

PROSPECTUS 2017-18

विवरणिका **2017-18**

For

ACADEMIC COURSES

(MIDDLE STANDARD, SECONDARY (Matriculation),

SENIOR SECONDARY (PlusTwo)

&

SCIENCE GROUP (Only for Senior Secondary failed candidates)

**NSQF Group (Only for Secondary & Senior Secondary failed
Candidates but Passed in Practical Examination)**

शैक्षणिक पाठ्यक्रम

माध्यमिक, उच्च माध्यमिक (मैट्रिक), उच्चतर माध्यमिक (जमा दो),

विज्ञान ग्रुप

(केवल जमा दो अनुत्तीर्ण विद्यार्थियों के लिए)

एवं

व्यवसायिक विषय (NSQF)

(केवल माध्यमिक व उच्चतर माध्यमिक कक्षाओं में अनुत्तीर्ण विद्यार्थियों के लिए जो कि प्रैक्टिकल की परीक्षा में पहले उत्तीर्ण हो)

HIMACHAL PRADESH STATE OPEN SCHOOL (HPSOS)

UNDER THE AUSPICES OF

H.P.BOARD OF SCHOOL EDUCATION DHARAMSHALA-176213

हिमाचल प्रदेश राज्य मुक्त विद्यालय (HPSOS)

हिमाचल प्रदेश स्कूल शिक्षा बोर्ड, धर्मशाला-176213

के तत्वाधान में स्थापित

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नामांकन-एवम्-परीक्षा प्रपत्र

LEARNER'S RESPONSIBILITIES: ATA GLANCE

- ◆ Fill up the Enrolment-cum-Examination Form after careful reading of the Instructions.
- ◆ **Do** not leave any column blank in the Enrolment-cum-Examination Form and submit the same with supporting documents.
- ◆ **Do** not pay extra amount for admission and examination over and above the prescribed fee as mentioned in the prospectus.
- ◆ **Do** not miss the Personal Contact Programme (PCP) in each subject which all Study Centers of the HPSOS have to provide on compulsory basis.
- ◆ **Do** not forget to submit three TMA in each subject (wherever applicable) as you may check your progress during the course of study.
- ◆ **Do** not forget to note all appearing subjects including practical subjects in your diary.
- ◆ Fill up the only correct address and active mobile number in Enrolment-cum-Examination Form. **Most of the information about HPSOS that you may need during the course of your studies is available on our website. Please log on to www.hpbose.org. Whenever you communicate with the HPSOS of HPBOSE, please do not forget to mention your name, enrolment number and full address.**

1. Himachal Pradesh State Open School (HPSOS) of H.P.Board of School Education (HPBOSE)

An Open Schooling System with a Difference

The HPSOS has been established under the auspices of the H.P.Board of School Education Dharamshala-176213 on the basis of a Project Proposal designed and developed in collaboration with the National Institute of Open Schooling (NIOS), Ministry of Human Resource Department, Govt.of India.The Secondary Education Programme through SOS is functional from the academic session 2011-2012 and Middle and Senior Secondary Courses are functional from 2012-2013.

It provides educational opportunities to persons like you who wish to study further and qualify for a better tomorrow. The mission of HPSOS is to provide education to all with special concern for out of school girls and women, rural youth, working men and women who because of one or the other reason could not continue their education with the formal system. HPSOS operates through a network of Study Centers created in the selected Government/Private affiliated schools in the Pradesh.

1.1 Features and Flexibilities in HPSOS

- **Age Limit:** There is no upper age limit for admission. However, the minimum age for enrolment is 14 years for Middle Standard and Secondary (Matriculation) course completed on or before 1st January of the year of admission.
- **Validity of Admission:** Your admission is valid for five years .For Public Examination at Middle, Secondary and Senior Secondary level, you may take nine or fewer chances to successfully complete the course during this period.
- **Choice in Subjects and Medium of Instructions:** HPSOS offers its courses in English and Hindi medium. You can choose any of the medium for studies. However, study material will be provided in Hindi medium only.

You can choose any subject combination from the list of subjects offered as per the criteria given in the Scheme of Studies. You should choose subjects carefully keeping in view your plans for higher studies, job requirements and requirement of Board/Universities you wish to join after passing the Secondary Course from HPSOS.

- **Continuous Assessment:** - During your course of study, you will know your progress through Tutor Marked Assignments (TMAs). Submission of three TMAs in each subject is compulsory.
- **Flexible Scheme of Examination:-** public examination are conducted by HPBOSE twice a year . You will get nine chances to appear in the public examination over a period of 5 Years of registration.
- **Credit Accumulation:** - You can choose to appear in anyone or more subjects in any examination and earn credits which will be accumulated till all subjects required for certification are successfully completed within a period of 5 years of registration.
- **Transfer of Credit and Re- admission:** This is a golden opportunity to the candidates who have failed in the Middle Standard, Matriculation or Senior Secondary Examination of the HP Board of School Education in the annual examination of March, 2009 and onwards Examination In this facility credit of all passed subjects will be transferred by paying a nominal TOC fee of Rs.100/-per subject and learner has the freedom to appear only in that particular subject(s) in which he/she remained unsuccessful. In addition to this, learner has option to change failed subjects as already opted as per scheme of studies except compulsory subjects required for certification. Those HPSOS candidates who have availed their 9 chances in 5 years , but still they are not succeeded in their class (8th,10th and 12th) they may also take re- admission. In this case they have to pay registration fee, TOC (Transfer Of Credit) fee.etc.
- **Option to avail first chance in September Examination:** The Candidates who have failed in the Middle Standard, Matriculation or Senior Secondary examination of the HP Board of School Education in the annual examination of March,2009 and onward Examination have the golden opportunity to avail their first chance in ensuing supplementary Examination in September. However, neither study material will be provided to them nor PCP will be organized for September Examination.
- **Part Admission:** Under this scheme, you may take admission in English only for Matriculation and in one additional subject in secondary and senior secondary course. On passing, you will be issued only the Marks sheet.
- **Change of Study Centre:** - Those HPSOS candidates who are seeking for change of study centre, they may change their study centre after paying the fee of Rs 100/- in favor of Secretary, HP BOARD of school education at Dharamshala.

1.2 Scheme of Studies

“Please go through the Subjects shown in the Scheme of Studies and choose the subjects for Enrolment as per scheme of studies only. Admission in any other subject not shown in the scheme of studies shall be considered as invalid.”

The Scheme of Studies for Middle, Secondary and Senior Secondary Courses is mentioned as under: -

(A) MIDDLE STANDARD

Compulsory Subjects:

GROUP-I

Code No.	Subject
71	English
72	Mathematics
73	Hindi
75	Science

GROUP-II

Code No.	Subject
74	Social Science
76	Sanskrit

ELECTIVE SUBJECTS:-**Any of the following subjects:-**

77	Art(Drawing, Painting and applied Arts)
78	Human Ecology and Family Science

(B) SECONDARY COURSE (MATRICULATION)**GROUP A****(Compulsory Subjects)****GROUP B****Any one of the languages out of the following:**

CODE NO.	SUBJECT	CODE NO.	SUBJECT
1	English	6	Urdu
2	Mathematics	8	Sanskrit
3	Hindi	24	Punjabi
4	Social Science		
5	*Science & Technology		

ELECTIVE SUBJECTS :**Any one of the following subjects:**

CODE NO.	SUBJECT	CODE NO.	SUBJECT
7	*Art	13	*Human Ecology and Family Science
10	*Commerce	25	*Computer Science
11	Economics		

(C) SENIOR SECONDARY COURSE (PLUS TWO)**Compulsory for all Groups**

- 31 English (Core)

1. HUMANITIES GROUP:**Elective Subjects:** Combination of any four subjects to be offered from the Elective subjects:-

Code No.	Elective Subjects
32	History
33	Economics
34	Political Science
36	Sanskrit
37	Sociology
40	Public Administration
42	* Geography (Common with Sci. & Comm.)
43	* Human Ecology and Family Science
57	Mathematics

Modern Indian Languages (Any one of the following)

Code No. Elective Subjects

35	Hindi
36	Urdu

Any One of the following :-

Code No. Elective Subjects

60	*Physical Education (Common with Science & Commerce Group)
61	*Computer Science (Common with Science & Commerce Groups)

II. Commerce Group :

COMPULSORY

58	*Accountancy
59	Business Study
33 and or 57	Economics (Common with Humanities Group) and or Mathematics (Common with Humanities and Science Group)

Any of the subjects mentioned as Elective under the Humanities Group.

Note:- Subjects with asterisk * have theory as well as practical/project work.

III. Science Group: (Only For Failed Candidates)

“Candidates who have previously appeared and failed in the Plus Two Examination of the HP Board or equivalent examination of a recognized Board can appear in this group through HPSOS, and TOC facility is only available to the candidates who have failed in the March,2009 and onward examination conducted by HP Board of School Education.” Fresh admission i.e Plus one Passed or Matriculation examination passed direct admission are not allowed in this group.

2. Admission

Admission/Enrolment in Middle Standard, Secondary and Senior Secondary Courses of HPSOS is open to all persons residing in India irrespective of the race, creed, caste or class subject to the fulfillment of minimum qualifications and availability of seats in the Study Centers of HPSOS located in the selected Government/Private affiliated institutions.

There will be two phases of admission. Phase- I will exclusively include the admission of the candidates, who have failed between and including March, 2009 and onwards examination from HPBOSE. They will be entitled for the benefit of transfer of credit and their first chance will commence from ensuing September examination, the Board will neither hold PCP nor provide any study material.

Phase- II will include two categories of admission of candidates-one who have failed in Board Examination and the other who are seeking admission afresh after passing Middle standard or Matriculation Examination for Matriculation & Plus Two classes respectively. Phase- II will also include fresh admission to Middle Standard examination in March. This category of candidates will take their first examination in March, after completing one academic year. However, the candidates who have failed from HPBOSE between and including March,2009 and onwards examinations shall have the choice to choose their first chance either in September or in March, **but if one chooses to avail his/her first chance in September, the Study Centre should advise him to wait till the opening of admissions of 2nd phase as he/she shall be considered for enrolment under 2nd phase of admission only.** These candidates shall be entitled for TOC facility as admissible under the rules. The admission will be done through Study Centers on first come first served basis, subject to the capacity of enrolment allotted to the Study Center by HPSOS. Maximum No. of Seats is 150 per Class per session in a particular Study Centre.

SCHEDULE FOR ENROLMENTS

FIRST PHASE (September/Supplementary Examination)

For failure candidates from HP Board only.	Admissions will be start in the month of may, dates will be announced separately after declaration of the annual result. (Result of March examination).
1st Chance of such candidates starts from September, 2016).	

SECOND PHASE (March/Annual Examination)

For fresh and other failed candidates.	Admissions will be start in the month of november, dates will be announced separately after declaration of the supplementary result. (Result of september examination).
1st Chance of such candidates starts from March, 2017.	

There will be no further extension of these dates except special permission from the Chairman of the HPSOS/HPBOSE.

2.1 Procedure for Admission through Study Centre

- 1 Download the Enrolment form from the website of Board i.e. www.hpbose.org
- 2 Read all the instructions carefully before filling up the enrolment-cum-examination Form.
- 3 Submit your filled in application form for enrolment with one extra photocopy of this enrolment-cum-examination form alongwith relevant documents.
- 4 Learners have to submit these relevant documents at study centre along with **Two passport size** photographs
- 5 Application will be received only by online mode through the Study Centre by logging on to Board website www.hpbose.org.
- 6 An Enrolment No. will be issued to the learner by the Study Centre.

2.2 Eligibility Criteria for admissions :-

(i) Middle Standard Course:-

Those Candidates who have attained a minimum age of 14 years on 1st January of current year.

(i) Attested copy of Birth Certificate issued by the Municipal Authority or Office of the Registrar of Birth and Death.

OR

(ii) Transfer Certificate/School Leaving Certificate showing applicant's date of birth, issued by the last school attended by the applicant.

OR

Supporting Documents

Candidates who have previously appeared and failed in Middle Standard Examination of the Board or equivalent examination of a recognized Board.

(ii) Secondary (Matriculation) Course :-

1. A Candidate who has previously appeared and failed at the Matriculation Examination of the HPBOSE or equivalent examination of a recognized Board can appear at Secondary Course of SOS.
2. Any other candidate who has passed the Middle Standard Examination of the HPBOSE or equivalent examination from a recognized Board/University can appear at Secondary Course of SOS.
3. Provided that a candidate who has passed the Middle Standard Examination or equivalent examination from a duly recognized institution of any State/U.T. where Standard examination is not conducted by the Board/University shall have to obtain the counter signature of the District Education Officer or an equivalent Officer of the State/U.T. on the certificate/School leaving Certificate issued to him by the Middle institution.

“Provided further that the certificate/S.L.C. issued by the Institution should indicate the subjects in which the candidate has passed the Middle Standard examination.”

4. For appearing at the Secondary (Matriculation) Examination every candidate should have attained a minimum age of 14 years on 1st January of current year.

“Provided that the Chairman shall be competent to grant relaxation in age upto 6 months in deserving cases on the merit of each case, when requested by the candidate.

5. Candidates who have passed Middle or Equivalent Examination from other recognized Board/University shall have to submit the original Migration Certificate at the time of admission.

(iii) Senior Secondary (Plus Two) Course:-

1. A candidate who has previously appeared and failed in Senior Secondary Certificate 10+2 examination of the Board or equivalent examination of a recognized Board can appear at Senior Secondary Course of SOS.
2. Any other candidate who has passed the Matriculation Examination of the HPBOSE or equivalent examination from a recognized Board/University can enroll for the Senior Secondary Course of SOS.
3. Candidates who have passed Matriculation or Equivalent Examination from other recognized Board/University shall have to submit the Original Migration Certificate at the time of admission.

Or

- 3.1 Candidates have to submit the S.L.C. issued by the Institution at the time of admission, the S.L.C. Should be counter signature of the District Education Officer or an equivalent Officer of their state/U.T.

4. Learners admitted to Secondary Course or Senior Secondary Course must ensure that for the purpose of obtaining a certificate at the Secondary or Senior Secondary level, a two year gap is essential from the year of passing the Middle (Class VIII) or Matriculation examination. If a student does not have the requisite gap of two years he/she can appear in maximum of four subjects of Secondary and three subjects of Senior Secondary course only in the forthcoming March/Annual examination. The candidate will be eligible to appear in the remaining subjects only on completion of the two years gap.

2.3 Transfer of Credit (TOC) and Re-admission.

Ex-students of Himachal Pradesh Board of School Education who have appeared for the Middle Standard, Matriculation or Plus Two Examination (during March, 2009 and onwards) and have passed in at least one subject, but have not qualified in the course, may seek admission in the academic courses of HPSOS and can avail facility of Transfer of Credit (TOC) by paying a nominal fee of Rs.100/-per Subject. Those HPSOS candidates who have availed their 9 chances in 5 years, but still they are not succeeded in their class (8th, 10th and 12th) they may also take re-admission. In this case they have to pay registration fee, TOC (Transfer Of Credit) fee.etc.

The facility of TOC will be permissible under the following conditions:

1. TOC facility will be given to the ex-students of H.P. Board of School Education only. You will have the option to get the credit transferred in the subjects which are passed with 33% marks (i.e. examination passed during March, 2009 and onwards).
2. TOC in the subjects having practical at Secondary and Senior Secondary level will be allowed only when he/she is successful both in theory and practical paper.
3. **Candidate will have to give full details of the TOC subjects and marks obtained on the Enrolment form at the time of admission. No TOC case will be considered thereafter.**
4. Candidate will have to attach the original marks sheet issued by Board.
5. Candidate will have to pay requisite TOC fee of an amount of Rs.100/-per subject for transfer of credit for the number of subjects in which TOC is required. TOC fee is to be paid only once at the time of enrolment.
6. Candidate will have the freedom to appear only in that particular paper in which he/she remained unsuccessful or can change the failed subjects as already opted as per scheme of studies except compulsory subjects.
7. Where a candidate has applied for Re-evaluation/Re-checking and if there is any revision in his/her result, he/she will have to write to the Secretary, HP Board of School Education Dharamshala with in a week of declaration of Re-evaluation /Re-checking result alongwith TOC fee of Rs.100/- per to avail the benefits of TOC after Re-evaluation / Re-checking.

2.4 Option to avail First chance in September Examination:

Those candidates who have failed in the Middle Standard, Matriculation or Senior Secondary Examination of the HP Board of School Education in the annual examination of March, 2009 and onwards Examination has the option to avail their first chance in ensuing supplementary Examination in September. Since, those candidates have already completed the academic year, therefore ,neither study material will be provided to them nor PCP will be organized for September Examination. Said candidates shall be admitted under First Phase of admission and admission shall commence from the declaration of the March Board result.

2.5 Part admission and Additional Subjects:-

Under the provision of Part admission, if a candidate is appearing through SOS, or have already passed Secondary/ Senior Secondary Examination or any other higher course from any recognized Board/ University, he/she may take admission for English only (for Matriculation) and in one Additional Subject in Secondary and Senior Secondary Courses to up date knowledge and improve educational qualifications. However, on passing, only the marks sheet will be issued. Enrolment fee for Part Admission is Rs.300/-and Examination fee Rs.150/-per Subject plus Rs.100/-per subject in case of subject involving Practical. Such type of admission are done only in March/Annual examination.

2.6 Fee Structure and Cancellation of Admission

Do not pay any additional amount of money for admission other than specified. Detail of fee is given as under:-

FEE

Enrolment Fee	=	Rs. 700/- (For Middle) Rs.1000/-(For Secondary & Senior Secondary Courses)
Migration Fee	=	Rs.100/-(For Senior Secondary Course only)
Enrolment Fee	=	Rs. 300/-(For English Only/Additional 10 th &+2 for Part Admission)
Examination Fee	=	Rs. 150/-Per Subject plus Rs.100/-Per Practical Subject.
TOC Fee	=	Rs. 100/-Per Subject
Subject Change Fee	=	Rs. 100/-Per Subject

Note: The Mentally Retarded / Visually Impaired/ Deaf & Mute Persons are exempted to pay Enrolment , TOC, Examination and Practical Fee .

Note:-Fee should be paid through PAYMENT GATEWAY H.P State Co-Operative Bank, Hatli (Account No 18520100061 IFSC Code YESBOHPB185.

HPSOS will not be responsible if the request for admission is not considered on account of Cancellation of Admission.

Your admission will be cancelled:-

If the enrolment-cum-Examination form is incomplete.

If the fee paid is short,

If the supporting documents are not complete.

If false documents have been submitted,

If the required educational qualifications are not fulfilled,

If the minimum age criteria is not fulfilled,

If in correct or wrong information is given,

Note: *Admission once cancelled will not be re-considered and fee paid will not be refunded under any circumstances.*

2.7 Confirmation of Admission

Admission to a particular cause is normally confirmed by HPSOS by issuing Enrolment No. by Study Centre and as per record available in HPSOS.

If any discrepancy is noticed at any stage of admission the admission will be cancelled and result will not be declared, even if appeared in examination.

2.8 Other facilities after Admission

Change of Subject(s)/ Additional Subject(s)

During the admission period of five years, you can change/add one or more subject(s), provided the total number of subjects do not exceed seven. The change shall not be permissible in subjects mentioned as compulsory subject in the schemes of studies. However, such a change is permissible within four years of your registration, so that you can appear in Public Examinations within the validity of admission.

For change of subject(s)/additional subject(s),

You are required to submit your application on plain paper to the concerned Study Centre of HPSOS along with the prescribed fee of Rs.100/-per subject.

The HPSOS will confirm such change or addition of subjects at your mailing address under intimation to your Study Center. Do keep in contact with your Study Center and ensure that the desired changes have been made.

Note:-Dates for applying for Change/Addition of subjects are from 1st October to 31st October for March Examination & from 1st July to 31st July for Supplementary Examination.

2.9 About your Study Centre

The Study Centre chosen by you at the time of admission will provide the following services to you:

- ◆ **Accept** filled in Enrolment/Examination Form with requisite prescribed fees only.
- ◆ **Holding** Personal Contact Programme (PCP) on compulsory basis for theory and practical classes as prescribed by HPSOS.
- ◆ **Tutor** Marked Assignments(TMA) three out of four has to be given on compulsory basis to the respective Study Centre for evaluation.
- ◆ **Counseling** to solve your problems/queries related to the course.
- ◆ **Accept** application for change of subject(s) or additional subject(s) and forward the same to the HPSOS.
- ◆ **Issue** of Roll No. Slips for Board Examination.
- ◆ **Informing** the dates of payment of fees, examination date sheet, examination centers and course related other important information.
- ◆ **Display** of results of Public Examinations and distribution of Marks sheet/Certificate issued by HPSOS (HPBOSE).

HPSOS believe and hope that during your studies through SOS, you will not face any problem and will not have any grievance. However, in case you face a problem, you may contact your Study Centre. If the Study Centre does not respond then you may feel free to contact us at our Regional Centre Shimla Contact No.0177-2843669 and at Mandi, Contact No. 01905-236773 or at Board HQ Contact No.01892-242118, 242199, 242152 &242159 For redresses of your problem/ grievance you may also write to:

**The Secretary,
H.P. State Open School (HPSOS)/H.P.Board of School Education, Dharamshala-176213**

3. INSTRUCTIONAL PROCESS AT HPSOS

In HPSOS you have to learn on your own i.e. you are a self-learner. You can learn at your own pace and convenience. The instructional process comprises of studying materials, attending personal contact programmes at the Study Centre, and doing tutor marked assignments.

3.1 Study Material

The syllabi, duration of examination and certification etc. for the Middle, Secondary and Senior Secondary courses shall be the same as prescribed for the formal examinees of the Board. The copies of syllabi are available in our Books distribution centre on payment of certain price. The Study material in the shape of text books can be procured from any of the Books Distribution, information & Guidance Centre of the board as per the list enclosed in Appendix-B. Apart from this the text books can also be procured from the Registered Book Sellers of the Board spread all over the State. The HPSOS will send some study material directly to the study centres. You can collect the study material from your study centre on the dates suggested by them in some selected subjects which may be used as supplementary reading material. However, no study material will be provided to the candidates who are availing their first chance in September, 2016 Examination.

3.2 Personal Contact Programme (PCP)

Maximum 30 PCP classes will be organized per subject for theory and 5 additional for subjects having practical on compulsory basis generally on weekends and holidays in the first year of admission by the Study Centers. Detailed instructions along with programme of PCP will be available with the Study Centers. However, no PCP will be organized for the candidates who are availing their first chance in September, 2016 Examination.

Note:-Do not pay any extra amount to the Study Centers for Study material or for attending PCP classes.

3.3 Tutor Marked Assignments (TMAs)

In order to check your progress during the course of study, you should submit three Tutor Marked Assignments (TMA) in each subject. You should submit your assignments regularly in each subject for evaluation at your Study Center as per following schedule:

TMANO.	Date of Submission at your Study Centre
Assignment-I	15 th October, 2016
Assignment-II	15 th November, 2016
Assignment-III	15 th December, 2016
Assignment-IV	15 th January, 2017

There are four assignments in each subject. The subject teachers in the Study Center will correct these assignments and provide you feedback and suggestions for improvement. TMAs should be submitted before appearing in the examination of the particular subject. The candidates who wish to avail their 1st chance in supplementary examination in September 2016 are not required to submit any TMAs.

4. EXAMINATION AND CERTIFICATION

4.1 Public Examination

The Public Examination of SOS will be held twice in a year in the months of March-April and September on the dates fixed by the HPSOS /HPBOSE.

(a) Registration for Public Examination through Study Centers.

To appear for the HPSOS examination, you must register through Study Centers as per schedule given below:

(i) For March-April Examination:-

- * **Within 30 days of the declaration of Supplementary Result (Without late fee)**

Note: The above dates are applicable to only those learners who are enrolled in 2016 and placed in Re-appear after availing their first chance in September, 2016 Examination.

(ii) For September Examination:-

- * **Within 30 days of the declaration of Main result (Without late fee)**
- * **Additional 15 days (With late fee of Rs.200/-per subject)**

Procedure for Registration for Public Examination (Re-appear) through the Study Centre:-

- (I) To register for the Public Examination of HPSOS being held in March-April and September you are required to go to the concerned Study Centre within the prescribed time schedule (as announced in this Prospectus).
- (ii) Learner have to submit relevant documents along with two passport size photograph.

Important to Note:-

A student is required to contact his Study Centre or may log on to HPSOS/HPBOSE website about two weeks prior to the commencement of examination for finding out details regarding his/her examination and date sheets etc.

Allotment of Examination Centre is the prerogative of HPSOS. However, efforts are made to allot concerned Study Centre as Center of Examination keeping in view the availability of seating capacity. However, HPSOS shall allot any other Examination Center as per administrative convenience or the nearest centre to the study centre but where the study centres are running in the privately managed institutions the examination centre in their case shall be the nearest Govt. Institution.

A student is required to appear in the examination centre allotted to him/her by HPSOS. In case a student appears at an examination centre other than allotted by HPSOS, his/her result will be cancelled.

4.2 Scheme of Examinations:

The scheme of examination highlighting the codes of subjects, number of papers, maximum marks and duration of examination for each subject is given in the table below:

MIDDLE STANDARD EXAMINATION:

Code No.	Subject	No. of Papers	Maximum Marks	Duration(hours)
71	English	1	100	3
72	Mathematics	1	100	3
73	Hindi	1	100	3
74	Social Science	1	100	3
75	Science & Technology	1	100	3
76	Sanskrit	1	100	3

ELECTIVE SUBJECTS:-

Any of the following subjects:-

77	Art(Drawing, Painting and applied Arts)	1	100	3
78	Home Science	1	100	3

SECONDARY EXAMINATION:

GROUP A (Compulsory Subjects)

Code No.	Subject	No. of Papers	Maximum Marks	Duration(hours)
1	English	1	100	3
2	Mathematics	1	100	3
3	Hindi	1	100	3
4	Social Science	1	100	3
5	*Science & Technology (Theory)	1	75	3
	(Practical)	1	25	3

GROUP B Any one of the languages out of the following:

6	Urdu	1	100	3
8	Sanskrit	1	100	3
24	Punjabi	1	100	3

ELECTIVE SUBJECTS:

Code No.	Subject	No. of Papers	Maximum Marks	Duration (hours)
7	Art A (Theory)	1	65	3
	*Art B (Practical)	1	35	3
10	Commerce	1	100	3
(i)	Elements of Business - or-	1	100	3
(ii)	Elements of Books Keeping & Accountancy OR			
(iii)	Typewriting English or Hindi (T& P)	2 (T&P)	40 & 60	3 & 3
11	Economics	1	100	3
13	*Home Science	2 (T&P)	75 & 25	3 & 3
25	*Computer Science	2 (T&P)	50 & 50	3 & 3

SENIOR SECONDARY EXAMINATION :

Code No.	Subject	No. of Papers	Maximum	Duration (hours)
31	English (Compulsory for all Groups)	1	100	3
	HUMANITIES GROUP			
32	History	1	100	3
33	Economics	1	100	3
34	Political Science	1	100	3
35	Hindi	1	100	3
36	Sanskrit	1	100	3
37	Sociology	1	100	3
39	Urdu	1	100	3
40	Public Administration	1	100	3
42	*Geography (Common with Sci. & Comm.)	2 (T&P)	75 & 25	3 & 3
43	* Home Science	2 (T&P)	75 & 25	3 & 3
	SCIENCE GROUP			
54	*Physics	2 (T&P)	75 & 25	3 & 3
55	*Chemistry	2 (T&P)	75 & 25	3 & 3
56	*Biology	2 (T&P)	75 & 25	3 & 3
57	Mathematics (Common for Humanities & Commerce Group)	1	100	3
	COMMERCE GROUP			
58	*Accountancy	2 (T& PW)	80 & 20	3 & 3
59	Business Study	1	100	3
	COMMON WITH ALL GROUPS			
60	*Physical Education	2 (T& PW)	75 & 25	3 & 3
61	*Computer Science	2 (T& PW)	75 & 25	3 & 3

4.3 Certification Criteria

In order to pass in a subject and get a certificate of Middle Standard, Secondary and Senior Secondary Course, the criteria laid down by HP SOS is given below:-

Middle Standard	A minimum of 33% marks in each subject.	In order to pass the examination, a candidate appearing through HPSOS will be required to obtain 33% marks in all compulsory subjects of Group-I and any two of the remaining three subjects from Group-II and Elective subjects of the scheme of studies.
Secondary Course	A minimum of 33% marks separately in Theory and Practical subjects.	In order to pass the examination, a candidate appearing through HPSOS will be required to obtain 33% marks in all the compulsory subjects of Group A and any one out of two subject i.e. regional language and one elective subject of Group B.
Senior Secondary Course	A minimum of 33% marks separately in Theory and Practical subjects.	In order to pass the examination, a candidate appearing through HPSOS will be required to obtain 33% marks in English as compulsory subject and any four elective subjects of the scheme of studies.

4.4 Re-checking and Re-evaluation of Answer Scripts

If a candidate has appeared in the Public Examination and he/she is not satisfied with the result, HPSOS provides an opportunity for re-checking and re-evaluation of answer scripts of theory papers only. The Examination Regulations for re-checking and re-evaluation of answers scripts applied to a learner of SOS will be the same as are applicable to formal candidates of HPBOSE. Same Re-evaluation/re-checking forms are applicable as prescribed for formal HPBOSE examinees.

Note:- Re-evaluation facility is not available to the Middle Standard candidates.

4.5 Credit Accumulation

A student can avail as many as nine chances to appear in the Public Examinations for a course of study spread over a period of five years. HP SOS will keep the accumulated credits of student in particular subjects in its records till he/she clears all the required subjects for certification. The students must avail this flexible scheme of examination to learn well and to get better results.

4.6 Conduct of Practical Exams.

A private/regular candidate who appeared in March-2009 or later Secondary and Senior Secondary examination of HPBOSE and got failed in theory paper of practical involved subjects but has passed the practical examination will get TOC facility in practical examination only after passing theory paper of Secondary/ Senior Secondary examination of HPSOS.

However, a candidate who will enrol directly for the first time in Secondary/ Senior Secondary courses of HPSOS will have to appear both in theory and Practical examination. Once the candidate has successfully qualified the Practical Examination with 33% marks, HPSOS will accumulate the credit of passed practical subject in its record till he/she clears all the required subjects for certification over a period of Five years. The learners are advised in their own interest to stay in touch with their respective Study Centers for dates of conduct of Practical Examinations.

4.7 Unfair Means

In case of use of unfair means in the examination, the examination of candidate can be cancelled and he/she can further be debarred from appearing in the future examinations. Even admission of such student can also be cancelled. The Examination Regulations for Unfair means cases applied to a learner of SOS will be the same as are applicable to formal candidates of HPBOSE.

4.8 Improvement of Performance

A learner who has successfully passed the academic course of SOS can apply for Improvement of performance but only once within a year after declaration of result. Only examination fee per paper will be charged for improvement of performance.

4.9 Issue of Mark Sheet and Certificate

After the declaration of result candidate shall receive an Original Certificate through the concerned study centre. Migration Certificate will also be issued to successful candidates on written request in prescribed pro-forma with requisite fee of Rs.250/- by HPSOS.

4.10 Examination Regulations of HPSOS

Any other regulations which are not covered in this prospectus will be the same as are applicable for HPBOSE candidates as provided in H.P.Board of School Education Examination Regulations 1994.

EXAMINATION AND OTHER MISCELLANEOUS FEES

◆ Examination fee	=	Rs.150/-per subject.
◆ Additional fees for Practical	=	Rs.100/-per subject.
◆ Late fee for Examination (after last date)	=	Rs.200/-per subject.
Other Miscellaneous Fees		
◆ Duplicate copy of the certificate	=	Rs.600/-
◆ Migration certificate	=	Rs.250/-
◆ Amanuensis(Writer) (per session)	=	Rs. 20/-per subject
◆ Re-checking of Answer Script	=	Rs.300/-per Answer Sheet
◆ Re-evaluation of Answer Script	=	Rs.400/-per Answer Sheet

Note:-

- ◆ **The Examination fee is required to be paid by all learners.**
- ◆ **The fee Once paid for Examinations will not be refunded or adjusted under any circumstances.**
- ◆ **For obtaining duplicate copy of Original Certificate and Migration Certificate, download the Application Form from HPBOSE website www.hpbose.org.**

Interpretation:- If any question of interpretation of these regulations or any other point specially not covered by the regulations mentioned in this Prospectus arises, the Chairman will be the competent authority to take a final decision.

4.11 Change of Study Centre

Those HPSOS candidates who are seeking for change of study centre, they may change their study centre after paying the fee of Rs 100/- in favor of Secretary, HP BOARD of school education at Dharamshala.