The interest accruing on security deposits should be utilised for the common good of the boarders, equipment for hostel common room and prizes on the recommendation of committee of boarders to be constituted by Hostel Warden.

7.10 Hostel Mess :

Hostel superintendent may constitute a committee of boarders to run the hostel mess on no profit no loss co-operative basis.

CHAPTER – VIII

Code of Conduct for Teachers

8.1 Preamble :

Goal of Education in Our Country:

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievement of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our Constitution. The education sector has to produce leaders of society in all areas of activities with a commitment to the above ideals. Education should strive for academic excellence, and progress of the arts and sciences, education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions on societal needs.

8.2 The Code Of Professional Ethics :

8.2.1 Teachers and their responsibilities:

Whoever adopts teaching as a profession, is under an obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative in temperament and amiable in disposition.

Teachers should:

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the Community;

- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) strive for continuous professional growth through study and research;
- (iv) express free and frank opinion when participating in professional meetings, seminars and conferences;
- (v) maintain active membership of professional organisations and strive to update their knowledge through them;
- (vi) perform their duties in the form of teaching, tutorials practical and seminar work conscientiously and with dedication;
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the schools, the Board of School Education such as: assisting in appraising application for admission advising and counselling students as well as assisting in the conduct of Board and School examinations, including supervision, invigilation and evaluation; and
- (viii) participate in extension, co-curricular and extra-curricular activities including community service.

8.2.2 Teachers and Students :

Teachers should:

- (i) respect the right and dignity of the student in expressing his/her opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognise the differences in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students a scientific outlook and respect for physical labour and ideals of democracy, patriotism, and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

- (vii) pay attention to only the attainment of the students in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals; and
- (x) refrain from inciting students against other students, colleagues or administration.

8.2.3 Teachers and Colleagues:

Teachers should:

- (i) treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully to other teachers and render assistance for overall professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to their higher authorities; and
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex to influence their professional working.

8.2.4 Teachers and Authorities:

Teachers should:

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rules detrimental to the professional interest;
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- (iii) co-operate in the formulation of the policies of their institution by accepting various offices and discharge the responsibilities which such offices may demand.

- (iv) co-operate through their organisations in the formulation of policies of the other institutions and accept offices; as necessary;
- (v) co-operate with the authorities for the betterment of the institutions keeping in view the overall interest and in conformity with the dignity of the profession;
- (vi) give and expect due notice before a change of position is made; and
- (vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility towards the completion of the academic schedule.

8.2.5 Teachers and Non/Teaching Staff:

- (i) teachers should treat the non teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution; and
- (ii) Teachers should help in the functioning of the Joint Staff Councils covering both teachers and the non teaching staff.

8.2.6 Teachers and Guardians:

Teachers should try to see through teachers' bodies and organisations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

8.2.7 Teachers and Society:

Teachers should:

- (i) recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life;

- (iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) perform the duties of citizenship, participate in Community activities and shoulder responsibilities of public offices;
- (v) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for national integration.

Note.—Regarding Tailoring/Knitting/Embroidery and Bringing/use of help books. The Govt. has imposed a complete ban on the following activities in the offices/ institutions vide letter No. Shiksha-IIIGA(10) 1/94 dated 8-11-94.

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 institutions is completely prohibited.
4. Teaching Staff will not perform any tuition work either before or after the school hours.

8.3 Non-teaching Staff:

The code of conduct specified for teachers shall apply to other employees as well.

CHAPTER-IX

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 educational 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.

Apart from their combative roles, 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 can broadly be classified and defined as follows:

9.2.1 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, universal truth.

9.2.2 Righteousness:

Righteousness is the second basic human value. It is truth in action. It expresses in terms of right sections 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, self sacrifice.

9.2.3 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, dignity of individual power of concentration.

9.2.4 Love:

Love is a sign of expression of heart. Love gives and forgives. It includes sincerity, kindness, sympathy, tolerance, friendship, patriotism, devotion humanism.

9.2.5 Non-Violence:

It means refraining from giving pain to others 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 cooperate, appreciation of cultural values of others, compassion, universal love.

These values have further been sub-divided in to 83 components by N.C.E.R.T. which is given in Annexure –I. The table of values activity-wise and stage wise is given in Annexure-II.

9.3 Role of Teachers:

The 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 pupils. 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 and teachers in 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:

9.4.1 Organise various clubs like nature club, adventure club, literature 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 others differences.

9.4.2 Design projects and suggest themes for project work.

9.4.3 Organise tours and visits in nature, walk in country-side, to historic monuments, to synagogues, temples, shrines, factories, farms, power stations, sewage disposal works and housing projects.

9.4.4 Organise activities like paragraph writing, story telling, recitations, group songs, action songs, solo songs, shadow play, one act play group dances etc. for developing self confidence, sense of achievement, self respect, team spirit and appreciation by suggesting topics and songs from history, freedom struggle, in the background of nationalism and patriotic spirit.

9.4.5 Organise social service camps, visits and excursions laying emphasis on “shram-daan” , cleaning colonies, hospitals, schools, distribution of food material, 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.

9.4.6 Organising games-sports, scouting, guiding, NCC and Yoga programmes to help cultivate sense of discipline, punctuality, cooperation and spirit of competition amongst the students.

9.4.7 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.

9.4.8 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.

9.4.9 Have a notice board with “new thought of the day”– for students to read, reflect and introspect.

9.4.10 In the morning assembly include prayer, good thoughts, talks by teachers, students, recitations. Patriotic songs of different languages may be sung as song of the day.

9.4.11 Organise students self government, Mock Parliaments etc.

9.4.12 Encourage the students to learn more and more international and regional languages and provide facilities for the same.

9.4.13 Organise national integration exhibitions depicting the cultural, economic, historical and social aspects.

9.4.14 Organise exhibitions on history of freedom movement on permanent basis in the school adding new dimensions and materials from time to time.

9.4.15 Display quotations from great thinkers on the themes of value education at all the suitable corners of the school.

9.4.16 Put pictures and charts with short biographical notes of national and international greatmen who contributed for the good of the mankind, in libraries, laboratories, class rooms and halls.

9.4.17 Ensure active participation of local community and parents to strengthen the programme of value education in schools.

9.4.18 Organise social awareness and sensitivity camps to expose the students to different aspects like Drugs and De-addiction, street and working children, destitutes, senior citizens and also aspects such as life skills education, personal grooming, responsibilities of adolescence, career guidance and environment.

9.4.19 Organise trips to old age homes with interactive programmes chalked out for both students and senior citizens to inculcate the feeling of respect and obedience towards senior citizens, sense of duty and to develop sense of responsibility.

9.4.20 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.

9.4.21 Encourage the spirit of “Each one teach one”.

9.4.22 Ensure that the students participate in plantation programmes organised by local communities/NGOs/Govt. Department/Organisations for improvement of the environment.

Annexure-I

Appendix of Values

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

Identification of appropriate Values for school children

Primary level

	Values		Activities
1.	Cleanliness and hygiene	1.	Checking of personal cleanliness of students.
		2.	Involving the children in cleaning the class room and the surroundings.
		3.	Encouraging good eating habits in school and at home.
2.	Respect of parents teachers and elders.	1.	When a teacher enters the class, the children will stand and greet the teacher.
3.	Truthfulness	1.	Telling the stories about the necessity of truthfulness.
4.	Obedience	1.	Observing the students in or outside the class room.
		2.	Explaining the rules and regulations of the school society etc. through pictures and charts.
5.	Inquisitiveness	1.	Encourage the children to do simple experiments.
		2.	Allow them to observe things and draw conclusions.
6.	Punctuality	1.	Encourage the punctuality.
7.	Consideration and helpful attitude towards others	1.	Service to others and God.
8.	Self-help	1.	Realization of the pleasure achieved when one help others role playing.
9.	Self-confidence	1.	Training them for assembly programme, cocurricular activity programmes, academic competition, games and sports etc.

10.	Leadership	1.	Giving responsibility like maintaining discipline, games etc.
		2.	Make the children participate in group singing, discussion etc.
		3.	Telling the stories of national leaders

Middle level

	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 etc.
3.	Simplicity	Story telling, lives of great individuals like Gandhi, Shastri, Lincoln etc. 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 and stories of brave people like Shivaji and Lakshmi Bai etc.
6.	Freedom from envy and jealousy.	Social service, culture programmes, display of talents.

Secondary Level

	Values	Activities
1.	Discrimination between right and wrong.	Debates and discussions
2.	Respect for all religions.	Celebration of different religious festivals, collecting information about various religion, cultural programmes.
3.	Dependability	Allotting responsible duties on annual day, sports day and all other important days.

4.	Proper utilisation of time and resources.	Assigning interesting and relevant projects, proper utilisation of library.
5.	Service to others.	Scouting and guiding, observing service days, performing voluntary service during disturbances, natural calamities, temple festival etc.
6.	Humanism and love for mankind.	Observation of UN Day, Commonwealth Day. Adopting a country and making an in depth study.
7.	Creativity and scientific temper.	Stamp collection, pen friendship, undertaking project on science, organising science exhibitions, writing stories, poems etc., drawing, paintings etc.
8.	Integration	Observing Qaumi-Ekta, celebration of national and religious festivals. Making an indepth study of other states, their cultures, traditions etc. of people and land.

CHAPTER-X

National Service Scheme (NSS)

10.0 Introduction

N.S.S. a centrally sponsored scheme was introduced in 37 selected universities on 24-09-1969 both “as a measure of Educational 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 Aims & 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 realities of life” so as to “bring about a change in their social perceptions”.

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

10.2 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.

10.3 Classification of Activities

There are two kinds of activities namely

- (a) *Regular NSS Activities* (b) *Special Camping Programme*

(a) Regular NSS Activities: Under this, students undertake various programmes in adopted villages and urban slums during week-ends or after 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 organisations 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-childcare, 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, Drug & AIDS awareness etc.
- (iv) Natural Calamities & National Emergencies:** Volunteers can work for mobilising public support & rendering assistance to civil authorities in such events.
- (v) National Programmes:** Volunteers may take up such programmes like Mass Programme of Functional Literacy, AIDS Awareness Programme 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 & specific directions received from competent authorities from time to time.

(b) Special Camping Programme: Under this, camps of 10 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.

10.4 NSS Unit

Strength of a unit will be 100 volunteers but in exceptional cases, a unit may be started with 75 volunteers with permission of Govt./Director of Education.

10.4.1 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.

10.4.2 Volunteer:

(a) *Code of Conduct:* A 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 and
- (v) wear NSS Badge while on work.

(b) *NSS Certificate:* A volunteer is entitled for NSS certificate upon rendering 240 hours of community service in two consecutive years and participation in 10 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.

10.5 Programme Officer (P.O.)

He/she is the kingpin functionary at the grass root level in NSS. He 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 organiser, educator, co-ordinator, supervisor and administrator and public relations officer in the discharge of his obligations effectively.

- 10.5.1 *Selection/Appointment:* The P.O. will be selected by the principal from amongst the applicant regular lecturers and appointed by Programme Coordinator on his recommendations, after scrutinising his/her bio-data focussing on his/her aptitude & performance in community service. Adhoc Tenure, Contract teacher is not to be appointed as P.O.
- 10.5.2 *Eligibility:* Only lecturers with commitment, dedication and inclination for community service be appointed. Teachers holding any assignment other than teaching i.e. NCC, DPE/Lecturer in Physical Education, Hostel Wardens, Bursur etc. is not to be appointed as a P.O.
- 10.5.3 *Tenure:* An P.O. can serve for a maximum period of 3 years at a stretch which can be extended by one year in case of exceptionally dedicated P.O. only. His/her performance is to be evaluated every year for continuation.
- 10.5.4 *Orientation/Training:* Principal is to ensure that the selected P.O. undergoes orientation within 3 months or at the first available opportunity. Failure of an P.O. to undergo orientation for any reason shall render him ineligible for holding the charge any more. The charge shall be handed over to another teacher immediately as per procedure.
- 10.5.5 *Duties of P.O.:* In addition to the actions required for the implementation of NSS programmes, P.O. is responsible for the maintenance of various Records, submission of periodical reports & returns as detailed in NSS Manual and safe custody of NSS Assets.

110.6 Programme Coordinator (NSS)

The Programme Coordinator is the key functionary as far as NSS is concerned. Only a devoted Programme Coordinator with adequate experience in youth work can plan, execute and evaluate the NSS activities in the proper perspective.

The Programme Coordinator will execute all administrative and policy directives of the Government of India and the State Government, decisions of the State Advisory Committee, +2 Advisory Committee for implementation of NSS programme. The NSS programme will be prepared in the light of the guidelines issued by the Government of India.

10.6.1 *Selection of Programme Coordinator:*

The selection of the Programme Coordinator at +2 level will be made by a duly Constituted Selection Committee as per the following procedures :

- (a) The vacancy of the post will be advertised in the local and national dailies.
- (b) The available candidates will be interviewed by the committee.
At least 5 persons will be short listed for interview.
- (c) The candidate will be selected by the committee constituted for this purpose.

10.6.2 *Composition of Selection Committee:*

The Selection Committee for the post of Programme Coordinator +2 stage will consist of the following members :

- (i) The Education Secretary
Chairperson
- (ii) The State Liaison Officer
Member
- (iii) Head of Concerned NSS Regional Center
Member
- (iv) The Director of Secondary Education/
School Education/+2 Council Member

10.6.3 Qualification for the post of Programme Coordinator at +2 Stage :

- (a) Principal of a Higher Secondary School
or
Officer of the Education Department not below the rank of Distt. Education Officer.
- (b) should have served as Programme Officer in a school or College at least for 3 years.
- (c) should have undergone NSS orientation in a Training Orientation Centre(TOC)/(Training Orientation and Research Centre (TORC).
- (d) not more than 50 years of age at the time of selection as Programme Coordinator.

10.6.4 Term/Tenure of Programme Coordinator :

The Programme Coordinator will be appointed on deputation short term contract for a period of 3 years initially. It may be extended for another year subject to satisfactory performance.

10.6.5 Function of Programme Coordinator :

1. To assist and guide the NSS units for implementation of NSS programmes at +2 level.
2. To help in organising campus, training and orientation programmes for the NSS group leaders and Programme Officers.
3. To visit the NSS units for monitoring and evaluation.
4. To ensure implementation of NSS Regular Activities and Special Camping Programme.
5. To ensure timely release of grants.
6. To submit reports and returns to Programme Adviser, Regional Centre and State Liaison Cell.

7. To select new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
8. To submit half yearly reports and their information required to Govt. of India, Regional Centre, State Liaison Officer and TOC from time to time as desired by the Govt. of India.
9. To liaise with Regional Centre, State Liaison Officer and TOC for the implementation of NSS programme.
10. To bring out the publications and reports throwing light on the achievements.

10.7 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 :-

10.7.1 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 & 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 & records;
- (ix) Depute teachers for orientation, training, refresher courses, seminars etc. as and when asked for and

- (x) Ensure utilisation of grants strictly in accordance with the guidelines/instructions/directions.

10.8 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.

10.8.1 *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 & Cash Book is to properly maintained.

10.8.2 *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.

10.8.3 *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.—Out of Pocket Allowance is exempted from Income Tax .

10.8.4 *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, State Liaison Officer and Regional Centre concerned.

10.8.5 *Cash Book* : Cash Book is to be completed on the day any transaction is made.

10.9 Records and Registers

The Records & 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.

10.10 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.

10.11 Donations, NSS subscriptions and other income in cash are to be duly recorded in Cash Book. Donations in kind are to be entered in NSS Stock Register with specifications & market value.

10.12 It is to be ensured that material purchased out of NSS fund is stored separately and exclusively utilised for NSS activities.

10.13 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 be given to the PO to implement activities.

CHAPTER - XI

Miscellaneous

11.1. Prize Distribution Function

A prize distribution function should be held every year in all the Middle, High and Senior Secondary Schools. The dates should be suitably fixed between September and February and the VIP to be invited on this occasion to preside over the same shall be chosen in consultation with the Director of Education/District Education Officer of the concerned district.

11.2. 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 celebrations of days of national importance.

11.3 Participation of students in celebration of days and events of the State and national importance

All the institutions are to participate in celebration of days and events of the state and national importance, in march past and other cocurricular activities at block, district and state level or at any level as instructed by the department. Students of NCC, NSS and those other than NCC and NSS must take part in march past organised on these occasions to inculcate self confidence and pride in national inheritance.

11.4 Official Correspondence Procedure

While addressing communications to the Directorate of 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 typewriter is available.

- (b) Complete and correct reference to the file number 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 envelope before it is posted, should be franked, appropriately weighed and stamped.

11.5 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 and learning material.

- (i) Full use should be made of the institution's environment and all possible educational resources. Yearly provision for the purchase of necessary audio-visual aids should be made in the budget.
- (ii) Funds allocated for the purchase of audio-visual material in the budget be 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.

11.6 Teachers' Diary

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

- (i) Detailed syllabi for 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.

11.7 Powers and procedure for declaring articles of Store & Stock unserviceable and their disposal by sale/ auction/ writing 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 instructions and Govt. Notification are annexed as Annexure-I & II 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 Pupils' funds.
2. The list of the article, required to be written off may be prepared in quadruplicate in the first instance and may thereafter be got countersigned by the inspecting officer after he has personally inspected and physically verified the articles proposed to be written off(See Annexure-III and IV).
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 Officers as well as inspecting Officer should make it a point to see that whenever any loss is

caused to the government 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 government employee, the same may be recovered from her/him/them.

7. Only 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 auction should be credited to the receipt head in a government treasury in case the articles were purchased out of the government contingencies. If, however the same had been purchased out of students funds, the amount so realised may be deposited in the respective fund's account.

10. The Head of the Office/Institution will verify the stores physically at least once in a year and suggest the unserviceable articles to be written off, on the recommendations of a committee consisting of at least four members as follows:

- (i) Head of the Office/Institution; and
- (ii) Two Senior most members of his office/institutions;
- (iii) Store Incharge.

11. Each member of the committee so constituted, should also sign the certificates, detailed below the lists of the articles proposed to be written off (Annexure-IV)

12. The following officers are declared inspecting officers in

respect of the offices/institutions indicated against each for the purpose of inspection:

Sl.No.	Inspecting Officer	Jurisdiction
1.	All District Education Officer	All Middle, High and Sr.Sec. Schools under them.
2.	Dy.Directors of Education Zones.	All the offices of District/Deputy District Education officers under them.
3.	Commander NCC Group HQ	All the offices of Officer Commanding of various NCC Units in H.P.
4.	Respective Controlling Officers	In respect of District/Community Libraries under H.P. Education Department.
5.	Director of Education (or any other officer authorised by him specifically in each case).	All the Institutions/offices

13. All the Inspecting Officer, 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 Government due to the false report 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-IV on the list of articles recommended to be written off.

Annexure-I

No.Shiksha-H(4)2(C)15/96 Budget
Directorate of Education
Himachal Pradesh

Dated Shimla-171001, the 22/07/1996

To

1. The Addl. Director of Education H.P. Shimla-1.
2. All the Jt.Directors of Education, Dte. of Edu.Shimla-1
3. All the Principals Govt.Colleges/Trg.Colleges in H.P.
4. All the Dy. Directors of Education, Zones Shimla/Mandi/ Hamirpur/Dharamshala, H.P.
5. All the DEOs in Himachal Pradesh.
6. The Administrative Officer, Dte. of Education, H.P. Shimla-1.
7. All the Principals, Govt. Sr. Sec. Schools in H.P.
8. All the Principals Govt. Skt. Colleges in H.P.
9. All the Headmasters, Govt. High Schools in H.P.

Subject:- Delegation of financial powers.

Memo:

In continuation of this Directorate letter of even number dated 8th January, 1996 and in exercise of powers vested in me *vide* H.P. Govt. Notification No. Fin. C-A(3)25/75 dated 28/06/95 read with Note.3 of Rule 19.1 of HPFR, 1971 Vol-I and also in partial modification of this Directorate office order No. EDN-H(4)3(C)-15/76-Budget dated 25/11/79 on the subject cited above, I hereby delegate the financial powers to the officers of this Department under Rule 19.15 against Sr.No.1 of HPFR, 1971 Vol-I as per Anneure-A.

In this context, it is stressed upon that to declare the articles of stock and store surplus or unserviceable, a committee consisting

of not less than three senior members of your staff may be constituted to scrutinise the proposals and action taken as per procedure laid down in Annexure-B of Education Code 1985, page 215 (Annexure-IV under Chapter-XI of present Code).

It is also further informed that the sanction to dispose off the articles of stores or stock declared surplus or unserviceable by the competent authority indicated in annexure-A by way of public auction may be obtained from the competent authority as defined in Rule 19.15 against Sr.No.2 of HPFR, 1971 Vol-I.

Sd/-
Director of Education,
Himachal Pradesh.

ANNEXURE-A

Delegation of financial powers to the officers of Education Department including the officers of the Directorate.

Nature of power	Rules against which powers delegated	Authority/ officer to whom power is delegated	Extent of power delegated
To declare articles of store or stock surplus or unserviceable	Sl.No.1, col.3 & 4 of Rule 19.15 of HPFR, 1971 Vol.-I (Duggal's compilation corrected upto 30/04/90)	1. Addl. Director Education	35,000/-
		2. Jt. Controller (F&A)	25,000/-
		3. Principal Govt. Colleges	25,000/-
		4. Dy. Directors of Edu. Zones	20,000/-
		5. District Education Officers	15,000/-
		6. Principals Govt. Sr. Sec. Schools	5,000/-
		5. Headmasters of High Schools and other heads of offices	2,500/-

ANNEXURE-II

Copy of Letter No.FIN(C)A(3)-4/99 dated Shimla-2, the 27th July, 2000 received from F.C-cum-Secretary (Finance) to the Govt. of H.P. Shimla-2 endorsed *vide* Director of Education No.EDN-H(4)3(C)15/95-Budget dated

Notification

The Governor, Himachal Pradesh is pleased to order following amendments/ Substitutions in the rule 19.15 of H.P.F.R. Volume-1 regarding delegation of powers for disposal/sale of articles of stores of stock.

Sl. No.	Nature of Powers	Authority to whom powers are delegated	Extent of Powers delgated
2.	To sanction sale of articles or stock declared surplus or unserviceable by competent authority:		
	(i) At book value or market value whichever is greater.	Admn. Deptt. Head of Deptt. Head of Office.	Full Powers Full Powers Rs. 10,000/-
	(ii) by private treaty at less than book value.	Admn. Deptt. Head of Deptt. Head of Office.	Full Powers Rs.1.5 lac. Rs.10,000/-
	(iii) By public auction.	Admn. Deptt. Head of Deptt. Head of Office.	Full Powers Rs.1.5 lac. Rs.10,000/-
3.	To sanction disposal by sale or otherwise	Administrative Department other	Rs.4.00 lac

Sl. No.	Nature of Powers	Authority to whom powers are delegated	Extent of Powers delgated
	of articles of stores or stock declared unserviceable by the competent authority	than PWD and MPP department. Head of Deptt. Head of Office.	Rs.1.5 lac Rs.10,000/-

Note:—1. For disposal/sale under above provision, the procedure laid down in the H.P.F.R. and other relevant rules shall be followed.

2. These amendments shall come into force ~~with~~ immediate effect.

By order

Commissioner-cum-Secretary(Finance)
to the Govt. of Himachal Pradesh.

Annexure-III

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

Sr. No	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	

ANNEXURE-IV

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 have been 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 govt. 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 Incharge
- (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

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the rules or procedure the amendment of which would require order of a high 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.