

# Himachal Pradesh Technical University Hamirpur

Distt. Hamirpur (H.P.) 177001

## Application Proforma for permission to change of examination centre for end semester examination May/June 2019

(Only for passed out(re-appear) candidate) (Particular to be filled in by the candidate)

1. Name: .....
2. Father's Name: .....
3. Contact detail: Mob: ..... email: .....
4. Roll No.: .....
5. Course: .....
6. Branch: .....
7. Syllabus/Scheme: NS  OS
8. Re-appear applied for:

Sr.No.	Semester	Subject Code	Subject Name	Examination Form No.

9. Name of the college where candidate registered as regular student during the course: .....
10. Is candidate migrated as regular student to other college during the course? (Yes/No).  
If yes, then give the name of college .....
11. Examination Centre filled/given during the online filling of examination form: .....
12. Centre in which the candidate now desires to appear: .....
13. Reasons for change of examination Centre: .....

**Important Note:** Candidate must read the instruction given on next page before applying for change of examination centre. Fee of ₹1000/- can be submitted only after getting the confirmation for the same (on the contact detail given by the candidate on proforma) from the O/o Controller of Examination, HPTU Hamirpur. In case of deny, there is no need to deposit the requisite fee i.e. ₹1000/-, the examination centre will not be changed and candidate have to appear in the examination centre from where he/she passed out. Fee once paid will not be refunded under any circumstances.

Date:

Signature of applicant

# RULES FOR CHANGE OF CENTRE

1. Candidate shall be permitted to change the examination centre under the following circumstances:
  - a. If the candidate or his/her parent or guardian is transferred and the head of the office or Department certifies the fact of transfer in which his/her parent or guardian is employed.
  - b. If the change of the centre is necessitated by reason of a candidate's ill health and the fact of illness is supported by certificate from a Registered Medical Practitioner not below the rank of an Assistant Surgeon.
  - c. The Controller of Examinations might approve change of centre in cases not covered by the above rules.
2. **A candidate has to apply for the re-appear examination by filling the online examination form as per schedule given in the notification dated 28-03-2019 by selecting the examination centre from where he/she passed out. After that candidate has to apply on the prescribed form for change of examination centre alongwith the documents mentioned at Sr. No. 1a/1b above and should be submitted either personally in the O/o Controller of Examinations, HPTU Hamirpur, Near Gandhi Chowk, Distt. Hamirpur (H.P.) or through email (coehimtu@gmail.com). After checking the reason to change the examination centre, Controller of Examinations can permit or deny the application for change of Examination Centre. If permitted, the candidate has to submit an amount of ₹1000/- for the change of examination centre. Examination centre once changed shall not be changed in future. Candidate can deposit fee through NEFT/Demand Draft in favour of the Finance Officer, H.P. Technical University, Hamirpur payable at Hamirpur (H.P.) Bank detail for online transaction is given below:**

Name of Bank	IFSC Code	Account No.
State Bank of India, Hamirpur	SBIN0050123	65105867438

**Candidate has to submit following documents either personally in the O/o Controller of Examinations, HPTU Hamirpur, Near Gandhi Chowk, Distt. Hamirpur (H.P.) or through email (coehimtu@gmail.com) on or before 18-04-2019:-**

- a. Copy of application proforma for change of examination centre.
- b. Copy of approval given by Controller of Examinations.
- c. Proof of submission of requisite fee i.e. ₹1000/-.
- d. Copy of re-appear examination form (s).

**If application for change of examination centre will deny, candidate has to appear at the examination centre filled during the online filling of examination form (from where he/she passed out) and there is no need to deposit fee for change of Examination centre i.e. ₹1000/-. Fee once paid will not be refunded under any circumstances.**

3. Application for change of centre shall be entertained up to **18-04-2019**.
4. University reserves the right to cancel/withheld the result of a candidate, if he/she appears in an examination centre which is not allotted to him/her without the prior approval of the Controller of Examinations.
5. If any applicant (passed out re-appear) was a registered/migrated student of college mentioned at column A, then he/she will automatically be allotted with the examination centre mentioned at column B:

Sr. No.	Column A	Column B
1	Himachal Institute of Technology, Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur (H.P.) 173025	Himachal Institute of Pharmacy, Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur (H.P.) 173025
2	Dev Bhumi Institute of Engineering & Technology, Village Chandpur, Tehsil Haroli, Distt. Una (H.P.)	KC Institute of Engg. & Tech, V.P.O. Pandoga Uparla, Tehsil & Distt. Una (H.P.) 177207
3	H.P. Institute of Management Studies, Airport Road, Totu, Shimla (H.P.) 171011	Bells Institute of Management & Tech., Knowledge City, Mehli, Distt. Shimla (H.P.) 171009
4	Shimla Institute of Management, Sheetal Kunj Estate, Kamla Nagar, Sanjauli Distt Shimla	
5	IITT College of Engineering, Trilokpur Road, Kala Amb, Distt. Sirmour (H.P.)	Himalayan Institute of Engineering & Technology, Near Suketi Fossil Park Road, Kala Amb, Distt. Sirmour (H.P.) 173030
6	Sai Ram Education Trust Group of Institutions, Tipper, Distt. Hamirpur (H.P.) Sai Ram Education Trust College of B. Pharmacy, Tipper, Distt. Hamirpur (H.P.)	Gautam Institute of Management and Technology, Hamirpur (H.P.) 177001
7	MG Institute of Engineering and Technology, Mandi, Badhoo, Tehsil Chachyot, Distt. Mandi (H.P.)	T.R. Abhilashi Memorial Institute of Engineering & Technology, Tanda, P.O. Balt (Ner Chowk), Distt. Mandi (H.P.) 175008
8	A.G.I. School of Engineering & Technology, Chail Chowk, Distt. Mandi	
9	A.G.I. School of Pharmacy, Chail Chowk, Distt. Mandi	Abhilashi College of Pharmacy, Nerchowk, Tehsil Balh, Distt. Mandi (H.P.) 175008

If the candidate wants to change his/her allotted examination centre then the candidate have to apply for the change of examination centre to the Controller of Examinations, HPTU by following the above mentioned instructions.