



Himachal Pradesh Technical University
"Conduct Branch"

01972-226908, Email : arconduct@gmail.com

File No. CONDUCT/ARC-10A/V-III....879

Date: Sep 06, 2022

To

The Director-Cum-Principal,
All the Colleges affiliated to HPTU.

Subject: **Examination Centre Creation Fee & Proforma for upcoming semester examination December/January-2022/2023.**

Sir/Madam,

Himachal Pradesh Technical University shall conduct end semester theory examination in the month of December/January-2022/2023 for all UG and PG courses.

All the Principals of the colleges affiliated to this university are requested to deposit the centre creation fee & centre creation proforma for end semester theory examination December/January-2022/2023 as enclosed herewith, on or before October 31, 2022 (05:00 PM) as per details given below:

Sr. No.	Particulars	Fee in Rupees.
I.	Colleges/Institutions who wish to have an examination centre in their campus (including government colleges)	Rs. 40,000/- main examination centre per course +GST @18%*
II.	Colleges/Institutions wish to have sub-examination centre/centre's in their campus where the main examination centre has created.	Rs. 10,000/- Sub-examination centre per course +GST @18%*
III.	Colleges/Institutions who do not wish to have an examination centre in their campus (including government colleges)	Rs. 25,000/- per examination centre+GST@18%*

Centre creation fee will be paid through **NEFT only/- in favour of the Finance Officer, H.P. Technical University, Hamirpur** and its details must be intimated on both email address: **arconduct@gmail.com** and **finofficerhimtu@gmail.com**. It is further added that the filled in hard copy of centre creation proforma along with centre creation fee detail must be sent to the **Add. Controller of Examination (Conduct) HP Technical University, Daruhi Hamirpur-177001**.

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

(*If an institution/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 concerned institution/college has to deposit Rs. 40,000/- for the main examination centre i.e. B.Tech and Rs. 10,000/- for M.Tech and further Rs. 10,000/- for MCA for creation of sub examination centres. Secondly if an institution/college do not wish to have an examination centre in their campus then the concerned institution/college has to deposit Rs. 25,000/-)

It is further informed that a fine @ Rs. 1000/- per day beyond October 31, 2022 (05:00 PM) shall be charged for late deposit/submission of centre creation fee alongwith the complete filled in centre creation Proforma.

Controller of Examinations

Copy to: 880 to 885

1. Finance Officer, HPTU for information.
2. The Deputy controller (Audit), HPTU for information.
3. System Analyst to upload the same on HPTU website.
4. PS to Vice Chancellor, HPTU for information of later.
5. PA to Registrar, HPTU for information of later.
6. Guard file.

Add. Controller of Examinations



Himachal Pradesh Technical University

"CONDUCT BRANCH"

01972 -226908

E-mail ID: -arconduct@gmail.com

Application Proforma for Centre Creation of End Semester

Examination Session December-January-2022/23

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	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>		

e-mail

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

9. Rooms and Furniture

Sr. No.	Main Examination Hall/ Additional Hall	Building/ Block/Floor	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							

Note: - All rooms must be on same floor

CCTV Static IP

User Name

Password

10. Availability of Strong Room with CCTV facility * (tick as appropriate) Yes 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

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 alongwith 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.

S.N.	Name of Faculty	Qualifi- -cation	Deptt.	Subject of teaching with specialization * for session 2022-23	Date of Joining &Total Teaching Experience*	Phone No & mail ID	Aadhaar Number

22. *Fees details (Centre Creation fee is payable as per HPTU Conduct branch letter No. HPTU/CONDUCT/ARC-10 A/VOL-III- 879 dated: **September 06, 2022**.)

A fine of @ Rs. 1000/- per day beyond **October 31, 2022** (05:00PM) shall also be included for late deposit/submission of late fee and Proforma.

Amount as per letter ibid to be paid through only **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 emails: **finofficerhimtu@gmail.com** & **arconduct@gmail.com**

It is further added that the filled in hard copy of centre creation proforma along with centre creation fee detail must be send to the Additional Controller of Examination (Conduct) HP Technical University, VPO Daruhi, Hamirpur-177001.

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.

23. Observations of Fact Finding Committee:

24. Recommendations of the Committee

Creation of Examination Centre
(Please tick as appropriate)

Recommended /not recommended