Himachal Pradesh Technical University

[A State Govt. University Established Under State Legislative Act-16 of 2010]

Camp Office: Gandhi Chowk, Hamirpur (H.P.) – 177001

Phone: (01972) 224153, Fax: (01972) 224150

Website: www.himtu.ac.in, E-mail ID: registrarhimtu@gmail.com

No. HPTU/Cond./ARC-08/2018-19/12046-12091 Dated:-14-9-18

To

The Principal,
All the Colleges affiliated to HPTU

Sub: Examination centre creation fee & centre creation proforma for end semester examination November/December 2018.

Sir/Madam,

Himachal Pradesh Technical University shall conduct end semester examination in the month of November/December 2018 for UG and PG courses (regular & re-appear). The examination of UG courses shall be conducted for both odd and even semester of old syllabus, new syllabus, CBCS and PCI syllabus.

All the Principals of the colleges affiliated to this University are requested to deposit the centre creation fee & centre creation proforma for end semester examination November/December 2018 as enclosed herewith, on or before **01-10-2018 (05:00 PM)** as per detail given below:

Sr. No	Particulars	Fees in Rupees
1.	Colleges/institutions who wish to have an examination centre in their campus (including government colleges)	₹ 40,000/- per examination centre per course*
2.	Colleges/institutions who do not wish to have an examination centre in their campus (including government colleges)	₹. 25,000/- per examination centre per course*

Centre creation fee can be paid **through NEFT** in favour of the **Finance Officer, H.P. Technical University, Hamirpur** and detail thereof be intimated on email address:- **finofficerhimtu@gmail.com**

Name of Bank	IFSC Code	Account No.	Amount (₹)	Transaction No. & Date of NEFT
State Bank of India, Hamirpur	SBIN0050123	65105867438		

(* If an institute/college is running three courses i.e. B. Tech, M. Tech and MCA and wants to create one main examination centre for B. Tech and two sub-examination centres for M. Tech & MCA then the concerned institute/college has to deposit ₹40,000/- for the main examination centre, i.e., B.Tech and ₹25,000/- for M. Tech and further ₹25,000/- for MCA for creation of sub examination centres).

It is further informed that a fine @ ₹1000/- per day beyond 01-10-2018 (05:00 PM) shall be charged for late deposit/submission of centre creation fee and completely filled in centre creation proforma.

Controller of Examinations

Copy to: 12092-97

1. Dean(Acadmic), HPTU, Hamirpur for information.
2. Finance Officer, HPTU, Hamirpur for information.
3. Asstt. Registrars (Exams/Secrecy) for information.
4. System Analyst, HPTU, Hamirpur to upload the same on HPTU website.
5. P.S. to VC, HPTU, Hamirpur for information of the later
6. P.A. to Registrar, HPTU, Hamirpur for information of the later.
7. Guard file.

Assistant Registrar (Conduct)

Himachal Pradesh Technical University

[A State Govt. University Established Under State Legislative Act-16 of 2010]

Camp Office: Gandhi Chowk, Hamirpur (H.P.) – 177001

Phone: (01972) -221152, Fax: (01972)- 224150

Website: www.himtu.ac.in, E-mail ID: coehimtu@gmail.com

Application proforma for creation of end semester examination centre November/December 2018

1. **Name of the Institution** (In capital letters)

2. **Address of the Institution** (In capital letters)

3. **Type of Institution**

Type	Government/Private	Year of Establishment
Affiliated College/ Institution		
Other (please specify)		

Affiliation Number _____ Validity of Affiliation _____

4. **Functionaries**

Sr. No.	Name	Designation	Mobile No.	Landline No.	E-mail ID	Aadhaar Number
1.		*Chairman				
2.		*Director/ Principal				
3.		Any other				

5. **Communication details***

Type	STD Code	Contact No.	Alternate No.
Landline			
Fax			
Mobile			
e-mail			
Website			

*mandatory

6. **Power Back-up available*** (tick as appropriate) Yes ☐ No ☐

(Provision of generator/inverter/UPS with at least 6 hours battery back up to support computer systems/Printer/Photostat Machine)

Type	Make/Model	Capacity (KVA)	Running Time (Hours at full load)	Year of purchase	Physical condition
Diesel Generator					
Inverter					

7. **Commuting**

Nearest	Name, address and contact details	Distance from Institute (Km)	Travel Time (Minutes)	Public Transport		Private Transport	
				Bus/ Shared Auto	Fare (₹)	Auto Rickshaw	Fare (₹)
Bus Stand							
Railway Station							
Post Office							
Police Station							

8. **Detail of Courses Offered**

Sr. No.	Name of Programme	No. of Branches per programme	Sanctioned Intake	No. of students likely to appear in University Examination

*mandatory

9. **Rooms and Furniture**

Sr. No.	Building/ Block	Room No.	*CCTV camera (mandatory) Yes/No	Size	No. of desks	Total seating capacity
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	Grand Total					

CCTV Static IP

User Name

Password

10. **Availability of Strong Room with CCTV facility *** (tick as appropriate) Yes ☐ No ☐

If yes give details

a) Location
within the Principal office premises/
outside the Principal office premises

b) Size (square feet)

c) CCTV Static IP

User Name

Password

11. **Availability of required staff***

a) Invigilation Yes ☐ No ☐

If yes, number of invigilators available (only teaching faculty) ☐

b) Ministerial Yes ☐ No ☐

*mandatory

12. **Has your centre ever been cancelled?** Yes ☐ No ☐

If yes, give reasons with year of cancellation (attach annexure if required) ☐

13. **Number of unfair means cases reported during last three end semester examinations**

Sr. No.	Session	No. of Cases

14. **A (i) Number of faculty members appointed by HPTU:**

(a) Superintendent:

(b) Deputy Superintendent:

(ii) **Number of faculty members relieved by college:**

(a) Superintendent:

(b) Deputy Superintendent:

B Numbers of faculty members appointed by HPTU:

(i) Appointed as evaluators :

(ii) Relieved by college as evaluators :

15. **Availability of toilets** Yes ☐ No ☐

If yes, give details (No. of toilets) Male ☐ Female ☐

16. **Availability of Security Guards** Yes ☐ No ☐

If yes, No. of security personnel ☐

17. **Please tick the facilities available**

a) Boundary Wall/Fencing in the college campus Yes ☐ No ☐

b) Proper electrification Yes ☐ No ☐

c) Photostat machine Yes ☐ No ☐

18. **Internet Facility***(minimum of 2 mbps is mandatory along with latest bill)

Sr. No.	Type Broadband/ 3G/GPRS/ Lease line/ Wi-Max	Speed	No. of terminals with internet facility	Remarks, if any

19. **Printers* (Provision of printer with a minimum speed of 40 ppm)**

Sr. No.	Type (Laser/inkjet/ dot-matrix)	Make/Model	Speed in terms of prints per minute (ppm)	Special Features like duplex printing etc.

20. **Jammers/Cell Phone Blockers in the Examination Hall/Rooms**

Sr. No	Type	Make/Model	Radius (minimum 12 meters)	Date of purchase	Total in number

21. * **List of all faculty members including regular, contract, part time and others.**

Sr. No.	Name of Faculty	Qualification	Deptt.	Subject of teaching with specialization * for session 2018-19	Date of Joining &Total Teaching Experience*	Phone No &mail ID	Aadhaar Number

22. *Fees details (Centre Creation fee is payable as per COE, HPTU letter No. HPTU/ Cond./ARC-08/2018-19/1040-1082 dated 02-02-2018.

A fine @ ₹ 1000/- per day beyond 01-10-2018 shall also be included for late deposit/submission of fee and proforma.

Amount as per letter ibid to be paid through **NEFT** in favour of the **Finance Officer, H.P. Technical University Hamirpur** as under:

Name of Bank	IFSC Code	Account No.	Mention Transaction No. & date of NEFT made
SBI Bank Hamirpur	**SBIN0050123**	**65105867438**	

After making online payment detail thereof may be sent to HPTU on ***email finofficerhimtu@gmail.com.***

I, hereby, declare that to the best of my knowledge, the facts given above are true.

Name & Signature of the Principal/ Director with Office Seal

Dated:

Place:

Enclosures:-

1. Copy of the affiliation letter.

*mandatory

23. **Observations of Fact Finding Committee:**

24. **Recommendations of the Committee**

Creation of Examination Centre (Please tick as appropriate)	Recommended /not recommended