

THE JAMMU AND KASHMIR
STATE BOARD OF SCHOOL EDUCATION

REGULATIONS, 1992

CHAPTER-I

1. Short title and commencement :-

- (i) **These regulations may be called the Jammu and Kashmir State Board of School Education regulations, 1992**
- (ii) **They shall come into force at once.**

2. Definitions:-

In these regulations and in the rules made thereunder, unless there is anything repugnant in the subject or context

- (a) "Act" means the Jammu and Kashmir Board of School Education Act, 1975 (Act No :XXVIII of 1975)
- (b) "Board" means the Jammu and Kashmir State Board of School Education established under section 3 of the Act.
- (c) "Chairman" means the Chairman of the Board.
- (d) "Secretary" means the Secretary of the Board.
- (e) "Additional Secretary" means the Additional Secretary of the Board.
- (f) "Joint Secretary" means the Joint Secretary of the Board.
- (g) "Director Academic" means the Director Academic of the Board.
- (h) "Deputy Director Academic" means the Deputy Director Academic of the Board.
- (i) "Deputy Secretary / Deputy Director" means the Deputy Secretary/ Deputy Director of the Board.
- (j) "Chief Accounts Officer" means the Chief Accounts Officer of the Board.
- (k) "Accounts Officer" means the Accounts Officer of the Board .
- (l) "Assistant secretary" means the Assistant Secretary of the Board.
- (m) "Private Secretary" means the Private Secretary to the Chairman/ Secretary of the Board.
- (n) "Other Officers", "authorities", "clerical staff" and "inferior servants" respectively mean the other officers, authorities, clerical staff and inferior servants of the Board.
- (o) "Recognized Institutions" means an institution recognized for admission of candidates to any examination of the Board.
- (p) "Principal" means the Head of the Secondary or Higher Secondary School

- recognized by the Board or of an affiliated College for the purpose of imparting general, technical, vocational or special education (including any combined courses thereof);
- (q) "Headmaster" means the Head of a Secondary School recognized by the Board for the purpose of imparting general, technical, vocational or special education, including any combined courses thereof;
 - (r) "Head of an Institution" means the Headmaster or the Principal of a recognized School or an affiliated College;
 - (s) "Teacher" means a person actually engaged in the work of giving instructions in an Institution or School recognized by the Board and includes the Physical Instructor;
 - (t) "Session" means the period for which an Institution or School is open for tuition during the twelve months commencing with the formation of new classes;
 - (u) "Regular course of study" means a course of study prescribed by the Board;
 - (v) "Private candidates" means a candidate for an examination conducted by the Board, who has not, during the academic year preceding the examination, been studying at an Institution recognized by the Board for the purpose;
 - (w) "Summer Zone" means the area where the Institutions observe summer vacations;
 - (x) "Winter Zone" means the area where the institutions observe winter vacations;
 - (y) "Prescribed" means prescribed by the regulations;
 - (z) The "competent authority" in relation of the exercise of powers means the authority to which such power have been delegated.

CHAPTER-II

THE BOARD

Meeting of the Board

1. The Board shall meet ordinarily in the months of March, June, September and December every year. The meeting held in the month of March shall be called & annual meeting of the Board at which the Budget for the current year shall be passed.

Special meeting of the Board.

2. A special meeting of the Board other than the meeting scheduled above may be called by the Chairman as and when necessary or on a requisition in writing signed by not less than 1/ 3rd of the total number of members of the Board for a purpose to be specified in the requisition. The names of the proposers and seconders of the resolution or resolutions must be recorded.

Venue of the Meeting of the Board

3. All meetings of the Board and its committees shall be held at Srinagar or Jammu as the Chairman may, from time to time, direct.

CHAPTER-III

THE PROCEDURE FOR THE MEETINGS OF THE BOARD

Notice of the Meeting

1. The Secretary or in his absence the person performing his duties shall, not less than 10 days previous to each meeting of the Board, issue to each member a notice of the same along with a copy of the Agenda thereof indicating also the date, time and place of the meeting; Provided that in case of emergent meetings the Chairman may suspend or modify the operation of this regulation

Business for the Board

2. (I) The Secretary shall, at the annual meeting of the Board, present the annual accounts and balance sheet of the Board and a statement of the financial estimates for the ensuing year.
 - (ii) The annual accounts and the financial estimates shall be considered at the annual meeting.
 - (iii) The annual report of the Board shall be considered at its annual meeting and the Board may pass resolutions thereon.
 - (iv) The Board may draft its own Regulations and also consider the Regulations, Resolutions, etc, submitted by committees and Members at any of its meeting.
 - (v) In the absence of the Chairman, the members present may elect Convenor from among themselves to conduct the business.

Notice of Resolutions and Amendments

3. (I) No resolution, proposal or other matter foreign to or wholly inconsistent with the matter appearing in the agenda, shall be decided by the Board, except to the extent permitted by the Chairman whose decision on the subject shall be final.
 - (ii) Notice of the resolution, proposal or an amendment to a motion or resolution included in the agenda must reach the Secretary at least seven days before the meeting of the Board at which the proposals, resolutions or the amendments are to be considered. Provided, however, that in a special meeting of the Board called to transact special business, no other agenda except the special agenda shall be taken up for discussion.

(iii) All such resolutions or amendments shall appertain to the powers and duties of the Board conferred upon it under the Act and the Regulations.

(iv) If any resolution or amendment is received, the Secretary shall, at least 6 days before the date fixed for the meeting, issue a supplementary agenda showing the proposed resolution or amendment.

(v) No resolution, proposal, amendment or any other business of which due notice has not been given, shall be brought before the Board at any meeting without the permission of the Chairman except the following:-

- (a) to adjourn the debate;
- (b) to adjourn the meeting;
- (c) to dissolve the meeting;
- (d) to change the order of the business;
- (e) to refer any matter to any Committee of the Board;
- (f) to pass on to the next item of the business;
- (g) to appoint a Committee; and
- (h) to propose that the question be put to vote.

Any of the above motion, however, can only be moved with the permission of the Chairman and with his consent put to vote.

(vi) No amendment of which a due notice has not been given shall be moved to a motion or resolution which is being considered at a meeting of the Board unless:-

- a) the Chairman rules it to be in order as arising out of the debate; or
- b) permission, by a voice vote, to move the amendment is given by a majority of the members present.

(vii) At a special meeting of the Board called on due requisition of members of the Board, any member may bring forward any amendment without previous notice having been given.

(viii) Every motion must be affirmative and in the form of a resolution and must be seconded, otherwise it shall drop.

(ix) A motion standing in the name of a member who is absent

from the meeting may be proposed by any other member of the Board with the permission of the Chairman.

- (x) When a motion has been duly proposed and seconded, the Chairman shall read it out at the meeting. It shall then be open to discussion. If there is no discussion the motion shall at once be put to vote.
- (xi) Any member present may propose an amendment to a motion. This must be duly seconded. When two or more amendments are proposed and seconded the Chairman shall put them to the vote in the inverse order, i. e. the last amendment being put to vote first and the first last.
- (xii) It shall be at the discretion of the Chairman to decide whether the amendment is in order or not.
- (xiii) The proposer of an amendment may make a speech in support of his amendment but he shall not be entitled to reply.
- (xiv) Every question shall be decided by a majority of votes of the members present. The Chairman shall be competent to decide the manner in which the votes of the members shall be recorded. In the case of equality of votes, the Chairman shall have the casting vote in addition to his vote as member.
- (xv) No member shall have right to speak more than once in the course of the discussion of a motion or of an amendment except the proposer of the motion who shall have the right to reply at the close of the discussion of the motion.
- (xvi) No speech except that of the Chairman shall exceed five minutes in duration.
- (xvii) The Chairman shall be competent to regulate the order of speeches. No member shall be address the meeting after the Chairman has called for a vote.
- (xviii) A motion for the dissolution of the meeting, adjournment of the meeting adjournment of the discussion or closure may be made at any time as a distinct question but not in the form of an amendment nor while a member is speaking.

- (xix) If a motion for dissolution or adjournment of the meeting is carried the meeting shall stand dissolved or postponed to the next meeting, as the case may. If a motion for closure is carried the substantive proposal or the amendment thereto, as the case may be, shall immediately be put to vote.
- (xx) A number proposing the adjournment of the meeting or discussion shall also mention the date and time for such adjournment. A meeting or discussion continued on the adjourned date shall be deemed to be the continuation of the adjourned meeting.
- (xxi) No discussion shall be allowed on a motion of in as sub regulation (viii).
- (xxii) A member may withdraw his motion or amendment with the consent of the Chairman.
- (xxiii) Any member may, by way of personal explanation with the permission of the Chairman, explain any misconception of the fact, but in doing so he shall strictly confine to a statement of the fact.
- (xxiv) Any member may at any time in the course of a discussion, use and call the attention of the Chairman to a point of order.
- (xxv) If a point of order is raised by one member in the course of speech by another member the speaker shall forthwith resume his seat until the Chairman has decided it.
- (xxvi) If the Chairman be of the opinion that the point of order has been raised vexatiously or for the purpose of abstraction, or of interruption to the discussion or to the business of the meeting. He shall so declare, and it shall be deemed a breach of order the speaker shall resume his seat.
- (xxvii) the Chairman shall be the sole judge of any point of order and his decision shall be final. He may, at his own instance, or at the instance of any member, call any member to order and the member shall obey forthwith. If the member so called to order shall, in speaking, disregard such call, the Chairman may suspend him from membership for the rest of the meeting and in the case of gross misbehavior he may, with the consent of two thirds of the members present at the meeting, suspend him for such longer time as he may consider it necessary. No member may be suspended longer

than the duration of the meeting without the vote of the two thirds of the members present.

- (xxviii) A member suspended for the rest of the meeting shall not take part in my discussion. But may remain present in the meeting.
- (xxix) A member suspended with the vote of two thirds of the members present for a longer period than the duration of the meeting. may be called upon to withdraw from the meeting and thereupon he shall do so.
- (xxx) Proposals relating to formal votes of the thanks, messages of congratulation, or condolence, and other matters of like nature may be moved from the Chairman without notice.
- (xxxi) No motion which has been negatived by the Board shall be again brought forward, except with the permission of the Chairman, within one year from the date on which it was negatived..
- (xxxii) All question, as to whether proper notice of a motion has been given shall be decided by the Chairman, whose decision shall be final.
- (xxxiii) A motion once disposed of shall not be again brought forward at the same meeting or at any adjourned sitting thereof.
- (xxxiv) Every amendment must be relevant to the motion upon which it is moved.
- (xxxv) No amendment shall be proposed which would in effect constitute a direct negative to the original motion.
- (xxxvi) When an amendment that is in order has been moved and seconded, it shall be read out to the meeting by the chairman.
- (xxxvii) The mover of a motion for dissolution has no right of reply.
- (xxxviii) When the debate is concluded, the Chairman shall, after summing up, if he so desires, put the question to the vote thus.

- a) if there is an amendment, the Chairman shall state the motion and the amendment and take the vote of the members present in the meeting on the amendment.
 - b) If the amendment is negatived, the original motion shall be read out by the Chairman and subject to foregoing Regulations any other amendment which is in order may then be proposed thereto.
 - c) If an amendment is carried, the motion as amended shall be stated by the Chairman, and may then be debated as substantive question to which any further amendments to the original motion which are in order so far as they shall be applicable, may be proposed subject to the foregoing regulations. Such further amendment shall be disposed of in the same manner as the original amendment. When all the amendments have been thus dealt with, the Chairman shall take the vote of the members present in the meeting on the motion as amended as the substantive resolution.
- (xxxix) The Chairman may, at any stage in the proceedings, at his own discretion or at the request of a member, explain the scope and effect of the motion of an amendment thereto shall not take part in any discussion but may remain present in the meeting, which is before the meeting. He may also at the conclusion of a debate sum up the debate.
- (XL) Any member may, with the permission of the Chairman, rise even while another is speaking, to explain any expression by himself which may have been misunderstood by the speakers, but he shall confine himself strictly to such explanation.

Appointment of Committees.

4. (I) A motion for the appointment of a Committee on a subject under debate may be Moved by any member at any time and without the notice required by Regulation 3(ii)
- (ii) A motion for the appointment of a Committee must define the purpose for which the Committee is to act and the number of its members. Amendments to enlarge or restrict the number may be made without previous notice. If the motion is carried, the member shall name the person or persons whom he proposes to form a Committee. Any member or members may there upon propose and

second other names. Votes shall then be taken and requisite number appointed from those who obtain the largest number of votes. The Chairman shall nominate a member of the Committee as Convenor of the Committee.

(iii) Where the Chairman is of the opinion that it is necessary to constitute a Committee for any purpose for which no provision is made in the regulations he may by order constitute a Committee of such members or persons as he may nominate.

(iv) The proceedings of such a Committee shall be presented to the Board at its next meeting.

(v) The Convenor of a Committee shall furnish to the Secretary a copy of the report of every meeting of the Committee together with a list of the members present.

(vi) No quorum shall be necessary for an adjourned meeting of a Committee.

Business by correspondence

5. Any emergent item of business for the Board may, at the discretion of the Chairman, be disposed of by correspondence.

Reconsideration of previous decision

6. No matter which has been decided by the Board shall be reconsidered by the Board except with the permission of the Chairman or upon the requisition of not less than five members.

Interpretation

7. I) Any member of the Board shall subject to the regulations of the Board, be entitled to put question regarding any matter connected with the administration of the Board. A member so putting a question or any other member of the Board shall be entitled to put supplementary questions. Notice of the questions to be answered shall be given not less than twenty days before the date of the meeting.

ii) The Chairman or in his absence the presiding officer, may decline to answer any question if he considers it contrary to the best interest of the Board. Such decision shall be final. The Chairman, or in his absence the presiding officer may decline to answer supplementary questions for the same reason.

iii) No question shall be allowed to be put which reflects upon the personal character or competence of a member of the staff of the Board.

iv) The Chairman, or in his absence the presiding officer, may ask for notice of a Supplementary questions which he is not prepared to answer without inquiry in to the facts of the case,

Minutes.

8. I) The proceedings of the meeting of the Board or its Committees shall be recorded in writing by the Secretary and submitted to the Chairman of the meeting for approval.

ii) Only decision not speeches shall be printed in the records.

iii) The Secretary shall within fifteen days after the meeting of the Board send a copy of the approved proceedings to each member of the Board. Such of the members as were present shall within a fortnight of the issue of the minutes communicate to the Secretary any of the exceptions they may take to the correctness thereof. The minutes and the exceptions taken, if any, shall be laid before the next meeting of the Board for confirmation.

iv) The Board Resolution on each item on the Agenda shall be conveyed by the Secretary in the form given in Appendix- 10 to the officer In-charge of the Division/Section concerned for immediate follow up action.

9. In cases not provided for by these Regulations, the Chairman shall have the power to give his own ruling as to the procedure to be followed.

CHAPTER-IV

A CREST AND SEAL

1. The Board shall give directions regarding custody and use of the crest and seal:
2. The motto of the Board shall be:-

(SANSKRIT)
(ARABIC)

من أطلت إلى النور

3. The Crest shall have the following form:-

A circular disc containing the impressions of a mashal (torch) shedding out light of knowledge represented by an open book in all directions, without any distinction, of sect, caste, creed, community and colour. Around the circular disc shall be the name of the Board namely Jammu and Kashmir State Board of School Education and below the circular disc will be the motto in two oriental language. The actual form shall be as under:-



4. The Seal of the Board shall have two concentric circular discs, the inner containing the words 'Jammu Srinagar' and the space between the two circular discs containing the words 'Jammu and Kashmir State Board of School Education'. The form shall be as under:-

B. TERMS, VACATIONS AND HOLIDAYS

1. The terms and vacations in the reorganised Institutions or affiliated Colleges shall be notified by the Govt. from time to time.
2. The Board shall observe the same holidays as are observed by the Jammu and Kashmir Government unless otherwise specified by an order of the Chairman.

CHAPTER-V

Officers of the Board - Powers and Duties

OFFICERS

1. In addition to the officers mentioned in Section II of the Act, there shall be the following officers of the Board who shall be appointed by the Board and in case found necessary, services of a suitable person or persons, on deputation from the Government or other Body, may be obtained.

- i) Director, Academic
- ii) Financial Advisor Chief Accounts officer
- iii) Dy Directors (Academic)
- iv) Deputy Secretaries;
- v) Accounts Officers;
- vi) Academic Officers
- vii) Assistant Secretaries;
- viii) Private Secretaries to Chairman/Secretary,
- ix) Public Relation Officers

Powers and duties of the Chairman

2. (a) In addition to provisions of the Act and the rules made there-under, the Chairman shall exercise the following powers also;

- i) The Chairman shall have the right to attend and speak at, and otherwise take part in any meeting of any Committee of the Board but shall not be entitled to vote in case he is not a member of the Committee.
- ii) The Chairman shall give effect to the orders of the Board regarding the appointment, suspension of such persons in the employment of the Board which the Board is competent to make under clauses (xxvi) of section 10 of the Act.
- iii) The Chairman shall exercise general superintendence and control over the affairs of the Board and shall be responsible for the discipline of the Board in accordance with the Act and the Regulations.
- iv) When action by the Chairman under sub-section (4) of section 13 of the Act effect any person in the service of the Board, such person shall be entitled to prefer an appeal to the Board within thirty days

from the date on which action is communicated to him.

b) The Chairman shall have full powers to:-

- i) Sanction re-appropriation of funds provided in the sanctioned Budget, under the re-appropriation rules.
- ii) Sanction advances against the budgeted provisions.
- iii) Sanction extra-ordinary contingent expenditure in connection with the conduct of examination.
- iv) Sanction office contingent expenditure, other than overtime/refreshment expenditure.
- v) Sign all cheques from transfer of funds from Receipt Head being operated upon by him to accounts operated upon by the authorized officers of the Board.
- vi) Sanction write off of loss in any individual case not exceeding Rs. 1000/- subject to a limit of Rs. 5000/- book value in a year.
- vii) Permit free supply of publications of the Board.
- viii) To authorize all purchases to be made exceeding Rs 5000/- for the Board within the Budget grant.
- ix) Approve various items of works under the grant provided for maintenance of building and premises.
- x) Accord administrative approval to the preparation of estimates and execution of approved works upto Rs 10 lacs including both original works and repairs within the Budget grant under the relevant head.
- xi) Sanction advance T. A to the officers other than the ministerial and other staff of the Board.
- xii) Sanction expenditure necessary for the up keep and maintenance of the vehicles of the Board and for the purchase of additional vehicles within the Budget grant under the relevant head.
- xiii) Sanction honorarium to the officers officials of the Board, in genuine cases.
- xiv) Sanction re-imburement of medical expenses incurred by the beneficiary on his/her treatment or of his/her dependents prescribed under rules.
- xv) Sanction, on the recommendations of the Medical Attendant, undergoing of medical treatment outside the State in favour of the beneficiary and his dependents prescribed under rules.

- xvi) Sanction printing of text books purchase of paper and other allied material and to authorize the payment to printers/transporters in this behalf.
- xvii) Sanction purchase of books and other reading material for the Library of the Board as provided under the Regulations.
- xviii) Sanction purchase of various articles of office furniture and other goods/tools essential for the upkeep of the office and the lawns of the Board.
- xix) Suspend an officer when he deems it necessary on grounds of misconduct and report it to the Board for confirmation at its next meeting.
- xx) Sanction promotions to the ministerial, technical and inferior staff of the Board,
- xxi) Sanction temporary establishment on daily wage basis from time to time for maintenance of the buildings and premises.
- xxii) Sanction leave of all kinds other than casual leave to the officers of the Board and make officiating and temporary appointments in their leave arrangements as and when necessary.
- xxiii) Depute officers and officials of the Board outside the State in connection with the work of the Board and to permit officers to attend meetings /conferences within and outside the State and sanction reimbursement of actual expenses on conveyance incurred outside the State.
- xxiv) Sanction increments/efficiency bars of all the officers.
- xxv) Sanction grant of house rent, personal and special duty allowances in genuine cases.
- xxvi) Appoint temporary staff for specialized work on such terms and conditions as may be feasible. Funds for the purpose may be either from savings under salaries and establishment or by re-appropriation or by an extra grant to be sanctioned by the Board.
- xxvii) Sanction special advances out of G.P Found Deposits in favour of the officers and the officials up to the extent admissible under rules.
- xxviii) Sanction House Building Advance to the employees of the Board under relevant Rules/Regulations.
- xxix) Fix prices of the Text Books and other Board Publications.

- xxx) Grant such facilities and amenities to the employees of the Board as may be sanctioned by the State Government from time to time.
- xxxii) Fix the dates of commencement of various examinations conducted by the Board.
- xxxiii) Authorize the declaration and publication of results of the annual/bi annual/ supplementary/subsequent/ special examinations.
- xxxiiii) Authorize, subject to the restrictions laid down in the relevant regulations, amendment in the result of a candidate, when affected owing to rectification of an error.
- xxxv) Condone in exceptional cases the delay in submission of forms, applications and other documents pertaining to the examinations conducted by the Board, where the delay is occasioned by circumstances beyond the control of the applicant, provided always that the candidate has not been guilty of negligence or fraud.
- xxxvi) Sanction refund of examination fee in exceptional cases not covered by the Regulations in order to avoid real hardship in genuine cases.
- xxxvii) Modify, if necessary, the dates of commencement of various examinations conducted by the Board.
- xxxviii) Sign Qualification Certificates, awarded by the Board.
- xxxix) Place before the Board the recommendations of the Academic Committee regarding adoption / prescription of all Text Books including Text Books on Languages and other subjects prescribed for classes I to XII
- xl) Sanction DA to the employees of the Board as may be sanctioned by the Central Govt. for its employees from time to time. In the cases of pensioners, sanction shall be issued by the Chairman on the basis of orders issued by the State Govt. in respect of its pensioners.
- (XL) Authorize any Officer of the Board to lodge a complaint under the J&K Prevention of Unfairmeans Examination Act of 1987, against any delinquent persons before judicial magistrate of first class.

Secretary

(a) In addition to the provision of section 15 (2) of the Act the Secretary shall be competent to:-

- i) Suspend the ministerial, technical and inferior staff of the Board and to award punishments to the extent of delegation under clause 4 (I) of chapter xx of these Regulations.
- ii) Sanction casual leave to all the subordinate officers of the Board and all kinds of leave other than casual leave to the officials, clerks and inferior staff of the Board.
- iii) Make officiating and temporary appointments in the leave arrangements of the officials, clerks and inferior staff of the Board.
- iv) Sanction increments to all officials below the rank and grade of Assistant Secretaries, ministerial and other staff as well as crossing of efficiency bars in respect of officials up to below the rank and grade of Section Officer.
- v) Sanction advances out of G.P Fund Deposits in favour of the officers, ministerial and other staff of the Board in accordance with the relevant Rules/ Regulations.
- vi) Sanction payment of advance T.A to the ministerial and other staff of the Board and members of the Committees, if and when necessary, to the Examiners, Supervisors, Superintendents, Inspectors, etc. The advance may be made 10 days earlier in the case of travel to frontiers of Ladakh District. Gurez and other far flung areas of the State.
- vii) Make disbursements on account of the Board and sign cheques of secret of funds being operated upon by him.
- viii) Make purchases of all kinds for the office upto and including Rs 10,000/- within the codal provisions.
- ix) Sanction extra-ordinary expenditure not covered under the Regulations on refreshment to the subordinate staff and to members of the Board and various Committee, subject to the conditions that

expenditure exceeding Rs 500/- on each individual item shall require the sanction of the Chairman.

- x) Sanction office contingent expenditure, other than over-time/refreshment expenditure, upto a maximum of Rs 500/-
- xi) Sanction re-appropriation from one major or minor to another in the approved budget to the extent of Rs 5000/- subject to the restrictions laid down in the relevant Rules/Regulations.
- xii) Declare the seniority list of the employees of the Board annually.
- xiii) Possess an impress of Rs.5000/- and operate upon it in case of emergency and maintain its account in accordance with the provisions laid down for this purpose in the Regulations.
- xiv) Sanction write off in any individual case not exceeding Rs 250/- subject to a limit of Rs 2500/- book value in a year.
- xv) Inspect the examination centers (Theory and Practical).
- xvi) Frame and issue date sheets(theory and practical) for various examinations.
- xvii) Publish the Result Gazettes in respect of the examinations conducted by the Board.
- xviii) Sanction scholarships to students under the Regulations.
- xix) Condone in genuine cases deductions liable to be made from the remuneration of examiners, checking assistants, tabulators on account of late submission of documents, omissions and mistakes etc., in accordance with the regulations or impose token deductions only for reasons to be recorded in writing.
- xx) Grant sanction to the expenditure incurred by the Superintendents of Examination Centre as required under the provisions of the relevant Regulations.
- xxi) Sanction deputation of officers and officials of the Board within the State
- xxii) Sanction expenditure on purchase of postage stamps, telegrams and payment of telephone

charges subject to the ceiling laid down under clause 3(viii) Chapter V of these Regulations.

- xxiii) Circulate, annually at the convenient date, to all concerned a list of High and Higher Secondary Schools recognized for the purpose of Board's Examinations, specifying the optional subjects and streams in which recognition has been granted.
- xxiv) Sign 10th class (Secondary School) Certificates of successful candidates.
- xxv) Delegate, with the approval of the Chairman, any of his powers and functions to the concerned Joint Secretary.

Additional/ Joint Secretaries

- (a) There shall be as many Joint secretaries of the Board as would be found necessary from time to time.
- (b) Subject to the over all control of the Secretary, each Joint Secretary shall be Officer Incharge of the following Divisions/Units dealing with the functions assigned to the concerned Division/Units under Chapter XVIII of these Regulations. The Joint Secretaries shall, unless otherwise ordered, with the previous approval of the Chairman, by the Secretary, be competent to exercise the Administrative, Financial and Drawing and Disbursing powers mentioned against each under clause 4 (c) below.

(1). Additional Joint Secretary Kashmir.	Officer Incharge Divisional Office Kashmir/Sub-office Of Kashmir Province.	Function as defined under chapter XVIII.
2). Additional/Joint Secretary Jammu.	Officer Incharge Divisional Office Jammu/sub offices Of Jammu Division	í í .doí í

(3-4). Joint Secretary Secrecy Jammu/Kashmir	Officer Incharge Secrecy/Certificates	í í .doí í .
(5) Joint Secretary Text Books	Officer Incharge Text Book Publication Division and Text Book Stores.	
6). Joint Secretary Administration	Officer Incharge Administration of Division/Unit	
7) Director (Academics)	Responsible to constantly evaluate, update syllabi and courses of study for classes I-XII, D.E.Ed and ETT to reach the standards of education in the state at right here.	

4. C) Administrative, Financial and Drawing and Disbursing, Power.

	<u>Powers</u>	<u>Delegated to</u>
Imprest .	To possess an Imprest of Rs. 1000/- and operate upon it in case of emergency and maintain its accounts in accordance with the provisions laid down for this purpose in the regulation.	1. Additional/Joint Joint Secretary Kashmir. 2. Additional /Joint Secretary Jammu. 3. Jt. Secretary Secrecy 4. Jt. Secy. Text Books
Casual Leave	To sanction casual leave of the staff working under his control	1. All Addl./Joint Secretaries. 2. All Dy. / Asstt. Secretaries
Earned Leave	To sanction earned and other kinds of leave of the staff working under him(up to and including the rank of section officers).	1. All Additional/ Jt. Secretaries
Signing of Cheques	To sign the cheques in respect of payment concerning to primary units of budgeted heads of the Sections (other than pay and allowances)	1. All Addl. Joint. Secretaries

Increments	To sanction normal increments of the ministerial and other staff upto and including the rank of Section Officers	1.All Additional. Jt. Secretaries
G. P. Fund	To sanction ordinary G.P Fund advance of the staff upto and including the rank Of section officers.	1. All Additional Jt. secretaries
Office Contingent Expenses	To sanction office contingent expenditure, other than over time allowance, subject to a maximum of Rs 500/- in each Case.	1. All Additional/ Jt. Secretaries
Postage Stamps Telegrams	To sanction expenditure on purchase of postage stamps and telegrams (full powers).	1. All Additional/Jt. Secretaries.
Hot & Cold Weather Charge	To sanction hot and cold Weather charges, subject to limits imposed by the Govt. with regard to the quantity and purchase of hand coke/ five-wood from The Depots authorized by the Government.	1. All Additional Jt Secretaries
Telephone Charges	To sanction expenditure on rental and calls, provided that for expenditure on Residential telephones of Asstt. And Deputy Secretary shall be subject to the limit of calls prescribed by the Chairman.	1. All Additional/ Jt. Secretaries.
To act as Secretary Of Sub-Committees	To act as the Secretary of such Committees of which the Secretary of the Board may be a Member, and write minutes and maintain the confidential records of such Committees whenever and wherever necessary.	1. All Additional/ Jt. Secretaries.

Divisional Budget	To recommend Budget Estimates of respective Section/units and forward the same to the Accounts Officer of the Board with the order/sanction of the Chairman in case increase or decrease in grants have been proposed.	1. All Additional Jt. Secretaries.
Service Records	To maintain Service Records including Service Books of the staff working under him.	1.All Additional/ Jt. Secretaries
Deputation	To sanction deputation of not more than ten days outside the headquarters but within the jurisdiction of the Division in favour of the staff upto and including the rank and grade of Section Officers.	1.All Additional / Jt. Secretaries
Grant of Permission to appear In the Examination	To grant permission to candidates for appearing in the various examinations conducted by the Board.	1. Additional/ Jt. Secretaries Kashmir 2. Additional/ Jt. Secretary Jammu
T.A & D.A Claims of Supervisory Staff.	To sanction all normal claims of journey of Inspectors, Vigilance Officers, Superintendent, Deputy Superintendents and of the Supervisory Staff of with regard to the conduct of examinations according to the rates sanctioned from time to time, subject to the general policy of the Board.	1. Additional/Jt. Secretary Kashmir. Jammu 2. Additional/Jt. Secretary Jammu.
Examination Contingent Expenditure	To sanction contingent expenditure to all Superintendents, Vigilance, Officers, Inspectors and other Supervisory Staff for Conduct of Examinations as provided under Chapter XV of these Regulations.	1.All Additional /Jt. Secretaries/Kashmir. 2. Additional/Jt. Secretary Jammu.
Advances for Conduct of Examinations.	To Sanction advance on the eve of Examinations to the Superintendents in the manner and to the extent as Provided under Chapter XV.	1. Additional/Jt. Secretary Kashmir. 2. Additional/Jt. Secretary Jammu.

Remuneration Contingent	To sanction remuneration to Paper Setters, Examiners, Sub- Examiners, Jammu. etc., including T. A. and D.A and Contingent expenditure according to the rates specified under Chapter XVI.	1.Jt Secretary Secrecy 2. Joint Secretary Secrecy Kashmir.
Tabulation/ Computerization Collation	To sanction expenditure on Computerization including contingent expenditure according to the rates prescribed by the Board from time to time.	1.Jt.Secretary Secrecy Jammu 2.Jt. Secretary secrecy Kashmir.
Correction Of entries in the Result Registrar	To make corrections in the entries of the Result Registers detected after the results have been tabulated, collated and declared.	1.Jt.Secretary Secrecy Jammu. 2.Jt.Secretary Secrecy Kashmir.

Deputy/ Assistant Secretaries

5. There shall be as many Deputy/Assistant Secretaries as would be found necessary from time to time to assist the Officer Incharge (Addl./Joint Secretary) of the concerned Division/Units in the discharge of his functions assigned to the Division/ Units under Chapter XVIII of these Regulations.

Provided that the Deputy Secretary or any other officer of the Board shall, in the absence of the Joint Secretary concerned, exercise such powers and other functions as are assigned to him by the Secretary with the prior approval of the Chairman.

Chief Accounts/ Accounts Officers

6. I) There shall be three Accounts Officers to be appointed by the Board or got on deputation from the Accounts & Treasuries (Finance Department) of the Government.

ii) The Accounts Officers shall, besides the following functions, perform such duties and functions as may, with the prior approval of the Chairman, be assigned to them by the Secretary.

Functions of Accounts Officers

a) To conduct the internal audit of the accounts of the Board and check the cash and Bank accounts at the beginning of every month and report to the Secretary the irregularities, if any, noticed by him;

- b) To exercise a through check of the accounts and shall submit a monthly report of the income and expenditure of the Board to the Chairman through the Secretary;
- c) To see that all receipts and payments are regularly brought on books and classified in accordance with these Regulations;
- d) To ensure proper upkeep of accounts registers, maintenance of all the relevant records, vouchers, cash books, cheque books. etc. and shall suggest ways and means for maintaining proper accounts of the Board.
- e) To see that all payments are supported by vouchers and covered by proper sanctions.
- f) To obtain accounts of imprest money advanced to various officers of the Board;
- g) To suggest officers/officials along with the guidelines for them to conduct, once in a year, physical stock taking of the dead stock articles, blank certificates, forms, priced publications, etc. of the Board and submit the reports along with his recommendations to the Chairman through the Secretary.
- h) To prepare Budget Estimates of the Board incorporating therein all the proposals for increase or decrease under various units of appropriation, subject to their prior approval of the authorities, for submission to the Finance Committee.
- i) To get pension cases prepared whenever required and see that pension payment orders are issued in time.
- j) To draw and disburse pay, allowances etc. of the staff working in the concerning division.

Private Secretary To Chairman/Secretary

7. There shall be one private Secretary equivalent in Grade, Class Category that of the Assistant Secretary of the Board, to be incharge of the Personal Section of the Chairman and shall besides the following, perform all such duties as may be assigned to him from time to time by the Chairman:-

- i) To deal with the grievances and complaints addressed to the Chairman and call for the required reports and relevant records, if necessary, form the concerned officers of the Board for disposal there of;
- ii) to purse and ensure that important matters do not get neglected in the concerned Division/Units;
- iii) To maintain tour/inspection notes/diaries of the Chairman;
- iv) To maintain for safe custody the A.C Rs. Of all the officers of the Board and also maintain, for ready reference, copies of the A.C Rs of all ministerial and technical staff of the Board;
- v) To process and convey sanctions for deputation of officers and officials of the Board outside the State;

vi) To collect and compile data for preparation and publication of Annual Reports of the Board;

d) In addition to the above delegation of powers to various offices of the Board under clause 4 c) above, the following powers are also delegated to them:

<u>S. No</u>	<u>Powers</u>	<u>Delegated</u>	<u>Extent to which Assent is given</u>
1)	To sanction expenditure for purchase of Iron safes and fire proof boxes etc.	Secretary	Full powers provided that the purchases are made in accordance with the recommendations of the purchase committee constituted by the Chairman.
ii)	To sanction expenditure on a/c of purchase of books and journals for the library.	Secretary	Full powers provided that the list of books/periodicals are recommended by the Director, Academic and approved by the Chairman.
iii)	To sanction expenditure on printing kitabats of books etc.	Secretary	On the basis of rates approved by the Chairman after taking into consideration the printing rates of N.C.E.R.T, N.B.T.I. and I.G.N.O.U. Delhi.
iv)	To sanction purchase of paper for text books	Secretary	On the basis of rates approved by the Finance Committee.
v)	To sanction purchase of Typewriters, Duplicating Machines etc.	Secretary	Full powers provided that the purchases are made in accordance with the recommendations of the Purchase Committee.
vi)	To sanction expenditure for installation of electric lights, fans (electrification) in the office.	i) Secretary ii) Jt. Secy (Estates)	Full powers provided that the estimates are got approved by the next higher authority and the work is got done on the recommendations of the Purchase Committee.

vii)	To sanction telephone connection for offices & residence of officers.	Secretary	Subject to approval of the Chairman.
viii)	To sanction rent of private accommodation hired for residential purposes or accommodation of office when suitable Government building is not available.	Secretary	Full powers subject to the Assessment/ Recommendations of rent by the Assessment Committee and approval of the Chairman
ix)	To sanction and pay rent for houses etc. for storage of books outside the State.	Secretary	Full powers subject to approval of the Chairman.
x)	To make purchases in the open market at current market rates when no satisfactory response is received to a tender or when consultation of Purchase committee has not been possible for recorded reasons thereon.	i) Secretary ii) Director Academic/ Jt. Secretaries	i) Subject to a limit of Rs.5000 in each case. ii) Subject to a limit of Rs.2000 in each case & provided purchases are made in most economical manner and subject to collection of Handy Quotations by the Purchase Committee and approved thereof.
xi)	To make petty purchase without inviting tenders where the concerned is satisfied that tenders/ quotations can not be invited without entailing an unreasonable delay for recorded reasons.	I) Secretary ii) Director Academics Jt. Secretaries iii) Dy. Secretaries C.A.O., Dy. Director, Asstt. Secretaries of Sub-offices.	I) Up to limit of Rs 1000/- in each case subject to a ceiling of Rs 7000/- per year ii) Upto a limit of Rs. 500/- in each case subject to a ceiling of Rs. 4000/- per year iii) Up to a limit of Rs.200/- in each case subject to a ceiling of Rs. 2000/- per year.

xii)	To sanction purchase of spares/tyres & tubes of Vehicles from sole Distributors/authorised agents of manufacturing companies without, inviting tenders/quotations	i) Secretary ii) Jt. Secretary. (Estates)	I) Full Powers. ii) Up to Rs. 5000/- in each case with the recommendations of the Purchase Committee.
xiii)	To sanction purchase of motor cycle or bicycle for use in the office.	Secretary	Full powers provided the purchase is made from the authorized dealers.
xiv)	To sanction purchase from market quality based stationary articles like Kores ink etc.	Secretary	Subject to a limit of RS 5000/- at a time and provided that purchases are made on manufacturer's current price list.
xv)	To sanction repairs of vehicles & purchase of spares thereof from the market.	i) Secretary ii) Jt. Secretary (Estates)	i) Upto Rs. 10,000/- in each case provided the repairs are made in accordance with the recommendations of Purchase Committee & technical opinion of the Supervisor ii) Same as above and subject to a limit of Rs. 5000/- in each case
xvi)	To sanction purchase of hardcoke. firewood, stoves fans etc (Hot & Cold weather charges)	Secretary/Jt. Secretary (Estates)	Full powers provided that the purchases are made in accordance with the recommendations of Purchase Committee & the norms of Govt. in this regard are strictly kept in mind.
xvii)	To sanction expenditure on Service Postage Stamps for use in the office.	I) Jt. Secretaries ii) Drawing and Disbursing officers.	i) Full powers ii) Three month's requirement and one month's reserve at a time.

xviii)	To sanction expenditure on supply of electric energy consumed in the offices.	----do----	Provided the bill is verified by the Estates Section.
xix)	To sanction Telephone charges	i) Director, Academic. ii) Jt. Secretaries.	Provided the bill has been verified by the concerned Section.
xx)	To accord administrative approval to estimate for the repairs of buildings, additions, constructions, painting etc.	i) Secretary ii) Jt. Secretary (Estates).	Upto RS 15,000/- in each case. ii) Subject to a limit of Rs. 5,000/- in each case.
xxi)	To issue work orders for works & repairs as shown in S. No. 20.	i) Secretary ii) Jt. Secy (Estates)	Upto Rs. 10,000/- in each case. Upto Rs. 5,000/- in each case on the recommendations of the Purchase Committee.
xxii)	To sanction fuel charges for vehicles.	i) Secretary. ii) Jt. Secy.(Estates)	i) Full powers. ii) Subject to a limit of Rs. 20,000/- each month.
xxiii)	To sanction advertisement charges	Secretary/Jt. Secretaries.	Full powers subject to the verification of the bill by the concerned officers.
xxiv)	To sanction freight charges (transportation of textbooks, exam. material etc.)	i) Secretary ii) Jt. Secretaries iii) Director, Academic.	Full powers subject to the approval of rates by Purchase Committee.
xxv)	To sanction demurrage Charges.	Secretary	Upto Rs 100/- in each case.
xxvi)	To sanction subscription for Govt. Gazette or Purchase of Govt. publications for use in the Office.	Secretary	Full powers.
xxvii)	To sanction subscription to COBSE Delhi or any other Organizations.	Secretary	Full powers.

xxviii)	To sanction charges on decoration of buildings.	Secretary	Subject to a limit of Rs 3000/- in each case.
xxix)	To sanction expenditure of extraordinary nature on public occasions or otherwise.	Secretary	Subject to a limit of Rs. 2000/- in each case.
xxx)	To sanction engagement and remuneration to counsels for defending the cases.	Secretary.	Subject to approval of the Chairman.
xxxi)	To sanction engagement of skilled/unskilled labourers/coolies on daily wage basis for undertaking various jobs/works.	Committee constituted in each division:- (Two Jt Secretaries, Dy. Secretary. Text books and Accounts Officer.	when the exigencies demand that engagement of laborers is necessary, the work to be done is of urgent nature and subject to a limit of Rs 2000/- in each case.
xxxii)	To sanction purchase of furniture, furnishing items, steel almirahs, lockers, etc for office use	i) Secretary ii) Jt. Secretary, (Estates)	I) Subject to the recommendations of the Purchase Committee provided the value of order does not exceed Rs.10,000/- in each case. ii) Same as above provided the value of supply order does not exceed Rs 5000/- in each case.
xxiii)	To sanction the payment of Rates/taxes levied by the State Govt. or Local Bodies	Jt. Secretaries, Drawing and Disbursing officers.	Full powers.
xxiv)	To sanction supply of uniforms (Summer or Winter clothing) to orderlies and inferior servants.	Secretary	Full powers provided the supply is made in accordance with the scale and conditions prescribed by the Chairman.
xxxv)	To deal with the proposal for insurance of buildings, vehicles and sanction premium thereon	Secretary	Full powers subject to the approval of the Chairman.

xxxvi)	To sanction expenditure on account of refreshment charges in favour of the officers/officials participating in a meeting/workshop. /seminar	Secretary/Director Academic/Joint Secretaries/Dy. Secretaries/ C.A.O/ Asstt. Secretaries of Sub-offices	Subject to the maximum limit of Rs. 5/- 10/- and 30/- per head for light tea, heavy tea and l u n c h / d i n n e r, respectively.
xxxvii)	To sanction expenditure on entertainment of guests/officers from outside the State.	Secretary	Subject to a maximum limit of Rs 10/-,15/- and Rs 50/- per head for light tea, heavy tea and lunch/dinner respectively.
xxxviii)	To sanction refreshment to the officials attending special kind of jobs.	Secretary/Director Academics/Jt. Secretaries/Dy. Secretaries/C.A.O/ Asst. secretaries of sub offices.	Subject to a maximum limit Of Rs 5/- and Rs 10/- per head for light tea and heavy tea respectively.
xxxix)	To sanction an allowance to Orderlies/Daily Wagers who light the stoves in addition to their own duties.	Jt. Secretaries Director, Academic.	Subject to the prescribed rules of the State Government in this regard.
xl)	To sanction expenditure for light tea, heavy tea and lunch/dinner at the occasion of open press briefing.	Secretary,	Upto a maximum of Rs.1,000/- on each occasion and the rates per head shall not exceed Rs.5/- Rs. 10/- and Rs.30/- for light tea, and heavy tea and l u n c h / d i n n e r respectively
xli)	To sanction dak charges.	Secretary/Director Academic/Joint Secretaries Asst. Secretaries of Sub-offices.	Full powers subject to a limit of Rs 10/- in each case.
xlii)	To sanction overtime charges	Secretary/Director, Academic/Joint Secretaries.	Upto Rs. 275/- per month per head subject to the Justification recorded on the Claim.

xliv)	To sanction petty office expenses of contingent nature like Photostat etc.	Secretary /Director Academic / Jt. Secretary	Full powers.
xliv)	To sanction petty office expenses of contingent nature like Photostat etc.	----do----	Full powers
xlv)	To sanction advances from General Provident Fund (Refundable)	Secretary/Jt. Secretary.	Full powers subject to verification of credit by C.A.O. /A. O. Joint Secretary will exercise the powers in respect of non-gazetted staff only.
xlvi)	To sanction Cycle Advance	Secretary.	Strictly in accordance with the rules in the financial code.
xlvii)	To sanction festival advance.	Secretary/Director Academic/Joint Secretaries.	Full powers as per the rules and in accordance with the recommendations of Chief Accounts Officer/Accounts Officer.
xlviii)	To sanction one month's advance pay in favour of those who have to remain on tour for more than a month.	Secretary/Director Academic/Jt Secretaries.	Full powers as per the rules in accordance with the recommendations of Chief Accounts Officer/Accounts officer.
xliv)	To sanction advance payment to a Govt. Department/ Autonomous body for making supply from ready stock.	Secretary/Jt. Secretaries	Full powers.
l)	To sanction advance for travelling expenses.	Secretary/Director Academic/Jt. Secretary	Full powers subject to the condition that the advance is allowed upto 90% of the Anticipated expenditure assessed by Chief Accounts Officer/ Accounts Officer.

L i)	To sanction advance for Medical Treatment in or outside the state.	Secretary	Subject to a limit of Rs. 10,000/- in each case provided the case is recommended as per the medical rules.
L ii)	To sanction medical re-imburement.	Secretary	Subject to a limit of Rs 10,000/- in each case and only whom claim is verified by the Chief Accounts Officer.
L iii)	To sanction hire charges of taxies/vehicles for conduct of Exams. and inspection of examination centres	Secretary/Jt. Secretaries	Full powers upto Rs 500/- in each case and in special and genuine cases.
L iv)	To sanction transportation . charges (carriage) for the delivery of stationery and examination material.	Secretary/Jt. Secretaries.	-----do-----
L v)	To sanction hire charges of various items viz, furniture etc.	i) Secretary ii) Jt. Secretaries	i) Subject to a limit of Rs. 10,000/- in each case as per the Rates approved by the purchase Committee. ii) Subject to a limit of Rs. 5,000/- in each case as per the rates approved by the Purchase Committee.
L vi)	To sanction contingent expenditure and remuneration to the Suptds including supervisory staff.	Jt. Secretary	Full powers as per the rates approved by the Chairman
L vii)	To sanction contingent expenditure to Superintendents beyond the scheduled rates	Secretary.	When the claim is justified by recorded reasons and on the recommendations of Jt. Secretary Examinations.

L viii)	To sanction advance in favour of the superintendents before commencement of Examinations	Jt. Secretary (Exams)	Full powers as per the norms approved by the Chairman/ Board.
L ix)	To sanction T.A & remuneration in favour of the Inspectors/Vigilance Squad (Inspection of Exam. Centres & inspection of Institutions for recognition)	Jt. Secretary (Exams),	Full powers as per the norms approved by the Chairman / Board.
L x)	To Sanction advance to vigilance squad for fuel Charges.	Jt .Secretary, (Exams.)	Upto a limit of Rs. 500/- in each case.
L xi)	To sanction remuneration and contingent expenditure to the Examiners, Code Officers, Tabulators & Collators etc.	Jt. Secretary, (Secrecy)	According to the rates sanctioned by the Board from time to time. Claims beyond scheduled rates to be got approved by the Secretary.
Lxii)	To sanction refreshment to Code officers.	Jt. Secretary, (Secrecy)	Subject to a maximum of Rs 6/- per day, per head.
Lxiii)	To sanction loading/unloading Charges of the exam. material etc.	Jt.Secretary(Exams) Secrecy	Subject to the rates approved by the committee comprising of two Jt. Secretaries Accounts Officer/Dy. Secretary/Asstt. Secretary (Text Books).
Lxiv)	To condone the mention of Places visited during tour of Confidential nature in the T .A. claim & sanction the Conveyance charges without the Details of tour.	Secretary	Full powers provided the claim is supported by the requisite certificates of Secretary and approved by the Chairman
Lxv)	To sanction actual expenses Like hiring of three wheelers for journey performed within a radius of 13 kms.	Secretary/Director, Academic,/Jt. Secretaries/ C .A. O/Dy. Secretaries.	Full powers provided the maximum charges are Rs 30/- in each case.

Lxvi)	To sanction auction of Unserviceable articles viz. old vehicles etc.	Secretary	With the prior approval of the Chairman provided the prescribed norms in this context are not violated.
Lxvii)	To write off irrecoverable value of stores lost by fraud or negligence of individuals or other causes.	Secretary.	Upto Rs 500/-in each case subject to a ceiling of Rs.5000/ in a year provided rule 18-18 of the J &K Financial Code. Vol (I) is not violated.
L xviii)	To sanction write off of the money lost by fraud or negligence of individual or Other cause.	Secretary	Upto Rs 100/- in each case and subject to a limit of Rs. 500/- in a year provided the rule 18-18 mentioned above is not violated.
L xix)	To sanction write off of the books lost or rendered unserviceable on their own, or found obsolete.	Secretary,	Upto a limit of Rs.5000/- in a year.
Lxx)	To sanction write off of the differences between the book value and sale proceeds of unserviceable stocks.	Secretary	Full powers.
Lxxi)	To sanction advance to Board Officers/officials for making disbursement to a third party in case of urgency.	Secretary/Director Academic/Joint. Secretaries	Full powers provided the Proforma bill is accepted on the recommendations of Purchase Committee in case of Purchase & other claims.
L xxii)	To sanction expenditure on printing of stationery (forms etc.).	Secretary.	Full powers provided the order is served to the printer after ascertaining the lowest market rates through tender by the Purchase Committee.
L xxiii)	To sanction expenditure on repairs of furniture.	i) Secretary	I) Provided the estimate for repairs of unserviceable Articles is technically certified and the work order is allotted to the firm on the

		recommendation of Purchase Committee upto Rs. 10,000/- in each case.
	ii) Jt. Secretary (Estates)	ii) Same as above, subject to the limit of Rs 3000/- only.
L xxiv) To draw monthly salary, arrears, bills, etc.	Drawing & Disbursing Officers.	Subject to the receipt of the active duty certificates from the Sectional Heads.
L xxv) To draw the wages of Daily wagers.	Drawing & Disbursing Officers	Provided the mastersheet is certified by the Sectional Head.
L xxvi) To draw pension & other pensionary benefits.	Drawing & Disbursing Officers	subject to the pension payment order.
L xxvii) To sanction honorarium and Duty allowance.	Secretary	Subject to the ceiling of Rs 200/- in each case.
L xxviii) To sanction rate contract for purchase of stationery Articles/contingent articles etc.	Secretary	Full powers on the recommendation of the Purchase Committee & approval of the Chairman.
L xxix) To sanction purchase of Stationery articles/contingent Articles etc. after invitation of tenders/quotations (for items either not converted under rate contract or not supplied by the contract or in whose favour rate contract is sanctioned).	i) Secretary. ii) Jt. Secretaries Director Academic	i) Upto Rs 5000/- in each case on the recommendations of Purchase Committee. ii) Upto Rs 2000/- in each case on recommendation of Purchase Committee.
L xxx) To allot printing work to Private printing presses.	Secretary.	Full powers subject to approval of the Chairman.
L xxxi) To sanction permanent advance to the Jt. Secretaries Dy. Secretaries/Officers I/C Sub -offices/other officials.	Secretary	Full powers subject to approval of the Chairman.

L xxxii) To sanction repairs of Board Building.	Secretary	Upto Rs.10,000/-in each case on Recommendation of Purchase Committee and subject to Approval of the Chairman.
L xxxiii) To sanction purchase of store articles i.e equipment, instruments, machinery tools, etc.	Secretary	Upto Rs 10,000/- in each case on the recommendation of Purchase Committee and subject to approval of the Chairman.
L xxxiv) To sanction refund of Revenue (fee etc.).	Secretary	Upto Rs 500/- in each case and subject to the Recommendation of the Jt. Secretary/ C.A.O/A.O.
L xxxv) To fix sale rate of books, etc.	Secretary.	Full powers subject to the recommendation of the Jt. Secy (Text Books) & approval of the Chairman.
L xxxvi) To sanction re- appropriation of grants except in the following Cases:-	Secretary	Full powers subject to approval of the Chairman
1. From funds under the revenue to the capital account and vice-versa.		
2. From plan to non plan.		
3. To re-store or to increase the expenditure on items the provision for which has been specifically omitted or reduced at the time of passing of the budget.		
4. To meet expenditure on a new service not contemplated in the budget.		
5. After the close of the financial year.		
6. To meet any expenditure which has not been approved by the competent authority.		

7. From lump sum provision made in the budget for specific purpose pending sanction of details.
8. From grants specifically earmarked for execution of works to any other object of expenditure.
9. From primary unit (pay of Esstt.) to any other unit.

L xxxvii) To sanction contingent expenditure of extraordinary nature	I)Secretary ii) Jt. Secretaries Director Academic.	i) Upto Rs 5000/- in each case. ii) Upto Rs 1000/- In each case subject to the confirmation of the Chairman.
L xxxviii) To dispose off the used answer books/other rough, scattered paper (unuseable question papers)	Secretary.	Full powers on the recommendation of the Purchase Committee and approval of the Chairman.
L xxxix) To sanction write off of the books/periodicals (other than those maintained in the Library) rendered unserviceable in fair use.	Secretary.	---Do---
L xxxx) To sanction revision of rates of Suptts./Inspectors/others.	Secretary.	----Do---
L xxxxi) To accord technical sanction to detailed estimates of the cost of petty original works or part thereof including Spl. repairs, renovation, additions or alternations and improvements of urgent nature in including	Secretary	----Do----

L xxxxi)	To permit excess expenditure over the originally technically sanctioned estimates without revision of technical sanction	Secretary	Upto 4% the value of sanctioned estimates beyond 4% the Chairman's sanction will be required.
L xxxxiii)	To sanction the conduct of workshop seminars/training programmes and meet the expenses thereof	Director Academic	Full powers subject to the approval of the Chairman.
L xxxxiv)	To declare lectures/Sr. Lect./ Professors & other dignitaries as Board's guests and sanction expenditure on their Boarding, lodging T.A. D. A. & conveyance etc.	Secretary	Full powers subject to the approval of the Chairman.
L xxxxv)	To sanction purchase of vehicles.	Secretary	----do---
L xxxxvi)	To execute agreements for individual Work/supply orders on behalf of the Board	I) Secretary ii) Jt. Secretary	i) Upto Rs. 2.00 lacs. ii) Upto Rs 20,000
L xxxxvii)	To sanction House building advance, car and scooter advances to the employees Of the Board.	Secretary.	Full powers subject to the approval of the Chairman.
L xxxxxviii)	To fix limits of Security Deposits of Board employees (dealing with cash and stores) and prescribe methods thereof.	Secretary	-----do-----
L xxxxix)	To sanction refund of Security.	Secretary.	Full powers subject to recommendation of C. A. O/Jt. Secretary (Text Books) Central.
C)	To sanction petty expenses	Secretary	Upto Rs 1000/- in each case.
Ci)	To sanction audit fee/sumptuous charges.	Secretary.	Full powers subject to approval of the Chairman.

Cii)	To sanction pension & other Pensionary benefits.	Secretary.	Full powers on the recommendations of the C. A.O in case of non-gazetted officials
Ciii)	To sanction leave and pension Contribution of deputationists.	Secretary	----do----
Civ)	To sanction expenditure for Purchase of Textbooks from NCERT or CBSE, Delhi.	Secretary	Full powers subject to approval of the Chairman.
Cv)	To sanction deputation allowance.	Secretary.	-----do----

a) The competent authorities to whom the Financial powers have been delegated by these prescribed rules shall strictly adhere to the following general principles and restrictions while exercising the powers and thus incur or sanction expenditure out of Board exchequer: -

1. All the officers shall be guided by high standards of Financial propriety. They are expected to exercise the same Vigilance in respect of expenditure incurred from Board exchequer as a person of ordinary prudence should exercise in respect of the expenditure of his own money.
2. The expenditure shall not be prima-facie more than the occasion demands.
3. No authority shall exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly of its own advantage.
4. The amount of T.A shall be so regulated that on the whole it is not a source of profit to the recipients.
5. The necessary funds to cover the charge exist, i.e., there must be an act of appropriation of funds for the purpose by an authority.
6. The public money can be spent on any object or work only when there is an act of sanction of a competent authority and an act of appropriation of funds.
7. The expenditure should not exceed the sanctioned budget. The authority incurring or sanctioning expenditure will be responsible for any excess over the budget provision or allotment.
8. The expenditure in anticipation of funds can be incurred in most genium cases with the prior approval of the Chairman.

9. The competent authority in relation to the exercise of powers means the authority to which such powers have been delegated.
10. Any expenditure incurred on bonafide purposes shall be sanctioned by the Chairman on the basis of merits of each cases subject to the availability of requisite funds.
11. The Purchases Committee which have been referred to in the rules have been reconstituted and shall comprise of the following members.

I. CENTRAL PURCHASE COMMITTEE.

1. Secretary.
2. Joint Secretary, Publication
3. Chief Accounts Officer.
4. Head/Deputy Secretary/Asstt. Secretary or head of the concerned section.

II. DIVISIONAL PURCHASE COMMITTEE.

1. Joint Secretary, Examinations.
2. Joint Secretary, Secrecy.
3. Deputy/Assistant Secretary, Estates.
4. Accounts Officer.
5. Deputy/Assistant Secretary of the concerned section.

III. PURCHASE COMMITTEE OF SUB- OFFICES.

1. Joint Secretary, Examination.
2. Assistant Secretary of the Sub-office.
3. Accounts Officer.

Special powers to the Assistant/Deputy Secretaries of sub-Offices Kargil/Leh.

FINANCIAL POWERS

S.NO	<u>POWER</u>	<u>DELEGATED TO</u>	
1.	To sanction contingent expenditure.	Dy./Asth. Secretaries of Sub-office Leh- Kargil	Subject to a limit of Rs.200/- in each case per month.

2.	To sanction expenditure on hot and cold weather charges.	-----Do-----	Subject to the limits prescribed by the Govt. from time to time and purchase is made on the lowest market rates approved by the D.C. Leh /Kargil.
3.	To sanction expenditure on purchase of postage stamps and telegrams.	----Do----	Full powers.
4.	To sanction freight of text books etc.	----Do---	Subject to a limit of Rs 1000/- at a time.
5.	To sanction refreshment and overtime allowance to the subordinate staff.	----Do---	Subject to a limit of Rs.275/- per month per Head when the claim Is justified.
6.	To sanction electric, water and telephone charges	----Do----	Full powers.
7.	To draw salary.	----Do-----	Full powers.
8.	To sanction advances to supervisory staff,	Dy./Asstt. Secretaries of sub-office Leh/Kargil.	Subject to the rates sanctioned by the Board.
9.	To sanction remuneration and T.A. to Suptds, Inspectors etc.	----Do----	Within the schedule of rates prescribed by the Board.

ADMINISTRATIVE AND OTHER POWERS

1.	To sanction deputation for not more than 10 days outside the H.Q in respect of the subordinate staff.	Dy./Asstt. Secretaries of Sub-officers Leh/Kargil	Full powers.
2.	To sanction casual leave of the subordinate staff.	-----Do-----	Full powers

- | | | | |
|----|-------------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------|
| 3. | To make appointments of supervisory staff including Suptds./Dy Suptds and Vigilance squad/Inspectors. | -----Do----- | The appointments to be made under the supervision of the Deputy Commissioner Concerned/Jt. Secy. Exams. |
|----|-------------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------|

DELEGATION OF ADMINISTRATIVE AND OTHER POWERS

POWER

DELEGATED TO

A) APPOINTMENT

- | | | |
|------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------|
| To make appointments of Supervisory staff, Supdtt./s etc. for examination centres. | Joint Secretary,
(Examinations), | Full powers from the pannel sent by the Education Deptt. |
| To make appointments of Inspectors/
Vigilance squads for examination. | ----do---- | Full powers. |
| To make appointments of Paper Setters. | Secretary. | Subject to the approval of the Chairman. |
| To make appointments of examiners, Evaluators, etc. | Joint Secretary.
(Secrecy.) | Full powers. |
| To make appointments of code officers etc. | -----Do----- | -----Do----- |

B) LEAVE

- | | | |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| To grant casual leave. | All officers of the Board. | In favour of all the Subordinate staff working under them. |
| To grant earned leave, half pay leave, maternity leave, Quarantine leave, Special casual leave etc. | I) Secretary.

ii) Jt. Secretaries/
Director Academic. | I) In favour of all the gazetted officers.

ii) In favour of all the non- gazetted staff working under them. |

C) Increment/Efficiency Bar

To sanction release of periodical increment.	I) Secretary. ii) Jt. Secretaries/ Director, Academic.	I) Full powers. ii) In favour of all staff members working under them upto the rank of S.O.
To sanction advance increment on a/c of meritorious work.	Secretary	Subject to the approval of the Chairman.
To sanction Advance increment for acquiring an academic degree.	Secretary.	----do----
To withhold increment under rule 30 (III) of C.C. and A rules	I) Secretary. ii) Jt. Secretaries, D i r e c t o r Academic.	Full powers. In favour of all officials working under them upto the rank of S.O
To sanction the E.B. in favour staff.	Secretary.	Full powers.
To sanction pension and other Pensionary benefits in favour of retired gazetted/non-gazetted officers/officials.	Secretary.	As per fixation made by the C.A.O.
To make transfer of the officers/officials of the Board within respective Divisions and from one division to another (i.e. Kashmir/Jammu/Central/units/sub- offices of the Board).	Secretary	Full powers subject to approval of the Chairman.
<u>D) DEPUTATION</u>		
To sanction deputation within Division.	Jt. Secretaries	Full powers.
To sanction deputation outside Division but within State.	Secretary	Full powers.
To sanction deputation outside state but within country.	Secretary.	Full powers subject to the approval of Chairman.

Counter signature of T. A. claims of
all Officers/Officials Attestation.

Next Gazetted
Officer.

Full powers.

Note: All other Administrative powers which have not been delegated to any authority shall be exercised by the Chairman.

CHAPTER-VI

Committees of the Board

Committees

1. In addition to the number of Committees provided in Section 24 of the Act, the Board shall have the following Committees, namely:-

- (1) Committee for scrutiny of complaints against Question papers.
- (2) Equivalence Committee;
- (3) Text Book Publication Committee;
- (4) Sports and Youth Welfare committee;
- (5) Building Committee; and
- (6) Library Committee.

Sub- Committees

2. Further, in addition to the sub-committee/sub-committees which shall be constituted by the Committee for Examinations under section 25 of the Act, it shall constitute the following committees also:-

- (1) Result Publishing Sub-Committee;
- (2) Sub-Committee for appointment of paper setters and examiners
- (3) Sub-Committee for scrutiny of unfair means/misconduct cases.
- (4) Review/Appellate committee

Constitution

Powers & Function of the Committees

3. The constitution, power and functions of the Committees described in Section 24 of the Act and Committee/Sub Committees mentioned in regulation 1 and 2 of this Chapter, shall be as under:-

Constitution/ Composition of the Committee

1. Recognition Committee

(i) It shall consist of :-

- (1) The Chairman;
- (2) Commissioner and Secretary to Govt. Edu Deptt.

- (3) Director School Education Jammu;
- (4) Director School Education Kashmir;
- (5-6) Two members appointed by the Board from among the Inspecting officers of the Education Department of the State of whom one shall be a woman.
- (7-8) Three members appointed by the Board from among its members;

(ii) The Secretary of the Board, or in his absence the Joint Secretary, shall act the Secretary of the Committee.

II. Finance committee

It shall consist of: -

- (1) The Chairman.
- (2) Commissioner/ Secretary to Govt. Education Deptt;
- (3) Addl. Chief Secretary to Govt. Finance Deptt;
- (4-5) Two member elected by the Board of whom one should be a woman.
- (6) Secretary (Member secretary)

III. Committee for Examinations

(i) It shall consist of :-

- (1) The Chairman;
- (2) The Commissioner/ Secretary to Govt. Education Deptt.;
- (3) Directors School Education, Jammu;
- (4) Director School Education, Kashmir.
- (5-6) Two persons nominated by the Chairman from the Academic Committee, by rotation;
- (7-8) Two persons appointed by the Board from among its members.

(ii) The Secretary shall act as Secretary of the Committee

IV. Committee for Development & Research

It shall consist of: -

- (1) The Chairman;
- (2) Commissioner/Secretary to Govt. Education Deptt;
- (3) Director School Education, Jammu;
- (4) Director Education, Kashmir;
- (5-6) Two experts from National Council of Educational Research and Training to be nominated by the Chairman;

- (7-8) Two Principals of State Institutes of Education Srinagar and Jammu;
- (9) Secretary

V. Academic Committee

It shall consist of: -

- (1) The Chairman;
- (2) Commissioner/Secretary to Govt. Education Deptt;
- (3) Director School Education, Jammu;
- (4) Director School Education, Kashmir;
- (5-19) Fifteen Members to be nominated by the Chairman;
- (20) Secretary;

VI. Committee for scrutiny of complaints against question papers

It shall consist of: -

- (1) The Chairman.
- (2-3) Two persons nominated by the Board from out of its members.
- (4-5) Two members nominated by the Chairman from out of the members on the Academic Committee.
- (6-7) Two members nominated by the Chairman from out of the members on the Examination Committee provided the members so nominated are not already on the Academic Committee.
- (8) Director Academic Incharge Curriculum Development, Research wing and Central Academic Section.
- (9) Secretary.

VII. Equivalence Committee

It shall consist of:-

- (1) The Chairman
- (2-3) Two members nominated by the Chairman from out of the members on the Academic Committee.
- (4-5) Two persons other than those at 2-3; nominated by the Chairman from out of members of the Board.
- (6) Secretary
- (7) Director Academic heading Curriculum Development, Research Wing and Central Academic Section.

VIII. Text Book Publication Committee

It shall consist of: -

- (1) The Chairman.
- (2) Director School Education, Kashmir.

- (3) Director School Education, Jammu.
- (4) Joint Secretary (Text Books).
- (5) Director Academic heading Curriculum Development, Research Wing and Central Academic Section.
- (6) Chief Accounts Officer.
- (7) Secretary.

IX. Sports and Youth Welfare Committee

It shall consist of :-

- (1) The Chairman.
- (2) Commissioner/Secretary to Govt. Education deptt.
- (3) Director School Education. Kashmir.
- (4) Director School Education, Jammu.
- (5) Director Sports and Youth Welfare.
- (6-7) Two members nominated by the Chairman from out of members on the Academic Committee.
- (8-9) Two lecturers / teachers / instructors of Physical Education; one from Jammu Division and one from Kashmir Division; nominated by the Chairman;
- (10) Officer heading CDR wing and Central Academic Section.
- (11) Secretary.

X. Building Committee

- (1) Chairman.
- (2) Additional Chief Secretary to Govt. Finance Department.
- (3) Commissioner/Secretary to Govt. Education Department.
- (4) Additional Chief Secretary to Govt. Planning Department.
- (5-6) Two members of the Board to be nominated by the Chairman
- (7-8) One expert from the Jammu Development Authority and one from Srinagar Development Authority to be co-opted as members of the Committee.
- (9) Secretary.

XI. Library Committee

It shall consist of:-

- (1) The Chairman.
- (2) Officer heading CDR wing and Central Academic Section.
- (3) Officer incharge Library and Documentation Centre.
- (4) Secretary.

XII. Result Publishing Sub Committee

It shall consist of:-

- (1) The Chairman
- (2-3) Director School Education Jammu/Srinagar
- (4) Secretary
- (5) Joint Secretary (Secrecy)

XIII. Sub-Committee for appointment of Paper Setter and Examiners

(i) It shall consist of: -

- (1) The Chairman
- (2) Secretary

(ii) The Secretary (Secrecy) shall act as Secretary of the Committee.

XIV. Sub-Committee for Scrutiny of Unfairmeans/ Misconduct cases

(Divisional level)

(i) It shall consist of:-

- (1) The Chairman
- (2-3) Two members nominated by the Examination Committee from among its members.
- (4) Subject experts from Education Deptt (to be nominated by the Chairman from time to time as he deems necessary)

(ii) The Joint Secretary (Secrecy) shall act as the Secretary of the Committee.

(iii) The sub-committee shall be assisted by the officer incharge unfairmeans/misconduct cases.

(XV) Review/Appellate Committee (Divisional Level)

It shall consist of:-

- (1) Director of School Education.
- (2) Chief Education Officer, Srinagar/Jammu (as the case may be).
- (3) Two members nominated by the Examination Committee from among its members.
- (4) Subject experts from Education Department (to be nominated by the Chairman as he deems necessary) to be taken as co-opted members.
- (5) The Secretary shall act as the Secretary of Committee.

(B). Powers and Functions of the Committee

1. Recognition Committee

1. The Chairman or in his absence any other senior member shall preside over the meeting of the Committee.

2. Appointment of inspector/s

The Committee shall select two panels of persons from amongst the Joint Directors of Education, District Education Officers, Principals, Headmasters, Headmistresses, Zonal Education Officers of each Division from whom the Chairman shall select Inspector or Inspectors for inspecting the Institution applying for recognition.

3. Appointment of Experts on the Panel

The Chairman may, in absence of suitable person on the panel, appoint Inspector/ Inspectors from outside the panel.

4. Scrutiny of applications

It shall be the duty of the Recognition Committee to scrutinize applications for recognition and after considering the recommendations of the Inspector or Inspectors, make definite recommendations to the Board on each application.

5. Meeting of the Committee

The Recognition Committee shall meet every three to four months or when ever the Chairman directs.

II. Finance Committee

(1) The Chairman shall preside over the meetings of the Finance Committee and in his absence the Commissioner/ Secretary Finance shall preside.

(2) The Committee shall also:-

- (i) examine the financial statement and the annual Budget estimates of income and expenditure prepared by the Secretary;

- (ii) submit the financial statement or budget estimates to the Board at its annual meeting with its remarks and recommendations;
- (iii) review the financial position of the Board periodically and advise on its improvement;
- (iv) examine every proposal of new expenditure not provided for in the Budget.

(3) The minutes of the Finance Committee approved by the Chairman shall be circulated among the Members immediately after the meeting and got approved at the next meeting of the Finance Committee.

(4) The Finance Committee shall meet as and when the Chairman directs.

III. Committee for Examinations

(1) The Secretary of the Committee shall be responsible for writing the minutes of the meeting and circulating them among the members. These minutes shall be got confirmed at the next meeting of the Committee before any fresh business is taken up.

(2) The Secretary shall treat as confidential the decisions of the Sub-Committees under the Committee for Examinations. The minutes of the sub-committees shall not be circulated but only signed by the members of the sub-committee.

(3) In addition to the powers and functions of the Committee as given in Section 25 (c) of the Act, it shall be competent:-

(i) to approve form of application to be filed in by candidates applying for permission and admission to appear at the examinations conducted by the Board.

(ii) to approve forms of certificates and diplomas to be granted to successful candidates.

(iii) to approve the procedure for printing, numbering, etc., and safe custody of blank certificates and diplomas and to issue directions regarding the procedure to be adopted for the speedy dispatch of certificates and diplomas to successful candidates.

(iv) to recommend to the Board, with the concurrence of the Finance Committee, the rates of remuneration or their revision to be paid to paper setters, examiners of scripts, practical examiners, invigilators inferior staff, supervisory staff, vigilance squads of Examination Centres, tabulators, collators, code officers, moderators of question papers and other contingent charges, etc.

(v) to recommended in consultation with the Finance Committee the rate or revisions in the rate of examination and other fees to be charged from regular and private candidates appearing in the examinations conducted by the Board.

(vi) to arrange for the moderation of question papers as and when considered necessary by the Board.

(4) The Committee shall meet as and when the Chairman directs.

IV. Committee for Development and Research

(1) The Committee shall deal with all matters specified in section 25 (d) of the Act.

(2) The Committee shall meet as and when the Chairman directs.

V. Academic Committee

(1) The Chairman may, co-opt some expert or experts for a particular meeting, where need for advise from such an expert is found necessary.

(2) In addition to the powers and functions of the Committee as laid down under section, 24 (e) and 25(e) of the Act, it shall also exercise the following powers and functions:-

(i) To appoint sub-committees for such specific purposes, as it may consider necessary;

(ii) Fix the total number of compulsory and optional subjects for each examination conducted by the Board.

(iii) Arrange the standard of curriculum of courses in graded manner at the Secondary and the Higher Secondary stages;

(iv) Consider proposals for the introduction of the teaching of new subjects and also exclusion of some existing subjects and approve or disapprove or modify these proposals;

(v) Approve the number of questions and questions papers to be set in each paper and subject respectively;

(vi) Issue Guide-Lines for paper setters with regard to course, content and weightage of each subject keeping in view the time allotted for answering written papers and practical tests.

(vii) Fix the maximum marks as well as minimum pass marks for each subject paper or part thereof.

(viii) Approve the mode of conducting the oral and practical tests in cases where adequate apparatus and equipment are not available at the centre of examination.

(ix) The courses as finally approved and sanctioned shall be printed in the prospectus and issued three months ahead of the date on which the course for a particular examination is to commence.

(x) The reports of the Examiners regarding the general character of Answer books relating to the immediately preceding examinations of the Board shall be placed before the Board for consideration along with its recommendations.

(xi) The Academic Committee shall not recommend for study for any examination any book written or prescribed by a member of the Committee and no book prescribed or recommended shall ordinarily be changed before the period of three years unless it conforms to the prescribed syllabus.

(3) Two copies of each book submitted by the Authors or Publishers shall be sent to the Academic Committee at least one month before the date of the meeting of the Committee.

(4) If the Board is of the opinion that a recommendation of the Committee requires reconsideration, it may refer the matter back to the Committee. After considering the views of the Committee upon the reference the Board shall decide the matter.

(5) The Committee shall meet as and when the Chairman directs.

VI. Committee for scrutiny of complaints against question papers

(1) The Committee shall consider the report of the Expert and the Head Examiner/Paper Setters made in accordance with the relevant regulations given in Chapter X "Examination General" and take final decision before the compilation/tabulation of the results is undertaken.

(2) The Committee shall meet immediately after the reports of the Experts and the Paper Setters/Head Examiner are received.

(3) The decisions arrived at by the Committee shall either be communicated to the Examiners of the script of the concerned subject or to the Tabulators, as the case may be.

VII. Equivalence Committee

(1) It will be the duty of this Committee to grant equivalence to the courses and examinations conducted by other Boards, Universities and Bodies, corresponding to the courses and examinations conducted by the Board.

(2) The Secretary of this Committee shall also take all measures to obtain the necessary documents, syllabi, etc from other Boards/Universities and Bodies, as the case may be, from time to time, so that necessary steps are taken to grant equivalence to the courses conducted by them.

(3) The meeting of the committee shall be held as and when the Chairman directs.

VIII. Text Book Publication Committee

(1) The Committee shall deal with and decide all matters connected with publication, printing and sale of text books prescribed by the Board for the various examinations held by the Board and for other classes from Ist Primary to the 8th class in accordance with the procedure laid down in Chapter IX of these regulations.

(2) The Committee shall also authorize reprinting of text books which stand already approved by the Board.

- (3) The Committee shall also fix the price of all the publications for the various classes and examinations.
- (4) The Committee shall meet as and when the Chairman directs.

IX. SPORTS AND YOUTH WELFARE COMMITTEE

(1) The Committee shall organize, control, manage and supervise either themselves or through various sub-committees, inter school sports, tournaments and youth welfare activities and foster, undertake and conduct Inter-School Competitions.

(2) The Committee shall arrange programme for students, travels hikes, Mountaineering, etc.

(3) The Committee shall prepare schemes for the welfare of students and give them a practical shape.

(4) The Committee shall also organize an Annual School Youth Festival in which selected students of established sportsmanship will participate.

(5) The Committee shall prepare the Budget Estimates for its activities and forward the same to the Finance Committee.

X. BUILDING COMMITTEE

(1) Scrutinize the plans and estimates of all types of works, including development of campuses before these are finally approved by the Chairman for execution;

(2) Supervise the construction of new buildings and also examine proposals, if any, for major additions and alternations.

(3) The Chairman shall be competent to appoint temporary or quasi-permanent staff to supervise the works from day to day. The pay of this staff shall be chargeable to work in progress.

(4) The meeting of the Committee shall be held as and when the Chairman directs.

XI. LIBRARY COMMITTEE

(1) (i) The Committee shall decide on the requirements of the Library for the Board office.

(ii) It will maintain upto date two copies of each of all text books prescribed or recommended for study. If these books have been published by outside Publishers, they will be required to submit three copies free of cost, for the Library. All these books will be accessioned.

(iii) All books received for consideration will after having been got reviewed, be placed in the Library and properly accessioned. If cover etc. have been removed from the books sent for review, these should be kept safely by the Librarian and on receipt of books from the Reviewers, they should be got properly bound and kept in the Library under proper accession.

(iv) The Committee shall, however, on examining the conditions of the books received back from Reviewers and of other books authorise the disposal and write off of such books as in its opinion are either worthless, unserviceable or so far damaged as to be useless.

(2) The Committee shall also authorise the purchase of other books and such Journals, Magazines and Newspapers as it may consider useful and necessary.

(3) The Chairman of the Committee may permit borrowing of books from the Library to officers and officials of the Board and to outsiders on the conditions that the outside borrower deposits the price of the book with the Librarian against a proper receipt and the books will have to be returned within a period of one month at the most.

(4) The Committee shall meet as and when the Chairman directs.

XII. RESULT PUBLISHING SUB-COMMITTEE

(1) Test checking of results- On behalf of the Result Publishing Sub-Committee, the Secretary shall do some minimum amount of test checking of the results after these have been tabulated and collated.

(2) Result Percentage- Before authorizing publication of the results of the annual and bi-annual examinations, the Joint Secretary (Secrecy) shall submit to the Result Publishing Sub-Committee a statement of the percentage of passes in the whole examination and in each subject separately for regular and private candidates for the current and two preceeding years for scrutiny. After the Results Publishing Sub-Committee is satisfied that the percentage of the result is satisfactory as compared to the previous two years or is as good as in the previous two years, the Sub-Committee shall order the publication of the results.

(3) Grace Marks- If, however, the majority of the members of the Sub-Committee, consider after examination of the result that the result percentage is very low in the examination as a whole or in a particular subject or subjects, it may take such action in respect of award of grace marks as it deems necessary. The grace marks granted which are not statutory, will be added to the totals.

(4) Publication of results- The results of the examinations as approved by the Result Publishing Sub-committee shall be published and notified under the signature of the Secretary of the Board. A copy of published result shall be placed before the next meeting of the Board for information and comments, if any, for future guidance.

(5) Scrutiny of Results- The Result Publishing Sub-Committee shall scrutinize the results of the candidates who have applied for it, in accordance with the procedure laid down for the purpose.

(6) The Sub-Committee shall meet immediately after the results have been tabulated and collated.

XIII. SUB-COMMITTEE FOR APPOINTMENT OF PAPER SETTERS AND EXAMINERS

(1) The Sub-Committee shall appoint Paper-Setters and Examiners in accordance with the procedure laid down in Chapter X (Examination General) of these regulations.

(2) The Secretary shall maintain the proceedings of the Sub-Committee in writing and shall submit the same to the Chairman for approval. The proceedings shall be confidential and in the personal custody of the Secretary.

(3) The Sub-Committee shall meet whenever the Chairman directs.

XIV. SUB-COMMITTEE FOR SCRUTINY AND DISPOSAL OF UNFAIR MEANS/MISCONDUCT CASES

(1) The Sub-Committee shall consider and decide the cases relating to misconduct and use of unfair means in the examinations conducted by the Board. The procedure to be followed shall be the same as laid down in Chapter-X (Examination General) of these Regulations and the uniform means Act read commandants subsequently made.

(2) The Sub-Committee shall meet within a fortnight of the declaration of the Results of the examinations in which misconduct or resort to unfair - means has taken place.

(3) The decisions arrived at by the sub-Committee shall be announced a week after the meeting of the Sub-Committee.

(4) The Sub-Committee may suo-moto or at the request of the candidate call for the record of any case pending before it and may pass such orders in regard thereto as it thinks fit and proper .

XV. CONSTITUTION OF REVIEW/APPELLATE COMMITTEES

(1) The Appellate Committee shall have power to review or modify the proceeding or decision of the sub-committee for scrutiny and disposal of unfairmeans cases of such candidates only who may prefer an appeal to Appellate Committee for reviewing their case within 10 days from the date of communication of the decision provided that the Chairman may entertain the appeal after the expiry of the said period if he is satisfied that the appellants had sufficient cause for not preferring the appeal in time.

(2) The meetings of the members constituting the Appellate Committee shall take place as and when convened. Majority of members shall form the quorum. All matters shall be decided by a majority of votes.

(3) The Appellate Committee may suo-moto or at the request of the candidate concerned call for the record of any case pending before or disposed off/decided by the Sub-Committee and may pass such orders in regard thereto it thinks fit and proper.

(4) PROCEDURE FOR CONDUCTING THE MEETINGS OF THE COMMITTEES OF THE BOARD

(i) If in the opinion of the Chairman a Committee appointed under any of the Regulations is not sufficiently representative of the interests of all areas under the jurisdiction of the Board or of the subjects to be treated by the Committee, he may, notwithstanding anything contained to the contrary in these Regulations, nominate additional member/members on the Committee.

(ii) Members other than ex-officio members of the Committees shall hold office for a period of three years, which shall be reckoned from the date of the Board meeting at which the Committee (s) were appointed.

(iii) The term of nominated members of a Committee shall be one year from the date of nomination or till the next annual meeting of the Board, immediately following the nominations, whichever is earlier.

(iv) Appointment of a Convenor/Member or Members to fill casual vacancy or vacancies on the Committees of the Board shall be made by the Chairman and member or members so appointed shall hold office from the date of appointment to the residue of the term.

(v) One third (1/3 rd) of the total number of members of a Committee or a minimum of three members shall form a quorum.

(vi) Any member of a Committee who fails to attend three consecutive meetings of the Committee shall cease to be a member of that Committee.

(vii) All other regulations governing the conduct of the meetings of the Board shall also apply to regulate the conduct of meetings of the Committee.

(viii) The Secretary of the Committee concerned shall keep, the minutes of the meetings.

Explanation: Any reference to a Committee in the foregoing regulations shall be construed as the reference to a Committee or a Sub-Committee appointed under these Regulations, as the case may be.

CHAPTER-VII

ADMISSION OF STUDENTS TO RECOGNISED INSTITUTION

General

1. No candidate who wishes to enter upon a course of study prescribed by the Board shall be admitted to a recognized Institution unless he/she has passed the qualifying examination for admission to such course as prescribed by the Regulations.

Membership of an Institution

2. A student shall be recognized as member of an Institution as soon as he/she has been accepted for enrolment by the Head of the Institution and has paid the fee, if any, demanded by the Head of the Institution. Provided that nothing in this Regulation shall be deemed to require the Institutions to admit to any course of study, larger number of students than the number of seats available in a particular class in the Institution; Provided further that a student of an Institution who absents from or fails at an examination shall cease to be a member of that Institution thereafter and the question of his/her readmission to the same class of the institution shall rest with the Head of the Institution. Provided also that payment by a student of an amount (which is refundable in case admission or re-admission to a class is refused) shall not establish a claim to admission or re-admission to a class of an Institution.

Production of conduct on admission certified

3. A student when applying for admission to a recognized Institution, certificate shall submit with his/her application a certificate as to his/her conduct signed by the Head of the Institution in which he/she was studying during the year previous to his/her joining other recognized institution provided that a student who has not previously attended any institution as regular student shall in lieu, thereof, furnish to the Head of the Institution in which he/she desires to prosecute his/her studies, a certificate of conduct signed by a Magistrate first class, or the Head of a recognized Institution.

**Date of admission
of Institutions**

4. (i) The admission of the students to various courses in the recognized Students shall be completed by the fourteenth day after the date of declaration of the results of the next lower annual examination i.e., if the result of the Secondary School Examination is declared on the first day of a month the admission to next higher class shall close on the fifteenth day of that month.

(ii) A candidate whose result is not declared or otherwise withheld for any reason in the Result Notification may be allowed to join the next higher class provisionally. In case he/she is subsequently declared by the Board as having failed, his/her admission to the higher class shall stand cancelled. He/she shall have no claim against the Institution he/she joined and /or the Board. Provided that the condition of having passed the qualifying examination at least one year previously before appearing in the higher Secondary Examination Part-I and Part-II, as the case may be, shall not be binding in such cases where a candidate has appeared in the qualifying examination from outside the State. Such candidates while seeking admission to the next higher class on provisional basis within the prescribed time limit in any institution affiliated to the J & K State Board of School Education shall be required to obtain 66% attendance in various subjects and 70% in practicals before they are permitted to appear in the Higher Secondary Examination Part-I or Part-II Examination, as the case may be. Their attendance shall be counted from the date of classification in the school where they are provisionally admitted.

The above concession shall equally be applicable to the students migrating from various institutions and seeking admission to class 9th /10th, as the case may be.

Provided further that such of the candidates of Jammu or Kashmir Division as may seek provisional admission to the next higher class within the prescribed limit time in Jammu or Kashmir Division of this state in case their parents are obliged to reside in Jammu or Kashmir Division due to the reasons beyond their control, shall also be covered under this provision.

(iii) Lessons and lectures and practicals shall be counted upto 14 working days previous to the date of commencement of the examination.

(iv) The regular teaching work of the class shall begin not later than the 10th day in the case of one year course and 20 working

days in the case of two years course after the close of admission to that class provided under these Regulations

(v) The admission to various course shall be conducted irrespective of the holidays or vacations that might follow the date of declaration of results or intervene the date of commencement of admission of students and the last date of admission to the course.

Admission of Students disqualified/for using unfairmeans in the examination

5. A candidate who has been disqualified for any specified period in any examination of the Board for having used unfairmeans in the examination shall not be permitted to appear in any examination before the expiry of that period. He may, however, be permitted to join any Institution at any time during the period subject to the condition that he makes up the required percentage of attendances of the academic session or sessions in which he joins the Institution and that his name is sent up for admission to an examination only after the expiry of the disqualification period.

Late Admission

6. (i) No one shall be admitted to any affiliated college or a recognized school after the expiry of one calendar month from the last date seeking admission in the Higher Sec. Exam. Part-I/ Higher Sec. Exam. Part-II course. Provided that a late fee of Rs. 120/= shall be charged for each count of fifteen days.

(ii) If a candidate seeks admission to a professional or technical institution but is not taken , he / she shall with his / her application for late admission to a recognized institution produce a certificate from the head of such institution or Secretary, Public Service Commission Jammu and Kashmir State, or any other authority constituted by the Govt. procure admission for candidates to professional or scientific institutions , to the effect that his/ her application for admission was refused by the institution . Such a candidate may be admitted if he/ she applies for admission within ten working days of the closure of admission to a Professional / Technical Institution irrespective of time limit prescribed under Regulation 4 above. No late fee shall be charged from such a candidate.

Provided that such a candidate shall not be admitted incase he/she applies for admission more than sixty days after the publication of the results of the last examination which he/she has passed.

(ii) A candidate whose result of the annual examination is published late by the Board and does not seek provisional admission shall be admitted, without payment of late fee, within

fifteen working days after the date on which his/her result is published irrespective of the time limit prescribed under Regulation 4 (i) above.

(iv) A candidate who either fails in the Board examination or having completed the course for the Board examination does not appear in that examination is eligible to join the same class in which he/she was reading before the commencement of the examination unless otherwise provided in the respective Regulations governing the Examinations within fifteen days after the result is declared by the Board;

Provided, however, that whenever such a class is \started late, the failure and late school students shall be admitted to that class during the period prescribed for normal admissions.

(v) Notwithstanding anything contained in these Regulations, the Chairman, in order to avoid hardship to the candidates, may permit late admission, not covered by the above regulations, on the recommendations of the Head of the Institution concerned, on payment of a late fee of Rs. 500/= within a period of two calendar months from the last date of admission in class IX and X and Higher Secondary Exam. Part-I Hr. Sec. Exam/Part-II without late fee.

(vi) The attendance of all students including those who seek late admission shall be counted from the date the class work is started in terms of Regulation (iv) of this Chapter. This Regulation shall not, however, apply to those whose result is declared late. Their attendance shall be counted from the day they are required to attend the class.

(vii) All the admissions made under Regulations relating to late Admission must be reported separately to the Secretary within a week from the date of such admission.

(viii) The Head of a recognized institution may admit a person to a particular class as a casual student to attend lectures/lessons or laboratory work in a subject or subjects offered by him for a Board examination, provided he/she is eligible for admission to that examination under the Regulation relating to the Admission of Private candidate to Board Examinations. Provided further that the full particulars of each such student are supplied to the Secretary within a week of his/her admission as a casual student.

One Course at a Time

7. No students shall be admitted to more than one course at a time in the recognized Institution.

Eligibility Certificate

8. (i) No student from another Board or University, or any other examining Body shall be admitted to a recognized Institution except on production of a Certificate of eligibility, signed by the Secretary or any other officers authorized by him. Such a student shall apply on the prescribed form to the Secretary through the Head of the Institution to which he/she is seeking admission, for a certificate of eligibility, and shall at the same time pay the fee of Rs. 200/= per candidate. All such applications shall be accompanied by the original qualification and migration certificates of the University, Board or Body he/she intends to migrate from. Such a student shall furnish details of subjects which he/she took in the University/ Board from where he/she is migrating, and in case a student is migrating after having joined a course in another University/Board but has not completed it and seeks admission to this Board for completion of the corresponding course, shall furnish a statement of lectures/lessons delivered and attended, from the Head of the institute recently attended by him/her, along with the reasons of migration.

Provided however, that in case a student is not able to produce all the documents required for the issue of eligibility certificate, the Chairman, on the recommendations of the Head of the Institution concerned, may authorise his/her provisional admission at his/her risk and responsibility on production of some documentary evidence in original of his/her having passed the last examination on the basis of which admission is sought.

ii) An undertaking in writing, in the following form, shall in this case be obtained from the applicant, duly attested by a Magistrate or an Oath Commissioner, and forwarded to the Board along with the application of the student for grant of eligibility certificate:

AFFIDAVIT

I _____ Son/Daughter of _____
Resident of _____ hereby solemnly
declare that such admission in _____ (class
course) _____ Institution on the undertaking that my
admission to the class is provisional and is subject to confirmation
on the issue of certificate of eligibility by the Board under rules. If
for any reasons, whatsoever the Board declines to issue the said

certificate, may provisional admission will automatically stand cancelled.

Such provisional admission shall entitle a student to join the Institution at his/her own risk and on the condition that he/she obtained a final certificate of eligibility before the *declaration of the result of the Board examination to which the student has been admitted:

Provided further that the request for grant of provisional admission should be made to the Board immediately after the student applies to the Head of the Institution for seeking admission to the Board.

Provided also that the conditions governing the issue of the eligibility certificate shall not apply to such students as have passed any of the examinations of the Jammu and Kashmir Universities or of the erstwhile University of Jammu and Kashmir. In all such cases where the eligibility of a candidate is disputed, the decision of the Board shall be final and binding upon the candidates concerned.*

If the Board or the University from which the candidates has migrated, has not prepared the qualification certificate and issued it in favour of the candidate, the result of the candidate for the examination which he/she took in this Board may be declared on the basis of a recommendation from the Secretary of the Board concerned or the Registrar of the University to the effect that the certificate of the candidate has not been prepared and issued in his/her favour although he/she has passed the examination concerned. The qualification certificate of this Board, however, shall not be issued to the candidate unless and until he/she produces the qualification certificate from the Board or University from which he/she migrated.

Production of Migration Certificate

9. (i) Students seeking admission to a recognized Institution, and Private candidates seeking admission to an examination of the Board, after having been admitted as members of another University or Board incorporated by any law for the time being in force, shall not be registered unless their applications for registration are accompanied by a Migration certificate from the previous University/Board:

Provided that in the case of a student coming from a Pakistan University/Board, including part of state occupied of Pakistan the production of Migration certificate may not be insisted upon but

the candidate shall produce the original certificate of having passed an examination from such a University or Board.

Provided further that an affidavit attested by a first class Magistrate shall be produced by the candidate to the effect that prior to the student's enrolment in this Board and after his discharge from an Institution affiliated to a University/Board in Pakistan he/she did not join any affiliated or residential institution of any other Indian University or Board in case the intervening period is more than one academic year

(ii) Notwithstanding any thing contained in the foregoing regulations the requirement of producing a Migration Certificate by a student migrating to this Board from a sister University or Board in India be waived on reciprocal basis and such a student be, however, asked to furnish the following certificates from the Head of the Institution last attended by him/her:-

- (a) that he/she has not been debarred, rusticated or otherwise disqualified from continuing his/her studies, by the University or Board from which he/she is migrating for any malpractice at any University/Board examination or for any kind of misbehaviour; and
- (b) that he/she does not owe any amount to the University or Board from which he/she is migrating.

Equivalence of Examinations

(iii) The examination of all such Boards of Secondary Education/Universities or the Examining Bodies, incorporated by law for the time being in force, which do not stand/recognized by this Board but have been recognized by the Central Board of Secondary Education, New Delhi as equivalent to their corresponding Examinations, shall be granted recognition for purposes of admission in the recognized Schools/affiliated Colleges of this Board and to the examination by this Board being important to the corresponding examinations of the Board.

Provided the Examination of all such foreign Universities and Examining bodies, which have been recognized by the Association of Indian Universities from time to time as equivalent to the corresponding examinations of Indian Universities/ Boards/ Examining Bodies incorporated by law for the time being in force, shall be granted recognition for purposes of admission in recognized schools/Affiliated Colleges of this Board and to the Examinations conducted by this Board.

Provided further equivalence be granted to the following examinations conducted by Universities of Jammu and Kashmir or Jamia Deniyat Urdu, Devband or Jamia Urdu, Aligarh or Urdu Board Aligarh in Urdu Languages plus the English only subject of Secondary School Examination (Class- X) Higher Secondary Examination Part- I (Class- XI) and High Secondary Examination Part- II (Class- XII) conducted by this Board for purpose of employment: -

<u>S.No.</u>	<u>Name of Examination</u>	<u>Equivalence granted.</u>
1)	Proficiency, High Proficiency or Honours Examination in Urdu conducted by University or Jammu or University of Kashmir or Jamia Deniyat Urdu, Devband or Jamia Urdu Aligarh or Urdu Board /Aligarh plus English Only subject Examination of the secondary school (class X) Examination, conducted by the J & K State Board of School Education.	Equivalence to Secondary School Examination for purposes of employment to such post/s which require the knowledge of Urdu and English of Secondary School Examination standard in various Deptts. Other than teaching profession in which case the Department of Education shall apply its rule and procedure. Equivalent to Higher Secondary Examination Part- I (class-XI) for purpose of employment to such posts which require the knowledge of Urdu and English of Higher Secondary Examination Part- I standard in various Departments other than teaching profession in which case the Department of Education shall apply its own rules and procedure.
2)	High proficiency or Honours Examination in Urdu conducted by any of the Examining Bodies mentioned at S. No. 1 above and English only subject of P.U.C /Higher Secondary Examination part I (Class- XI) conducted by the J &K State Board of School Education.	Equivalent to Higher

3) High proficiency of Honours Examination in Urdu conducted by any of the Examining bodies mentioned at S. No. 1 above plus English only subject of Higher Secondary Examination Part-II.

Secondary Examination Part-II for purposes of employment to such posts which requires the knowledge of English and Urdu of Higher Secondary Examination Part-II standard in various Departments other than teaching profession in which case the Department of Education shall apply its own rules and procedure

Registration of Students

10. I) The Head of a recognized Institution shall forward to the Secretary every year within 90 days from the date of their promotion/admission to class- IX the name and other particulars of every student on the prescribed Performa together with the prescribed fee of Rs. 150/= per candidate. Provided that no student shall be admitted/ promoted to class IX in any recognized Institution after the expiry of the above period. Should any Institution fail to register its students with the Board within the prescribed limits, a late fee of Rs. 5/= per candidate shall be released from the concerned Institution for the first Count of 15 days from the last date and Rs. 10/= per candidate for the second count of 15 days where after no candidate shall be registered with the Board. Provided further that the Chairman may in genuine cases permit late entertainment of registration return forms not covered under the above regulations for reasons to be recorded in writing on payment of late fee of Rs. 20/- per candidate for 3rd count of 15 days when the date for submission of registration return forms shall finally be closed.

Provided also that registration return of the candidate seeking admission to various classes during the mid session on account of their migration shall be entertained within 30 days of their seeking admission in any recognized institution of the Board.

If any student is struck off the rolls or migrates to another recognized institutions, such fact shall immediately be reported to the Secretary.

ii) The Registration fee mentioned in Regulation 10 I) above is payable only once.

iii) No further fee for registration shall be charged unless a student's name is, for any reason other than legitimate migration struck off the rolls of a recognized institution, in which case he/she shall pay the fee prescribed by the Board from time to time to have his/her name re-entered in the Register of students.

iv) The Heads of the various District Institutes of Education and Colleges of Physical Education in the State shall forward the registration returns of their students on the prescribed Performa along with the fee prescribed by the Board from time to time within a period of 70 days from their admission to Diploma in Elementary Education/ C. P. Ed . Course.

v) The registration of private candidates appearing in various examinations of the Board and are not already registered with the Board, shall be completed on the day of submission of their admission forms for the examination concerned.

Register of Students 11. I) A Register of all students registered in the Board shall be maintained by the Board office. In this Register shall be recorded under the name of each registered student his/her parentage, permanent address, date of birth as entered in the record of the recognized Institution, the date of admission and re-admission to the recognized Institution. Every pass or failure in an examination conducted by the Board with his/her roll number, migration, scholarship, medal or prize won or any punishment awarded to the student. Each entry in the Register of students shall be attested by an officer of the Board authorized in this behalf.

ii) No one shall be admitted to any examination of the Board, unless he/she has been registered as a student of the Board.

Registration card 12. On registration every student shall receive from the Board, a Registration Card showing the Registration Number under which his/her name has been entered in the register and that number shall always be quoted by the student in all

communications to the Board and subsequent application for admission to an examination of the Board. A duplicate copy of the Registration Card may be granted on payment of a fee of Rs. 80/- per candidate.

**Copy of entries
in the Register
of students,**

13. Any registered student may at any time, receive a certified copy of all the entries related to him/her in the Register of students on payment of fee prescribed for each copy.

**Scrutiny of
Admission
Applications to
Examinations**

14. All applications for admission to the examinations of the Board shall be scrutinized by comparison with the Register of Students and the Add. /Jt Secretary may refuse any application of any candidate about whom complete Particulars have not been reported and require him/her to forward through the officer who attested his/her application for admission, a complete statement of the particulars which have not been properly reported, together with an additional registration fee of Rs. 20/- per candidate.

**Inter School/
College
Migration**

19. (I) No student shall be allowed to migrate from one Institution to another without inter migration having been sanctioned in his/her favour,. The Head of the Institution concerned shall not issue the transfer certificate until the migration has been sanctioned by the Board.

Provided that no student shall ordinarily be allowed to migrate during the session from one Institution to another after his/her application for admission to the ensuing examination has been forwarded to the Board. In genuine cases, however, as that of transfer of a parent/ guardian a student could be permitted to be admitted to an Institution located at the place to which the parent/ guardian has been transferred. Such a student shall be treated as a student of the institution to which he/she migrates:

Provided further that attendance of such a student in the Institution from where he/she migrates shall be taken into account by the Institution where he/she is admitted after migration.

ii) A student desiring to leave a recognized Institution, of which he has become a member and joins another recognized Institution during an academic year, shall:-

- a) apply for migration on the prescribed form;
- b) make payment of all fees, if any due upto date; and
- c) refund whatever scholarship or bursary has been paid to him/her from the recognized Institution funds, if required by the recognized Institution to do so.

iii) Every application for inter-migration must be accompanied with a prescribed fee which shall not be refunded even if the application is rejected.

iv) Migration shall not be sanctioned unless the Head of both the recognized Institutions agree and the prescribed fee has been paid.

v) When migration of a student has been sanctioned by the Board, he/she must join the new institution immediately and not later than the 15th day after the migration certificate has been issued.

vi) If a student changes his/her mind for migration, he/she must inform the Secretary immediately through the Institution from which he/she intended to migrate.

vii) No migration certificate can be issued unless the student has been registered already.

viii) Inter- School/Collage migration shall be allowed only once in an academic year.

ix) Tuition fee, if any, shall be payable by the student to the Head of the recognized Institution from which he/she migrates up to and including the month in which he/she obtains the migration certificate. Tuition fee, if any, for the same month shall not be charged by the recognized Institution to which he/she migrates.

x) When migration has been sanctioned by the Board and the student has made all payment required by these regulations the Head of the Institution shall grant a transfer certificate in the form prescribed.

xi) A student who, owing to his/her failure at the terminal examination of a recognized Institution, has not been allowed promotion shall not be admitted in to higher class in another recognized Institution.

**Inter University/
Board Migration**

20. D) If a student wishes to join another University or Board or Educational Institution outside the territorial jurisdiction of the Board, he/she may be granted a Migration Certificate on his/ her applying on the prescribed form and payment of the prescribed fee of Rs, 150/- In the case of an applicant who is on the rolls of any recognized Institution such application shall be forwarded by the Head of the Institution concerned.

ii) The certificate shall ordinarily be issued within a week of the receipt of the application and the fee provided the form is complete in all respects.

iii) No person is entitled to apply on behalf of an other person or to receive his/her own or another persons certificate personally from the office. The certificate will always be sent by registered post.

Provided that the Additional/ Jt. Secretary may, in exceptional circumstances, authorize personal delivery of the certificate to the student or his/her guardian.

Provided further that when a migration certificate is not demanded by the particular University/Board which a student intends to join, he/she may be granted the following certificates by the Head of the Institution last attended by him/her:-

- a) That he/she has not been debarred rusticated or otherwise disqualified from continuing his/her studies, by the Board, for any malpractice at any Board examination or for any kind of misbehavior; and
- b) That he/she does not owe any amount to the Board.

**Duplicate
Inter
Board
Migration
Certificate**

21. (i) Duplicate copy of the Inter Board Migration Certificate shall be issued on payment of the fee prescribed for the original certificate;

Provided that duplicate copy of inter Board migration Certificate shall not be granted except in cases in which the Secretary is satisfied by the production of an affidavit on a stamp paper of proper value, required by law for the time

being in force, that the applicant has not utilized the original certificate for appearing at any examination and has lost the same or that the same has been destroyed and that the applicant has a real need for a Duplicate;

Provided further that in cases where the Secretary is satisfied that the original certificate was miscarried in post and did not reach the applicant, the requirement of an Affidavit may be dispensed with.

ii) In the case of a student who migrates to another University or Board, his/her membership of the Board shall lapse until such time as he/she may subsequently produce a migration certificate from that University or Board or clearance certificate from the Institution of that University or Board where he/she has been studying, in order to take some further examination of this Board. No fresh registration in such cases shall be necessary.

Provided that this lapse of membership shall not debar a student from appearing at an examination of the Board in an additional subject of an examination already taken in the Board or from completing an examination of the Board for which permission has been granted to him/her before his/her migration.

CHAPTER-VIII

Affiliation of Institutions

Application of recognition 1. (i) An Educational institution desiring to be recognized for purposes of an Examination conducted by the Board shall apply to the Secretary of the Board on the form given in Appendix 4, through the Director School Education, who shall scrutinize the list of the various subjects to be taught in the school and also certify that adequate arrangements exist or will be provided within a time to be specified for the teaching of the subject taught or to be taught in the School.

Note: - No Educational Institution which is not recognized by the Board shall be permitted to present candidates for any examination conducted by the Board except with the special sanction of the Chairman.

(ii) All applications for grant of academic recognition/affiliation (for Institutions or classes or new subjects) supported by the necessary documents in the case of Primary, Middle, Secondary and Higher Secondary Schools (Govt. or Private Institutions) shall be forwarded to the secretary by the Director School Education, within thirty days of the opening of such Institution classes or starting of subjects.

(iii) The Chairman may for special reasons to be recorded in writing condone any delay in submitting an application for recognition.

Recognition Fees 2. Institutions applying for affiliation shall remit fees as given in Schedule-B along with their applications

Recommendation of the Director School Education 3. Applications for affiliation shall set out in details the following particulars upon which the Director School Education shall make his report and recommendations:-
a) Whether there is a real need for the Institution in the locality;
b) The constitution and personnel of the Governing Body in the Case of Private Institutions;

- c) Whether it guarantees satisfactory standard of educational efficiency for the purpose for which recognition is sought and that it is established on permanent basis;
- d) Whether its financial resources are such as to enable its continued maintenance;
- e) The qualifications and grades of pay and conditions of service of the teaching staff;
- f) The examination or examinations for which it desires recognition;
- g) The subject or subjects of instruction in which the Institution has made provision;
- h) The financial position of the Institution and the sources and the amount of income;
- i) The number of students in each class or section of a class;
- j) The provision made for the health, recreation and discipline of students; and whether the institution has a playground.
- k) The provision for a suitable Library;
- l) Whether the Institution has a Hall. If so what is the seating capacity.

Appointment and Duties of Inspector to conduct Inspection of Schools

4. (i) On receipt of the application for recognitions the Additional/Jt. Secretary shall after preliminary examination submit it to the Chairman through the Secretary who shall direct a local inquiry and report on that application. For purposes of this inquiry, the Chairman shall appoint an Inspector or Inspectors as he may consider necessary in each case.

(ii) The Inspector or Inspectors shall fix the date for inspection of an institution well in advance so that an intimation to the Institution concerned is given at least two weeks earlier than the date fixed for the inspection.

(iii) The Inspector or Inspectors shall, in his/her/their reports and recommendations, state whether and in what subject or on what conditions affiliation should, in his/her/their opinion, be granted

(iv) The inspection of an Institution shall be conducted by the Inspector or Inspectors within two months from the date of letter of appointment as such.

(v) The file of particular Institution shall be sent by the Additional/Joint secretary to the Inspector or senior member of the

Inspection Committee, as the case may be, along with the intimation of appointment.

Remuneration to the Inspectors 5. Each Inspector appointed to conduct inspection of an Institution for grant of recognition shall be paid remuneration at the prescribed rate.

Note:- (i) The Chairman may, when he is satisfied, sanction T. A. at double the rates or the actual expenses whichever is less and D. A. at double the ordinary rates in favour of Inspectors appointed for inspection of Institutions which are beyond motorable roads.

(ii) No institution shall be inspected during the examination days.

Report of the Inspector 6. (i) The report of the Inspectors shall be submitted to the Recognition Committee, which shall meet after every three to four months.

(ii) Any other information which the Committee may call for in connection with the application for recognition shall be supplied by the institution through the Director of School Education.

Condition of Recognition 7. No Educational Institution shall be recognized or continue to be recognized unless it complies with the following requirements, namely:-

- i) that it shall be open to inspection by such person or persons as the Board may depute for this purpose;
- ii) that the Middle and Primary stages of education in the school continue to be recognized by the Government (Education Deptt.) and that permission has been granted by the Govt. for opening new class/classes or introducing a new subject/s. The continuance of recognition by the Govt. shall be subject to the determination of academic viability by the Board.
- iii) that Rules and Regulations issued by the Education Department of the State so far as they are not inconsistent

with the provisions of the Act and Regulations of the Board, are duly followed.

- iv) that all information and return called for from the institution by the Board shall be duly furnished by the Head of the Institution.
- v) that it shall not prepare and send up candidates for a rival examination of any other Board, University or Examining Body when an examination of the same nature and similar standard is held by the Board.
- vi) that it shall make suitable arrangements for health and recreation of its students which will include the following:-
 - (a) Proper sanitary arrangements;
 - (b) Medical inspection of its students at least once a year;
 - (c) Physical education of its students consisting of outdoor games or physical exercises.
- vii) that it shall provide suitable accommodation at the rate of 9 sq feet of floor space for each student in a class room.
- viii) that it shall limit the admission into class or section of a class for which there is accommodation at the above rate in the classroom, subject to a maximum of 45 students in each class or section of a class.
- ix) that if called upon to do so it shall place its play grounds, gymnasia, swimming pools, buildings, halls, hospitals, libraries, laboratories, furniture, equipment, staff etc, at the disposal of the Board for holding refresher courses, conducting examinations, imparting academic and physical instructions, arranging tournaments and staging co-curricular activities or for any other purpose connected with or incidental to the discharging of its duties and obligations by the Board, besides the activities mentioned above.

- x) that it shall appoint and maintain an adequate number of teaching staff possessing the minimum qualifications as prescribed in the Regulations.
- xi) that it shall follow such rules regarding the admission to various courses as may be laid down by the Board;
- xii) that it shall provide space for play grounds and gardening etc.
- xiii) that it shall provide sufficient apparatus, equipment and furniture for teaching the various subjects.
- xiv) the private that Educational Institution in the school sector shall be required to fulfill the following conditions as well:-

That there is a genuine need for starting Educational Institutions in a given Locality. The educational need shall be determined on the basis of student population and the number of Educational Institutions private and public.

ACCOMMODATION

- (a) that it shall provide accommodation at the rate of 9 sq. ft. of floor space for each student in the classroom. (class I- XII)
- (b) that it shall limit the admission of the students to class or section of a class to maximum of 45 students in each class or section of a class where a class comprises more than one section.

(c) Primary (Class I-V)

- (i) No. of classes = 6 including Pre-primary class.
- (ii) No. of rooms duly furnished = 6 (One room for each class to accommodate max. of 45 students)

(d) Middle (Class VI-VIII)

(i) No. of Class Room required = 9

(One room for each class including Pre-primary Class with an accommodation capacity of 45 Students)

(ii) One Staff Room

(iii) Principals/Headmasters Room

(iv) Laboratory cum Library Room

(e) High Schools (Class I-X)

(i) No. of Class Rooms required = 11

(One room for each class including Pre-Primary Class)

(ii) Staff Room = One

(iii) Common Laboratory for Science Practicals with the floor area of 180 sq. ft. to accommodate max. no. of 20 students at one time.

(iv) One Library-cum-Reading Room of floor space of 180 sq. ft. to accommodate a maximum of 30 students at one time.

(v) One Principals/Headmaster Room
One Staff Room.

Higher Secondary Stage (Class IX-XII)

In addition to accommodation required for students for class IX and X, the following accommodation shall have to be provided:

- i) A minimum of 12 class rooms for each group of 50 students each with a minimum floor area of 9sq.ft. for every student.
- ii) One Science Laboratory for each Science subject for practical work.
- iii) Library-Cum-Reading Room to accommodate a maximum of 50 students at one time.
- iv) Staff Room
- v) Principals Room
- vi) Office Room

FURNITURE

Each Class Room should have at least one seat and writing space for each student.

PLAYGROUND-CUM-TOILET FACILITIES

- (a) Every school shall be required to have playground facilities for all children on its rolls to undertake different curricular and co-curricular (sports) activities.

- (b) Every school, particularly Schools running High and Higher Secondary Classes shall be required to have common hall for conducting different indoor activities.
- (c) Every co-educational school shall be required to provide separate toilet facilities for boys and girls.
- (d) Proper drinking water facilities for all students shall be provided.

Teaching and other Staff

(a) Primary Schools (Class I-V)

A minimum of 5 teachers to teach each Class/Section with qualification Graduates/Under-Graduates of whom at least one should be trained i.e he/she should at least be either B.Ed. or with Diploma in Elementary Education.

INCOME EXPENDITURE STATEMENT

- (a) Every school shall notify the tuition fees and other fees to be charged from the students. Proper Income Expenditure statement shall be prepared for purpose of inspection.
- (b) In respect of Middle Schools/High Schools and Higher Secondary Schools the accounts will be got audited by a Chartered Accountant and Accounts Statement submitted to the Competent Authority at the time of inspection.
- (c) No school shall be allowed to commercialize education by charging exorbitant fees from the students.
- (d) Pay Scale on which the teachers are appointed shall be notified and all payments to them shall be made through bank..

MISCELLANEOUS FACILITIES

- (a) Every recognized school shall have to keep admission open to children irrespective of their religion/belief/caste/colour etc.
- (b) No school shall be recognized if it is involved in any activity detrimental to National Policy on Education.

- (c) Every school shall be required to provide Ist Aid facilities to the students.
- (d) As far as possible the minimum number of working days in every school should not be less than 200 days in year (in terms of hours this should be thousand hours for Elementary Stage and 1200 in a year for Secondary and Higher Secondary Stage). This condition may be relaxed by the Competent Authority after taking the prevailing situation into consideration.

(b) MIDDLE SCHOOLS (Class I-VIII)

A minimum of 8 teachers one for each Section of a class for 45 students of whom at least 3 should be graduates. Out of the teaching staff there should be at least 2 trained graduates.

(xv) No educational institution shall be recognized in any experimental Science subject unless it satisfies the Board.

- (a) That the number of students assigned to a single teacher in practical work of a subject at one time does not exceed 20 in the case of Secondary School Exam. (Class-X)/ Higher Secondary Part-I (Class-XI) and 15 in the case of Higher Secondary Part-II (Class XII);
- (b) That suitable laboratories in each branch of experimental science are provided and each of them is adequately equipped.
- (c) That workshops; etc. are provided whenever vocational and technical education is given.

Intimation about recognition

8. If the Board is satisfied that an educational Institution deserves recognition, it shall direct the Additional/Joint Secretary to enter its name in the list of affiliation Institution to be maintained by him and the Additional/Joint Secretary shall inform the Institution through the Director School Education in which subject, on what conditions and for what examination or examinations the instruction has been recognized.

Temporary Recognition

9. The Chairman may entertain an application for recognition which is received after the prescribed date and so far as possible arrange for a local inquiry and report on the same. In case,

however, there is no time for undergoing the whole procedure, he may, if he is satisfied of the urgency grant temporary recognition for a period which may extend to one year.

Addition to subject of instructions	10. Where an Institution desires to add to the subjects of Instruction in respect of which recognition had been granted, the procedure prescribed by the foregoing regulations in this behalf shall be allowed.
Annual return	11. An Institution recognized by the Board for the purpose of any of its examinations shall submit to the Board, through Director School Education Annual Returns, showing the personnel and pay of the teaching staff. Any change in the teaching staff and management shall be properly communicated as soon as possible.
Periodical Inspection	12. The Board shall have every recognized Institution periodically inspected. A roaster of institutions shall be prepared for conduct of periodical inspection once in every three years. The recognition Committee shall select the Institutions for short interval inspection, if necessary, each year and, on receipt of the reports from the Inspectors selected from the approved panel, recommend to the Board steps, if any, to be taken on them. The reports along with the opinion of the Committee shall be submitted to the Board for its consideration. The decision arrived at by the Board shall be communicated to the Institution through the Director of Education and to the Management command in the case of Private Institutions.
Withdrawal of Recognition	13. (i) If the Director of Education is of the opinion that any Institution recognized by the Board has, by reason of deterioration, ceased to meet the requirements of the Board, he shall make a report of the same to the Chairman who may institute such inquiry as he thinks fit. The report of the inquiry will be placed before the Recognition Committee. The opinion of the Committee on the report of the inquiry will be submitted to the Board at its next meeting and the decision

taken by it will be conveyed to the Institution through the Director of Education.

(ii) In any case in which the Board may decide that action is necessary upon the report, it will first call upon the institution through the Director of Education to show cause why such action should not be taken.

(iii) No action shall be taken by the Board on any report made by the concerned Director of Education without first giving the institution concerned an opportunity of making any representation, it may wish to make, through Director school Education, to the Board.

(iv) The Board shall, if satisfied that the Institution is no longer fit for recognition, direct the Secretary to issue a warning to the Governs Body, through the concerned. Director of Education, that unless within a period fixed by the Board, the institution removes the defect or defects to which attention has been called, its name will be struck off the list of Recognised Institutions or that its recognition will be withdrawn in one or more subjects. The Board shall have power to extend, from time to time, the period so fixed.

(v) If within the time fixed by the Board, or within such further time as may be allowed by it, the institution fails to satisfy the Board about conforming to its requirements, the Board shall strike off the name of the Institution from the list of recognized Institution or shall withdraw recognition in one or more subjects.

Restoration of Recognition

14. The Board may, at a subsequent date, after a report by such person or persons as it appoints, reinstate an Institution on the list of recognized. Institutions, or if recognition was withdrawn in one or more subjects, restore to it the privileges of preparing candidates therein.

Submission of
Admission forms
of Candidates

15. The Head of each recognized institution shall forward the following certificate to the Board at the time of submission of Admission Forms for various examinations.

“Certified that the subjects in which the candidates of the Institution are to be examined have been taught by qualified teachers through out the duration of the course in accordance with the syllabus of study prescribed of the board for each also.

Text Books
Prescribed by
the Board

16. The Board shall withdraw the recognition of an Institution in a subject or subjects in which it does not adopt the Text Books prescribed by the Board.

Category of
Institutions

17. The Educational Institutions under the Board shall be categorized as under:-

- a) Schools with a roll of 500 students and above ----- category A
- b) Schools with a roll of 300 to 499 students -- category B
- c) Schools with a roll of 150 to 299 students ---- category C
- d) Schools with a roll below 150 students --- category D

Minimum
Qualification

18. (I) The minimum qualification of teachers who teach the 10th class shall be as under:-

Teachers to teach SSE (Class X)

MIN. QUALIFICATION

- a) English ----- B. A. B. Ed;
- b) Mathematics ----- B. A/B.Sc. B. Ed. with Math as one of the
Elective subjects in the degree class;

- | | | |
|------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| c) Social Science | ----- | B. A. B.Ed. with History or Geography as one of the subjects. |
| d) Sciences
one | ----- | B.Sc. B.Ed.with Physics/ Chemistry as one of the subjects. |
| e) Classical/Modern
India on Language | | B. A. B.Ed. with language concerned as an elective subject. |
| f) Art and Drawing | ----- | Secondary School Examination with a Diploma or a Certificate of a Technical Institution recognized by a University or Govt. or a Board of Technical Education and that the course leading to the Diploma or the Certificate with Drawing included in it as the main topic.. |
| g) Home Science | ----- | B.Sc., B.Ed. with Home Science as one of the subjects. |
| h) Work Experience
and community
Science | ---- | Diploma or a Certificate of a recognized Technical Institution (with a practical training course of one year in the relevant Craft). |
| i) Music | ---- | One of the following Diplomas, preferably with Secondary School Examination. |
| | | <ul style="list-style-type: none"> i) Sangeet Visharad of Bhatkande University, Lucknow; ii) Sangeet Visharad of Gundharve Mahavoidalaya Bombay iii) Sangeet Prabhakara of Prayag Sangeet Samati, Allahabad. iv) Final Examination in Music of Sanker Gandherva Vidyalaya. Gwalior. |
| j) Physical and Health Education | | |

Qualification of
Teachers to teach
Hr. Sec. Classes

- ii) The Minimum qualification of teachers for teaching Higher Secondary Classes (classes XI and XII) in the following subjects shall be as shown against each:
- | | |
|-------------------|------------------------------------|
| a) Arts | Masters Degree in the Subject |
| b) Science | concerned of an Indian Univ. or a |
| c) Social Science | degree of Foreign Univ. recognized |
| d) Commerce | as equivalent thereto. |
| e) Stenography | Bachelor's Degree of an Indian |

19) Notwithstanding the provisions of Regulation 18 (i), (ii) above, about the qualifications of the teachers, an Institution of Category: 'D' shall have three trained Graduates on its teaching staff provided that an Institution of category (A), (B) or (C) shall have one additional trained Graduate on its staff for every group of 45 students on its roll.

Instruction for
Inspectors

20. The detailed instructions for the guidance of Inspectors and the procedure to be followed by them are given in Appendix 5.

CHAPTER-IX

A) Procedure for submission of books by Publishers or Authors of books.

Submission of
Text books other
than those edited
printed and
published by the
Board

1) The following procedure is laid down for submission of books by the publishers or Authors of books, as may be invited, for consideration of the Academic Committee:-

(i) The Secretary or any other officer authorized by him shall invite from registered publishers or Author publishers books other than those edited, printed and published by the Board to be recommended courses of study for various classes (I-IIX).

(ii) A notification to this effect shall be published in some important Local and National Daily News Papers and the Government Gazette and copies of the same shall also be sent to all recognized, and affiliated Institutions;

(iii) Publishers and Author-publishers intending to submit their books for consideration shall first get themselves registered with the Board on submission of application on the prescribed form (as under clause iv below) and on payment of a Registration Fee of Rs. 500/=. The Registration shall be valid for a period of three years, renewable on further

application and payment of prescribed registration fee of Rs.500/= for another term of three years and so on.

- (iv) The application form shall be as under:-
- (a) Name of the Author with full address and educational qualification;
 - (b) Name of the Publisher and address;
 - (c) Present occupation of the Author;
 - (d) If the Author is a teacher or a professor, the following details should be given.
 - (1) Name of the Institution where employed;
 - (2) Date of employment
 - (3) Subject taught;
 - (4) Classes taught.
 - (5) Books previously written and published, if any;
 - (6) Are these books sole text books or recommended for study;
 - (7) How long have these books been approved for study.
 - (8) Subject on which the Author wishes to write for the Board;
 - (9) Ability of the Author for writing the books;
 - (10) Whether registered with the Board, mention the Receipt No. and Date of Registration fee paid.

(Note : - A publisher submitting the books shall give the above details about the Author or Authors and certify that the book is the production of the Author/s named).

- (v) Books submitted by Publishers or Author publishers not registered with the Board shall not be considered;
- (vi) Each Registered Publisher or Author publisher shall submit four copies of each book;
- (vii) Books submitted shall reach the Board office before or on 1st April of the year subsequent to which the books are proposed to be introduced for study, i.e., one academic year earlier.
- (viii) The Author or Publishers will be given one clear academic year for writing the books (i.e., if the books are proposed to be introduced in 2005, the

notice for inviting books will be issued in 2003-April or May) and the prepared manuscripts or books must be submitted to the Board on or before 1st April 2004)

- (ix) Publishers shall declare clearly while submitting a book that they themselves or any of their near relatives or friends have no financial interest in any other firm of publishers;
- (x) Manuscript submitted in English script shall be type-written, if not printed and in the case of other scripts in type, printed or in calligraphist's (Katib's) hand;
- (xi) No manuscript or book once submitted shall be returned;
- (xii) No book shall be sent by the Publisher or Author-Publisher direct to the Academic Committee;
- (xiii) Publishers or Author-Publishers intending to submit their books shall pay a reviewing fee of Rs.500/- per book submitted for consideration;
- (xiv) the Publishers or Author-Publishers who are found guilty of any of the following acts shall be disqualified: -
 - a) selling pirated editions infringing copy rights;
 - b) charging more than authorized prices;
 - c) making wrong statements about the authorship of the books or with - holding information regarding partnership in royalty.
- (xv) Each book submitted should be accompanied with the following information and particulars: -
 - a) Name of the book;
 - b) Name of the Author/Editor in full with address and his registered number, if the book is submitted direct;
 - c) Name of the Publisher and his registered number;
 - d) Name of the proposed Publisher, if the book submitted by the Author is finally approved.
 - e) Name of the subject or subjects on which the book is written;
 - f) Name of the examination for which intended;

- g) Whether the book is submitted as a Text book or submitted for being recommend for study or for supplementary reading;
 - h) Price of the book, when printed after approval;
 - i) Number of pages in printed form;
 - j) Whether the book was submitted before. If so, when?
 - k) Whether the book has been prescribed or recommended for study by any other Educational Institution, Board or University, if so, names of such Institution, Board or University must be given;
 - l) Quality of paper to be used, if the book is approved. Quality, size and weight per ream to be mentioned.
- (xvi) A declaration duly signed by the person submitting the book should also accompany each book in the following form: -
- a) that no copy right material has been used in the book entitled _____ OR that necessary permission has been obtained for copy right material that has been used in the Book, entitled _____ the details of which are submitted herewith (Please give details)
 - b) that the Book entitled _____ does not contain any incriminating material repugnant to National interest or any obscene passage and is not objectionable in any other way.
 - c) that the Author's name given on the book is the name of the real author and that he has no secret partner;
 - d) that sufficient number of copies of the book will be made available by the beginning of the academic year and that in subsequent editions the get up of the book according to the sample of the printed book submitted to the Board will be maintained.
 - e) that whenever a subsequent edition of the book is to be brought out, the permission of the Board shall be obtained in advance;
 - f) that the book has not been printed and published under any other title hither to before
 - g) that no change in the price fixed will be made without the previous approval of the Price Fixation Committee of the Board;
 - h) that the word "Specimen submitted for approval" and the year of submission has been stamped clearly on the first page of each book or

manuscript and on several other pages inside the book or manuscript (this must be done);

- i) that in the event of any or all of the clauses not being complied with faithfully, the Publisher or the Author Publisher, as the case may be, shall be disqualified and he cannot submit any book for consideration in future.
- (xvii) All the books and manuscript must be sent freight paid to the address of the Secretary or any other officer nominated by him.
- (xviii) Separate forwarding memos must be sent for each book relating to each subject.
- (xix) Canvassing by the Publisher or Author Publisher in any way shall render him liable to the black listed.

2. When a book is finally approved, the Publisher Author will pay a prescription fee as under:-

- (a) For Sole Text Books:- Rs. 500/= for each book.
English, Mathematics, Social
Science, Science.
- (b) Alternate books for the Rs. 400/= for each book.
above subjects.
- (c) For Sole Text Books Rs.400/= for each book.
in other subjects.
- (d) For alternate text Rs. 300/= for each book.
Books in other subjects.

Appointment of
Reviewer and
Procedure for
Review

3 (I) The Academic Committee shall select a panel of the Reviewers on each subject. Such panel shall not ordinarily be changed for a period of three years atleast, but the vacancies which may occur on the panel will be filled by the Committee from time to time.

(ii) The Chairman of the Academic Committee will select three persons from this panel for reviewing a particular set of books. The names of these three persons will remain a guarded secret with the Secretary of the Board and all correspondence with them will be treated as strictly confidential.

(iii) Books or manuscripts submitted by Publishers or Author-Publishers in the manner already indicated will be sent for review after removing all marks of identity of authors and publishers. These will be with the Reviewers by the 1st of May and the Reviewers will return the books to the Secretary along with the reviews confidentially by or before 15th June.

(iv) Reviews will be submitted according to a Questionnaire to be prepared for each subject in each panel by the Academic Committee.

(v) These Questionnaire, in addition to other things, will ask for information on all matters covering the course content, its presentation, language gradation, illustrations, suitability for the class for which the books are meant and on the size, printing, paper, get-up, volume, probable price, etc. (in the case of printed books) and also about errors, inaccuracies in regard to facts, content language, printing, etc of books or manuscripts..

(vi) The recommendations of the Reviewers shall be placed before the Academic Committee for approval or disapproval according to the merit or merits of the books.

Remuneration
To Reviewers

4. The Reviewers will be paid remuneration as may be prescribed by the Board for each book reviewed.

Fixation of
Price

5. The Board, on the recommendations of the Text Book Publication Committee shall , fix the price of the approved books. The Publishers concerned may, if the Board so desires, be given an opportunity to present their case for justifying the prices proposed by them, but it will not be binding on the Price Fixation Committee to accept the plea of the Publishers. The decisions arrived at by the Price Fixation Committee shall be final.

Supplying of
Printed copies of
Books for record
in the Board
office

6. (i) If a book or a manuscript is prescribed or recommended for study for any examination the Publisher must send two printed copies of each book to Secretary for record in the Board office. They should similarly send two copies of the

same book whenever they bring out a new edition so long as that book remains prescribed, so that it can be checked with the specimen originally submitted.

- (ii) the Secretary shall see that the books received are accessioned in the Library Accession Register under the signature of the concerned officer and that the books so received are properly classified by the Librarian who will be responsible for their proper maintenance and record.

B. PROCEDURE FOR EDITING/WRITING OF THE TEXTBOOKS TO BE PUBLISHED BY THE BOARD.

Procedure for
Editing of
Books

1. The following shall be the procedure for editing and compilation of such text books as are authorized by the Board to be nationalized/published on the recommendations of the TextBook Publication Committee:

- i) The text-books, not nationalized upto-date, in language and non-language subjects of various examinations from Class Ist shall also be brought out by the Board in a phased programme.
- ii) The Text Book, Publication Committee shall, every year at an appropriate time, to be decided by the Chairman, make the publication of new text-books in the subject/s approved by the Board.
- iii) The text-books shall be edited/written strictly in accordance with the syllabus supplied by the Board.
- iv) Only one book shall have to be edited/written for one particular examination and it should cover all the topics prescribed for the subject, after consulting the existing prescribed text book/s
- v) The Chairman of the Board will, on the recommendations of the TextBooks Publication Committee, appoint a Supervisor for each subject;
- vi) The textbooks shall be edited or written under the close guidance of the Supervisor appointed for the purpose;

vii) The duties and functions of the Supervisor will be as under:

- a) The Supervisor on each language/subject shall recommend to the Chairman a panel of the best available persons to edit or write a text-book in the subject/s as the case may be. The Chairman shall have competence to appoint the editor or writer of a text-book out of the said panel;
 - b) To determine the tone and standard of the text-book to be edited or written;
 - c) To issue instructions to the Editors and Writers with regard to the following after having studied the syllabus prescribed by the Board:
 - i) Approximate volume of the book to be edited or written;
 - ii) Allotment of portions to be specified for various topics of the subject or language.
 - d) To ensure that the book has been edited or written, as the case may be, strictly in accordance with the syllabus approved by the Board;
 - e) To recommend to the Chairman the amount of honorarium/ remuneration to be paid to the Editor or Writer;
 - f) To recommend changes and modifications, if any necessary, in the existing syllabus for future guidance;
 - g) To make special suggestions, if any, considered necessary with regard to the printing, binding and size of the text-book/s.
- (viii) The Editor/Writer shall be required to act upon the instructions that may be issued to him by the Supervisor or by the Chairman or by both with regard to the editing/writing of the text-books
- (ix) No text-book shall be accepted unless it is endorsed and recommended by the Supervisor for adoption. The Supervisor shall have to certify that the text-book has been edited / written under his supervision , strictly in

accordance with the syllabus supplied by the Board and does not contain any objectionable material;

- (x) Two copies of the book in type script or calligraphist's (katib's) hand shall be submitted by the Editor/writer, in a bound form;
- (xi) No manuscript, once submitted, shall be returned;
- (xii) The Editor / Writer shall have to submit a declaration in the following form along with the manuscript of the book edited/written by him. In case this declaration is not furnished with the manuscripts, the manuscript shall be liable to be rejected: -
 - (a) No copy right material has been used in the manuscript entitled _____ .

OR

Necessary permission has been obtained from the copy-right holder/s for the copyright material that has been used in the manuscript entitled _____. The details of the copyright material used and the permission of the copy right holder/s, in original, is/are enclosed.

- (b) that the manuscript entitled _____ does not contain any incriminating material repugnant to National interests or any obscene passage and is not objectionable in any other way.
- (c) that the book has been edited/written strictly in accordance with the prescribed syllabus supplied by the Board and the instructions imparted from time to time by the Board or by the Supervisor.
- (d) that the manuscript submitted herewith has not been printed under any other title hither to fore
- (xiii) The Editor shall be required to carry out such improvements and modifications in the manuscript as may be deemed necessary and appropriate by the Supervisor or the Board;
- (xiv) The Editor shall have to complete the assignment of editing/writing of the book within six weeks from the date the syllabus is supplied to him;
- (xv) The title of the text-book edited/written by the Editor shall be fixed by him in consultation with the Supervisor.

Remuneration To Supervisors, Editor and Writer	<p>2. (i) A suitable remuneration for editing/writing to Editor/Writer of each text-book shall be determined by the Board from time to time keeping in view the N.C.E.R.T Rate Schedule.</p> <p>(ii) The remuneration payable to the Supervisor shall be fixed by the Board from time to time keeping in view the N.C.E.R.T. Rate Schedule.</p>
Execution of the Agreement by the Editor / Author	<p>3. The Editors or Authors shall be required to execute an agreement with the Board after their text-books are approved for publication.</p>
<p>The form of Agreement is given in Schedule A-1</p>	
Use of copyright material	<p>4.(i) The Supervisor of each subject shall recommend and endorse to the Chairman the conditions for use of the copyright material in the text-books assigned for editing/writing after editors/authors approach the copyright holders direct or through the Publisher (Board). In case it is considered necessary that the Board shall pay the necessary Royalty to the copyright holders and obtain necessary permission from them for the copyright material used in the text-books the Chairman shall arrange the payment of the said royalty.</p> <p>(ii) The acknowledgement of the copyright material to be used shall be made on-front page of the text-book in accordance with the wishes of the copyright holders.</p> <p>(iii) the copyright and all other rights whatsoever of the books edited/written by the Editor shall vest with the Board and its printing, publication and sale will be the sole responsibility of the Board. The editor will have no right, whatsoever, in the manuscript or the printed books.</p>
Fixation of Price	<p>5. The prices of various publications and text books published by the Board shall be fixed by the Chairman from time to time in consideration of market prices and other factors involving such publications.</p>

Printing

6. (i) As long as the Board does not have a press of its own, it shall get the text books and other allied works printed at the presses of repute within and outside the State preferably from those which are registered as A or B class printers with NCERT, DAVP or the Boards/Text Book Corporations of neighbouring states at the rates fixed by the Board from time to time.

Provided that a percentage to be fixed by the Board over and above the approved rates shall be allowed to A or B class printers for sophisticated colour and other good quality printing as may be required.

Provided further that the press quoting the lowest percentage will be selected and the work allotted to it according to its maximum capacity.

(ii) An Agreement shall be executed by the Printers for printing of text books and other allied works as given in schedule A-II which is to be got registered in the competent court at Srinagar or Jammu.

Allowance of
Wastage on Board
Publication

7. The Board may allow the following wastage of paper to the printers on account of printing a various publications including text books: -

- | | | |
|-------------------------------------------|------|----|
| i) For printing upto 10000 copies. | 2% | 1% |
| ii) For printing upto 50000 copies. | 1.5% | 1% |
| iii) For printing more than 50000 copies. | 1% | 1% |

Distribution

8. (I) Genuine and bonafide booksellers shall be granted sale agency of Board text-books provided an applicant satisfies the Chairman that he is genuine member of the book trade and maintains a regular bookshop. For this purpose an applicant shall have to pay the Registration Fee of Rs. 500/= and submit a certificate which may be signed by one of the following officers of the Education Department:-

- a) Principal/Headmaster/Headmistress of a Higher Secondary / Secondary School.

- b) Zonal Education officer;
 - c) Chief Education Officer.
- (ii) The Chairman reserves the right to approve or reject any application for sale agency without assigning any reason.
 - (iii) The booksellers seeking grant of agency shall have to enter into an Agreement with the Board. The form of Agreement is given in Schedule A-III.
 - (iv) In case of any misconduct or breach of any term or terms of the Agreement by the sale agent, the Board may forfeit the security of the sale agent and black list the agent. But an opportunity shall be given to the agent concerned to show-cause as to why action proposed as above should not be taken against him.
 - (v) The Board shall reserve the right to alter, change, modify or add to the terms and conditions of the Agreement for grant of sale agency without prior notice to the agent.
9. Save as otherwise provided in these Regulations, the Chairman shall have the power to take such action as may be considered necessary for writing/editing, printing, distribution, etc. of text-books, subject to the confirmation by the Text Book Publication Committee.

SCHEDULE

A-1 (Ref. Clause 3 of Ch. IX-B)

**THE JAMMU & KASHMIR STATE BOARD OF SCHOOL EDUCATION
SRINAGAR / JAMMU.**

A G R E E M E N T

An Agreement made this the _____ day of _____
Thousand _____ between Shri/ Shrimati
_____ S/o / D/o / W/o _____
R/o _____ (herein after called the "Editor") of the first part and the
Jammu & Kashmir State Board of School Education, through the Secretary, (hereinafter
called the "Publisher") of the second part.

It is hereby agreed as follows:-

- 1) The Editor has edited a manuscript entitled _____
meant for use of _____ Examination and
the said Editor has edited the manuscript of the said book in pursuance of the
publisher's letter No. _____ Dated _____
- 2) The Editor hereby surrenders and transfers absolutely and unconditionally all
copyright in the said manuscript to the publisher, which will henceforth be the
absolute owner of the said manuscript.
- 3) The Publisher (the Board) shall have the unfettered right and power to publish the
manuscript in any number and in as many Editions of the same as may be needed
as full owner of the said manuscript without any objection or claim of any kind by
the Editor.
- 4) The Editor shall not hereafter publish, print, cause to be published or printed, even
under any other title whatsoever any copy abridgement or translation of the said

manuscript or do any act which may effect the interests of the Publisher in the said manuscript.

- 5) The word : Editor shall include his heirs, assigns and representation in interest also.
- 6) The Publisher agreed that the book shall bear the name of the Editor.
- 7) The Editor has not contravened any of the provisions of the copyright Act No. XIV of 1957, and in case of any copyright material has been used by the Editor it is of a nature that does not exceed the limit of exemption prescribed by section 52 clause (g) of the said Act;

OR

The Editor declares that he has used the copyright material in the said manuscript as detailed in the list forming annexure -A to this agreement, which exceeds the limit of exemption of prescribed under section 52(g) of the copyright Act No. XIV of 1957 and for that he has obtained the necessary permission from the copyright holders and has furnished the same to the publisher in original.

- 8) The Publisher has got the manuscript edited or written with all its rights in consideration of a remuneration of Rs. _____ (Rupees _____) fixed by the Chairman.
- 9) The Publisher shall immediately after the execution of the agreement, remit the amount of remuneration to the Editor by a cheque on receipt of his written claim.
- 10) In case of breach of any one or more of the conditions of this agreement by the editor, he shall pay a cash compensation of Rs _____ (Rs. _____) in addition to other charges that the Publisher may have to incur on that account.
- 11) In case of any dispute or differences in respect of the interpretation of any of the stipulations arising out of this agreement between the parties, the matter shall be referred to the Chairman, the J&K State Board of School Education, whose decision shall be final and binding on the parties.

In witness where of the parties hereto have signed this agreement on the date first above mentioned.

Signature of the Secretary
for and on behalf of the
Jammu & Kashmir State Board
of School Education
Dated: _____

Signature of
Editor
Name: _____
Address: _____
Dated: _____

1. Witness _____
(Full name and address)
Dated: _____

1. Witness _____
(Full name & address)
Dated: _____

2. Witness _____
(Full name and address)
Dated _____

1. Witness _____
(Full name & address)
Dated _____

SCHEDULE

A-1I (Ref. Clause 6 of Ch. IX-B)

**THE JAMMU & KASHMIR STATE BOARD OF SCHOOL EDUCATION
SRINAGAR/JAMMU.**

AGREEMENT

An Agreement made this the _____ day of _____ Two Thousand _____ between the Jammu and Kashmir State Board of School Education through its Secretary, hereinafter referred to as the Board of the First Part: and M/s _____ hereinafter referred to as the Printer of the Second Part:

WHEREAS the printer has offered and agreed to print books/material for the Board on the schedule of terms and conditions, and the rates indicated in the Schedule forming annexure to this agreement:

And whereas the Board has accepted the said offer and decided to place appropriate print orders with the printer on the terms and conditions forming a schedule to this agreement.

NOW, THEREFORE, parties hereto agree to abide by the following terms and conditions:-

- 1) that the parties shall be bound by the schedule of terms and conditions annexed to this agreement.
- 2) that the Board shall place appropriate orders with the printer, which the printer shall carryout on the rates and the terms and conditions annexured to this agreement.

IN WITNESS where of, the parties home signed this agreement this _____ day of _____ 2000_____ before the witnesses.

Sig of the Secretary for and on behalf
Of the J&K State Board Of School
Education
(Ist party of the _____First part.

Sig. Of the Printer with seal
(party of the Second Part.

Witness_____

Witness_____

**THE JAMMU AND KASHMIR STATE BOARD OF SCHOOL EDUCATION
SRINAGAR/JAMMU.**

ANNEXURE

SCHEDULE OF TERMS AND CONDITIONS

1. DELIVERY OF PAPER AND SAFE CUSTODY

- (i) The paper meant for printing use shall be delivered by the Board at the Godown of the Printer _____. The printer shall, however, at his own expense carry the said paper from the place of storage godown to the printing press premises. The printer shall not be entitled to any transportation handling or other charges incurred in connection with the lifting of the paper from his godown and carriage to the place of actual printing.
- (ii) The printer shall be responsible for the safe custody of the paper delivered to it while the same is lying in store at the godown of the printer or at the printing press premises, any damage, loss, or shortage on any account, whatsoever, shall be the responsibility of the printer who shall be liable to make up the said loss, shortage or damage to the satisfaction of the Board.

2. Security

- i) The printer shall provide security to the Board in the form of a CDR pledged to the Accounts Officer of the Board equivalent to 2% of the total printing charges payable to the printer of any part of print order subject to a minimum of Rs.5000/-
- ii) The security as indicated above shall be adjustable at the discretion of the Board against any claim of the Board on any account, whatsoever. In case there is no such claim, the security amount shall be released in favour of the printer.

iii) In addition to the security mentioned in item (i) above, the printer shall also furnish a further security in the shape of a Bank guarantee favouring the Secretary of the Board to the extent of 20% of the value of the paper delivered for printing or fixed deposit receipt of any Scheduled Bank or Nationalized Bank to the extent of 10% of paper delivered for printing or further security to this extent. The bank guarantee shall be liable to be encashed for adjustment of any claim which the Board may have against the printer during the course of contractual period or till all matters relating to the printing contract are finalized. The printer shall be under an obligation to keep the bank guarantee valid and renewed till the delivery of entire printed material under the contract is completed

3. Insurance

The Printer shall be under an obligation to keep the entire paper, printed material and books along with other materials such as films, blocks etc. duly insured against theft, riot, fire, damage, pilferage shortage etc. The printer shall provide proof of the said insurance to the Accounts Officer of the Board immediately after the delivery of the paper to it.

4 Printing

- (i) The Printer shall print the books/material in clear and legible print. Illegibly printed material shall be liable to be rejected at the discretion of the Board. The decision of the Board or its authorized representative as to whether the printing is legible and clear or not shall be final and binding upon the printer.
- (ii) The books printed by the printer shall bear the seal/impression of the Board or any other mark as the Board may prescribe.
- (iii) The printer shall print only that number of copies as are ordered by the Board. No payment shall be made for any excess printing done by the printer. The Board may, however, at its discretion take over the excess printed material but the printer shall not be entitled for any printing charges for such material. The paper used for such excess printed material shall be accounted for only to the extent of 10% the rest of the paper used for such excess printed material shall be liable to be reimbursed to the Board either in the form of paper or the market price thereof. The printer shall not be entitled to any extra payment on account of proof reading of first and second proofs. The first and second proof reading shall be the responsibility of the printer.
- (iv) The Board shall be entitled to depute\ authorize a representative to supervise and to have access to the premises where the printing process is

undertaken by the Printer. The place where the paper or the printed material is stored shall also be liable to be inspected by the representative of the Board at any time. The printer shall in this connection provide all facilities to any such representative of the Board.

- (v) The printed material shall be deemed to be accepted only in case the Joint Secretary (Text books) of the Board issues a certificate of the quality of printing being satisfactory and acceptance of the printed material. The Jt. Secretary (Textbooks) with the prior approval of the Secretary shall be competent to reject the printed material or any part thereof in case the printing, binding or the get-up of the printed books/material is not satisfactory. The decision of Secretary in respect of the quality of printing being upto mark or otherwise shall be final and binding upon the printer and the printer shall be under an obligation to reprint the rejected material at his own cost including the cost of the paper involved. However Secretary shall have the power to deduct from any payment due to the printer such sum as he may deem expedient in case the defective printed material is used by the printer.
- (vi) The parties agree and accept to complete every assignment within the time fixed for the same. The printer shall, therefore complete the printing and arrange the delivery of the printed material at Jammu/Srinagar within 30 days or any other period as per job docket (technical and other details) from the date of the delivery of the paper, cover, manuscript, films, final proofs etc. whichever is later. Delay of each week as per the job docket beyond the permissible time period will attract a deduction of 2% for first week and 4% thereafter subject to a maximum of 10% of the total charges payable to the printer (Excluding transportation). The decision to deduct any amount on account of delay shall be final and binding upon the printer. However, no deductions shall be made if the Secretary is satisfied that delay in completing the work was due to the circumstances beyond the control of the printer.
- Explanation : Delay shall constitute supplies which fall short of ninety percent of the particular job docket.
- vii) In case of delay to complete the printing Job/delivery beyond the stipulated period the Board shall be entitled to have the materials printed from other sources and in such case the extra expenditure involved shall be recovered from the defaulting printer, which shall also include cost of the paper, which the defaulting printer may have utilized for such work.

5. **Shortage**

In case any shortage occurs in the printed books/materials, the printer shall be liable to reimburse the Board according to the printed price of the books found short or the revised price published by the Board, whichever is higher.

6. **Sub-Letting**

The Printer shall, not sub-let the printing of Board material to any other printer.

7. i) 80% payment against satisfactory supplies shall be made on delivery of last consignment at identified stores as per Job dockets (Technical and other details form).

ii) The balance 20% payment shall be made to the printer after completion of all the jobs assigned to him during the period covered under this agreement soon after he renders paper account/returns films, blocks, etc to the Board.

In any case, the printer shall have to render the accounts and prepare claim within six months after the delivery of last consignment otherwise he shall forfeit his claim for balance payment.

8. **Carriage**

The presses shall be responsible for transportation of the printed textbooks and their delivery in the identified stores at Jammu/Srinagar on prevailing transportation rates.

9. **Period for Printing**

The Printing contract shall be valid for an initial period of one year from the date of signing of the formal printing agreement. The period can however be extended by the Board for a further period of one year on the same terms and conditions as settled between the parties.

10. **Wastage**

Normally the following percentage of wastage as on paper printed allowed.

	Ist Colour	Subsequent colour per colour
Upto 10000 copies	2% of paper	1% of paper
11, 000 to 50000 copies.	1.5% of paper	1% of paper
Above 50,000 copies	1% of Paper	1% of paper

11. **Arbitration**

i) In the event of any dispute, difference or question arising between the parties in connection with the terms of the agreement including the terms contained herein above except those in which the decision of the Board or any officer thereof is final, the same shall be referred to the Arbitration of any person to be nominated by the Chairman J & K State Board of School Education. The Printer shall not object to the nomination of any officer of the Board as an arbitrator on ground that the said officer is or was either associated with the Board or at any stage was associated in the dealings with the printer.

ii) All the disputes and legal proceeding shall be resolved and be subject to jurisdiction of the courts in the State of J &K only.

M/s _____ hereby agree to abide by the conditions laid down in clause 1 to 11 above and shall execute the assigned work in conformity with the official orders issued from time to time.

Secretary
for and on behalf of the
J & K State Board of School
Education.

Signature with seal on behalf
M/s _____

Witness _____ Witness _____

Witness _____ Witness _____

THE JAMMU AND KASHMIR STATE BOARD OF SCHOOL EDUCATION
TEXT BOOK DIVISION

A G R E E M E N T

This Agreement is made on the _____ day of _____ Two Thousand _____ between the Jammu and Kashmir State Board of School Education through its Secretary, hereinafter referred to as the Board of the One Part and _____ S/o _____ R/o _____ carrying business under the Firm name (hereinafter called the Agent) of the Second Part.

AND WHEREAS the Board has at the request of the Agent and as recommended by the Booksellers Association agreed to appoint him to be an Agent for the sale of text-books prescribed, printed and published by the Board on the terms, conditions and in the manner hereinafter mentioned.

1. That in consideration of mutual promises the Board hereby agrees to appoint the said Agent as the Sale Agent for the said books and exercise Note Books for the area known as District/Tehsil/City /Town of _____ for a period of three years;
2. The Board shall from time to time during the term of _____ years commencing from _____ consign and supply such text books and in such quantity as may be requisitioned subject to the availability of such text-books and in sufficient quantity as may be the stock position in the Stores for disposal at the moment, keeping in view the demand for such text-books from other quarter at the moment;
3. The Agent shall use his best endeavours to sell and dispose of the books supplied to him as hereinafter stated at the price fixed by the Board from time to time and shall in the meantime keep the books in his shop at a proper place and in proper condition at his own risk. He (Agent) shall not sell the publications in bound form.
4. The Board shall not be liable for any employees engaged or other expenses incurred in connection with the sale of the Books. The Agent shall bear all losses, damages, liabilities, debts, etc., incurred or contracted by him or his servants, in respect of the said sale and all the cost and expenses, whatsoever of advertising, circulating or selling the same shall be borne by him.

5. The Agent shall at all the times and during the continuance of the said agency obey and observe all directions and instructions which may be given to him by the Board concerning the sale or disposal of books or otherwise relating to the business of the said agency;
6. Either party hereto shall be at liberty to terminate the aforesaid agency by giving one month's notice in writing to the other;
7. On the termination of the agency either by expiry of time or by notice as aforesaid, the Agent shall deliver to the Board all or such of text-books as shall remain unsold and all accounts and documents relating to the said agency which shall be in his possession;
8. The Agent shall not without the consent in writing of the Board assign or in any other manner make over the said agency or this contract to any other person/s;
9. The Board hereby agrees to allow 15% discount on the price fixed for the various Board publications other than Admission Forms sold to the agent and 10% discount on Admission form. Every such requisition for the books shall be made to the Text Book Store Jammu/Srinagar and shall be accompanied or proceeded by the payment of price of the books;
10. The agent shall not print, produce or deal with the notes of any text books assigned to him by the Board under this agreement;
11. The Agent shall not sell the books in wholesale to any other seller either wholesaler or retailer unless otherwise prior permission of the Board in favour of bonafide approved agent is obtained.
12. The Agent shall not be entitled to cancel or revoke order for supply of the books;
13. The Agent shall be categorized as under in accordance with the capacity to sell the books in retail: -

<u>Class of Agent</u>	<u>Amount of Security required to be deposited</u>	<u>Amount upto which books can be purchased per annum.</u>
A.	Rs. 1000.00	Rs. 2,00,000/-
B.	Rs. 700.00	Rs. 1,20,000/-
C.	Rs. 400.00	Rs. 60,000/-

-----Class Agency is granted to the Agent who after furnishing the requisite cash security is entitled to purchase books of the said class for the amount shown against it above during the term of three years, for every Scholastic year.

14. In case the Agent does not keep all the text-books available at his shop throughout the year, the Board shall without previous notice to the Agent black list him and forfeit his security;
15. The Agent shall endeavour always to keep the books available with him and with this view replenish his stocks from time to time. He shall not withhold sale of Board books or in any manners create an artificial scarcity and situation of non-availability of books;
16. The Agent shall have to purchase the required publications of the prescribed text-books available at the Store in such a manner as may be determined by the stock position of the concerned Stores;
17. The Agent has deposited as security a fixed /call Deposit of Rs. _____ (Rupees _____) vide No. _____ Dated _____ Pledged to the Chairman J & K State Board of School Education in the J & K Bank _____
18. The Agent shall have to purchase the books for an amount of the value of not less than Rs.1000/- for each transaction;
19. The Board reserves the right to reject any application for grant of an Agency or for renewal of the agreement if adverse reports about performance, reliability of the applicant have been brought to its notice.
20. Any mistake in calculations on either side can be claimed by either party and paid after verification;
21. The agent shall, as an indispensable requirement, furnish a Surety Bond from a person of sufficient means and reputation, commensurate with the amount upto which books can be purchased per annum as indicated above. The agent shall be bound to satisfy the Board as regards the credibility of the surety. The surety shall be to the tune indicated below for the respective categories: -

Class	(A) Rs.12, 000/=
Class	(B) Rs. 8,000/=
Class	(C) Rs. 5,000/=
22. In the event of any default or failure on the part of the Agent in fulfilling the terms and conditions of this agreement, the Board shall in addition to and without prejudice to its claims and remedies available to it under clause 14 or any other law for the time being in force, be competent to forfeit the security deposit in whole or in part and terminate the agreement after ten days notice to the Agent and if the Board gets the work done by some other Agency at a rate higher than

that agreed here under, it shall also be competent to recover the loss from the Agent which may be occasioned to it on that account;

23. If any difference or dispute arises between the parties with respect to meaning or effect of any provision of this agreement or the interpretation thereof the same shall be referred to the Chairman, J & K State Board of School Education, for arbitration whose decision thereon shall be final and binding upon the parties.

In Witness where of the parties here to have signed this agreement on the date first above mentioned.

Signature of the Secretary
(For and on behalf of the J & K
State Board of School
Education).

1. Witness _____

Name _____

Address _____

2. Witness _____

Name _____

Address _____

For and on behalf of
the Agent _____

1. Witness _____

Name _____

Address _____

2. Witness _____

Name _____

Address _____

Certified that the bookseller Shri _____ S/o _____

R/o _____ carrying business under the name and style of _____

is a bonafide bookseller. It is further certified that his shop is not carrying out business of purchase or sale of books under any other name.

**Signature
Designation
With seal**

CHAPTER-X

A : EXAMINATIONS GENERAL

Annual & Bi-annual Examination

1. The following Annual and Bi-annual examination shall be conducted by the Board every year on the dates to be announced separately for each examination: -

- i. Secondary School Examination.
- ii. Higher Secondary Examination part-I
- iii. Higher Secondary Examination part-II
- iv. Diploma in Elementary Education.
- v. Certificate course in Physical Education.

Application to Admission for Examination

2. A candidate for any Examination of the Board shall on or before the date prescribed for the purpose submit to the Board his/her application on the prescribed form along with the fees and certificates signed by the officers authorized for this purpose vide Regulation 3 hereinafter appearing, to the effect that he/she is eligible and fulfils all the conditions laid down by the Board in this behalf and is of good character.

Officers competent to sign applications

3. The following officers shall be competent to attest the Applications of the various categories of candidates for admission to the Examinations conducted by the Board and sign the required certificates :-

(i) Regular Students. (Male/Female)	Headmasters. Headmistresses and Principals of affiliated Institutions/affiliated Colleges where the candidates have pursued the course for the Examination.
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(ii) Private candidates who have completed the prescribed course in any recognised Institution of the Board but not appeared in the examination.

--do--

(iii) Failure and reappear cases who appeared in the Examination of the Board and failed or placed under Reappear category.

Headmasters,
Headmistress and
Principal of affiliated
Institutions/affiliated
Colleges last attended
by the candidate

(iv) Other Private candidates eligible to appear in the examinations of the Board as given in the relevant regulations.	(i) Headmaster/ Headmistress/ Principals of affiliated Institutions/ affiliated Colleges last attended by the candidate
(v) English or additional subject or completion cases of the 10 class or any other higher class	Headmaster/ Headmistress /Principal of affiliated Institutions/ affiliated Colleges located nearest the permanent residence of the candidate;
(vi) Members of the defence force stationed in the J & K State, appearing as Private candidates.	Commanding officer of the Unit concerned or any other officer authorized by him in this behalf subject to the condition that the concerned candidate produces a certificate of having completed the required number of Practicals in an affiliated school/ affiliated college.
(vii) Laboratory Assistants and Technicians of University Department /Schools/Colleges	Head of the Post Graduate Department or the Head of the affiliated Institution or the Principal of the Affiliated College/ School concerned .
(viii) Teachers, Drill Masters, Physical Instructors, Librarians, Library Assistants and Library Clerks	Principals of affiliated colleges / affiliated Institutions where the candidate is employed
(ix) Library Assistant or Library Clerk of the University.	Head of the Department or the Librarian of the University wherever a candidate is employed

Notwithstanding anything contained in this Regulation a candidate who may be out of the jurisdiction of the Board at the time of submission of application for admission, may sign the application form in the presence of a Ist Class Magistrate or Principal, Headmaster or Headmistress of an affiliated Institution of the Board or University of the State, where from the candidate may be applying. In such a case, the signature of the candidate on the application form shall be attested by any of these officers but the certificates given on the Admission Form must be signed in lieu of their correctness by the same officer who has attested the signature of the candidate.

- | | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Price of Admission Form | 4. The price of per Admission Form for a regular/private candidate shall be as prescribed from time to time. In the case of regular candidates, the price of the forms will be realized through the affiliated Institutions and in the case of private candidates the Admission-cum-Permission Form can be had from the Board Office or from the Registered Book-sellers where the forms will be available for sale. The Registered Book-sellers that are prepared to receive the Permission-cum-Admission Forms for sale, will be allowed 10% discount. |
| Late fee for Admission | 5. Wherever the Admission Form or fee or both of a candidate are received after the last prescribed date, he shall be required to pay the late fee as detailed below: - <ul style="list-style-type: none"> a) For the first count of 15days after the prescribed last date---Rs. 120/- b) For the second count of 10 days after the expiry of the first count of 15 days-----Rs. 220/-
 Provided the Chairman or any other officer authorized by him may sanction late entertainment of fees and forms upto 30 days before the commencement of examination after the expiry of the second count of 10 days with a maximum late fee of Rs. 400/= <p style="margin-left: 40px;">Provided that no Admission form shall be entertained after the expiry of the date with a late fee of Rs. 400/=</p> |
| Remission of late fee | 6. (i) The Chairman may sanction remission of late fee in the submission of Admission Forms, Permission Forms, and other documents and fee etc., in genuine cases and in exceptional circumstances in which delay has been occasioned by circumstances beyond the control of the candidate or Institution as the case may be, provided always that the candidate or the Institution has not been guilty of negligence or fraud.

(ii) The Chairman, to avoid hardship in deserving cases, shall have the power to sanction the remission of late fees for reasons to be recorded in writing. |

Examination Fee 7. Each candidate shall be required to pay the fees as shown in schedule 6B that may be applicable to him/her for appearing in an Examination of the Board or for issue of certificates or their duplicates. Provided that blind/deaf candidate shall be exempted from payment of the following fees:

- (a) Admission Fee;
- (b) English only examination fee;
- (c) Additional Subject/s fee;
- (d) Completion of examination fee;
- (e) Fees to be paid to Amanuensis;

Physically handicapped students who are at least fifty percent disabled are also exempted from payment of above fee.

One subject Reappear candidate 8. (i) Save as otherwise provided in the Regulations governing an examination, candidates who have been placed in Reappear Category in one subject in Higher Secondary examination Part 6I or Part 6II of the Board and if availed of by them shall be eligible to join the next higher class and appear in the next higher examination provisionally provided they are otherwise eligible to appear. In the event of their having qualified in the higher examination, the result of the higher examination shall not be declared until they pass the corresponding lower examination in full. If such candidates clear the Reappear examination subsequent to the session at which they qualified in the higher examination they shall be deemed to have passed higher examination at the session at which they pass the lower examination (Reappear examination).

(ii) Candidates placed in Reappear category in one subject of Higher Secondary Examination Part -I or II, and are reading in the next higher class shall for purpose of admission to the Reappear Examination be treated as regular candidates for purpose of payment of fees etc.

Withdrawal of application 9. The Headmaster or Headmistress or the Principal of a affiliated Institution / affiliated College shall be competent to withdraw before the commencement of the examination, the Admission form of a candidate sent up for an examination for good and sufficient reasons to be recorded in writing.

Refund of Fee 10. (a) A candidate who fails to present himself/herself at an Examination conducted by the Board shall not be entitled to refund of admission fees or to having it kept in deposit for a subsequent examination unless:

- (i) he/ she dies before the commencement of the examination, the fee shall be refunded to the candidates legal heirs on making a claim for the same.
- (ii) he/she is detained from appearing in the examination on account of shortage in attendance. In such case the fee shall be kept in deposit for a subsequent examination.
- (iii) he/she is declared ineligible to appear in the examination. In such a case the fee shall be kept in deposit , for a subsequent examination.

Provided that refund of fees or its being kept in deposit shall not be allowed to candidates whose admission or permission applications have been rejected on account of their producing a false certificate or making a false statement in the admission or permission application forms, as the case may be , or who have failed to produce documents by the production of which they could be declared eligible.

b) A candidate, who from sickness or other adequate cause is unable to present himself /herself for an examination shall not be entitled to refund of his fees provided that the Chairman may, for sufficient cause, permit the candidate to present himself at the next ensuing examination without payment of any further fee, his/her fee being held over for the next examination. In such a case the application of the candidate, supported by a proper medical certificate from a qualified medical practitioner, of a status not lower than that of an M.B.B.S., or other evidence to show that his absence from the examination was unavoidable, must reach the Secretary not earlier than the commencement of the examination and not later than a month after the date of commencement of the examination at which a candidate is unable to appear. Such an application must be forwarded by the head of Institution concerned in case of students who sought admission as regular students or ex-students of affiliated Institutions and in the case of private candidates, by the officer authorised in this behalf under the Regulations, who forwarded the original application of the candidate for permission to appear at the examination.

Provided that this concession shall not apply to a candidate who absented himself/herself from a part of the examination.

- c) The refund or reservation of fee shall be sanctioned by the Chairman.
- d) Notwithstanding anything contained in the Regulations the Chairman may, to avoid hardship in genuine cases, sanction refund of fee or its being kept in deposit in exceptional cases not covered by regulations, for a subsequent examination.
- e) Any fee paid for a certificate which cannot be issued or for any other service which cannot be rendered under the regulations may be refunded.

Admission 11 (i) The Additional/ Joint Secretary (Examinations) shall after satisfying cord himself that a candidate has complied with all the requirements for admission to an examination, furnish the candidate with an Admission Card permitting him/her to appear at the examination.

(ii) A candidate shall not be admitted into the examination hall, unless he/she produces to the Superintendent of the Examination Centre, his/her Admission Card or satisfies the Superintendent that it shall be produced on the next day of the examination. If he/she fails to do so he/she produces an affidavit of required value to the Superintendent that he/she has completed the required formalities and that he/she has not received the Admission Card. Such candidates will be allowed to appear in the remaining part of the examination but their results will remain with-held till their cases are decided.

(iii) The Additional/Joint Secretary (Examinations) may, if satisfied that the admission card issued to a particular candidate has been lost or destroyed, issue, on payment of prescribed fee of Rs 80/= a duplicate admission card.

Withdrawal of permission 12.(I) Permission to appear in an examination conducted by the Board, may be withdrawn by the Board before or during the course of examination for such conduct of a candidate as in the opinion of the Board or the Sub Committee for dealing with unfair means or misconduct cases justifies

the candidates expulsion.

(iii) The Additional/Joint Secretary (Examinations) may withdraw before or during the course of examination the permission granted to a candidate by some mistake or omission if the candidate was found ineligible for appearing at the examination, even though an admission card has been issued and produced by the candidate before the Superintendent of Examination Centre.

Optional Paper offered By Private Candidate 13. Private candidates and ex-students shall not be allowed to offer a subject or an optional paper of a subject prescribed in the syllabus, unless provision has been made for an examination in such subject or optional paper for regular students attending recongnized institutions.

Provided, however, that a private candidate or an ex-student, who has once offered a subject or optional paper in any examination of the Board, shall be allowed the same subject or paper when the candidate appears at any subsequent examination, if that subject or paper forms part of the syllabus.

Change of 14. Subjects Unless otherwise provided in these regulations, candidates of Higher Secondary Examination Part-I and Higher Secondary Part-II desiring to change their subject in which they have failed or have been placed in reappear category, be allowed to do so at any session subsequent to the one at which they have failed or have been placed under reappear category along with a fee of Rs. 100/- without requiring them to appear again in the subject in which they have already passed provided the change is within the stream that they pursued or from science/ commerce to arts and not vice versa and request for change of subjects is made alongwith a fee of Rs. 100/- before or at the time of submission of fees and forms for the examination. However, if the candidates want to change their entire stream of subjects they may also be allowed to do so provided they seek cancellation of their earlier result in all subjects, excepting English in which the candidates can retain the earlier awards (if successful and if they so desire).

Provided further except in the case of Geology, Geography and Mathematics, no candidate of Higer Secondary Examination Part-II shall take up any subject of Science group unless he/she has passed the corresponding subject in the qualifying examination.

Admission to Bi Annual Examination 15. Save as otherwise provided in the Regulations governing Examinations conducted by the Board, the following categories of candidates shall be eligible for admission to the Bi-annual Examinations in Secondary School Examination / Higher Secondary Examination Part-I / Higher Secondary Examination Part ó II Examinations.

A) Secondary School Examination

- a) Students who have been placed under reappear category in one subject only

- b) Students who having passed Secondary School Examination but intend to appear in additional subjects;
- c) Shortage cases provided they make up the shortage before commencement of the Bi-annual Examination.
- d) Students who passed their Secondary School Examination with the help of statutory marks get placed under reappear category in one/ more than one subject as a consequence of withdrawal of statutory concession (the concession having, been withdrawn on the request of the concerned student/s);
- e) Late school student having completed the required course before commencement of annual examination but not having appeared therein.
- f) A candidate who has not attained the age of 14+ on first day of the month of Nov. & May of the year of the Examination in the case of winter/ summer zone areas respectively, of J & K State, shall not be allowed to appear in the examination

B) Higher Secondary Examination Part-I (conducted by the Board) and Higher Secondary Examination Part-II

- a) Students who are placed under reappear category in one subject only;
- b) Students who having passed their examination intend to improve their division/rank/grade. This shall include students who get placed under reappear category in one or more than one subject as a result of withdrawal of statutory marks (the concession having been withdraw on the request of concerned student/s);
- c) Students who having passed their Higher Secondary Examination Part-I or Higher Secondary Examination Part II (as the case may be) intend to appear in additional subjects.
- d) Shortage cases provided they make up the shortages before the commencement of Bi-annual Examination
- e) Late school students having completed the required course before the commencement of annual examination but not having appeared therein
- f) The admission to Class XI shall be open to only such students who have passed in all five subjects of class. Secondary School examination or Higher Secondary Examination Part óI (as the case may be)
- g) Such of the failures (including exemptional cases) as rejoin the College/ School after the declaration of their results in the annual examination in the same course in which they have failed shall not be eligible for admission to the Bi-annual /supplementary examination of

the year. They shall be eligible after re-admission only at the next annual examination along with the batch of students with whom they got re-admitted into the College/School after their last failure.

Provided that a candidate appearing as a Regular student at a subsequent examination after having been placed in exemption category previously, shall have to appear in all the subjects and no concession of previous examination shall be granted to him.

Provided further that candidates of the bi-annual/ supplementary examination shall be granted admission to the next higher class along with the successful candidates of the next annual examination.

Private candidate eligible to Appear in Sec. School exams.

16. Subject to provisions of Regulation 15 of this chapter, the following categories of candidates shall be allowed admission to appear as private candidates in the Secondary School Examination.

- a) Failures
- b) Candidates having attained the age of 14+ (fourteen plus) on the first day of the month of November and May of the year of the examination in the case of winter and summer zone areas, respectively, of J& K State.
- c) Candidates who having passed the Matriculation /Secondary School Examination of the Board or of the erstwhile University of Jammu and Kashmir, or an equivalent examination of any Indian University or Board of Education, wish to appear in additional subject./s prescribed for the Secondary School Examination.
- d) Candidates who have failed or have been placed under reappear category in the Secondary School Examination of the Board.
- e) Candidates, who having passed an examination in an Oriental Classical or Modern Indian Language of the erstwhile University of Jammu and Kashmir, or Jamia Deniyat Urdu, Devband UP, or the Rashtriya Bhasha Prachar Samiti, Wardha, or University of Kashmir or University of Jammu or the Jamia urdu Aligarh or an equivalent examination or another statutory body, desire to appear in the examination from territories within the Jurisdiction of the Board;

- f) Candidates who having passed in English only subject of the Secondary School Examination of the Board, or of the erstwhile University of Jammu and Kashmir or the Punjab University (Paskistan or India) before 1949, wish to appear in the remaining subjects of the Secondary school Examination;
- g) Other candidates, who reside outside the territorial jurisdiction of the Board and satisfy the conditions laid down in these regulations; provided that in case of candidates from outside the state of Jammu and Kashmir only those candidates shall be allowed to appear in the examination, who themselves or their guardians have been residents of the Jammu and Kashmir State or are serving within the territorial jurisdiction or the Board at the time of submission of their Forms and produce a certificate to this effect from Competent Authority, namely, the Head of the Department concerned or the Deputy Commissioner or in the case of Defence Personnel the Commanding Officer command.
- h) Candidates who having passed the Higher Secondary Core Examination of the erstwhile University of Jammu of Kashmir or of the Board, can, if they so desire, appear in the Mathematics subject of the Secondary School Examination. The successful candidates shall be deemed to have passed the Secondary School Examination as Completion cases;
- i) Candidates (males as well as females) having passed class-IX examination and have left the institution nine months before the date on which the examination (theory) is scheduled to be held, shall be allowed to appear in the examination.

Private candidate
Eligible to appear
in Hr. Sec. Exam.
Part I/Part II

17. In addition to the category of candidates mentioned under regulation 7 (i) and (ii) of chapter XII and Regulations 1 (i) to 11 (vi) of chapter XIII of these Regulations, the following categories of candidates shall also be eligible to appear in the Higher Secondary Examination Part-I/Higher Secondary Examination Part-II as private candidates: -

- i) Candidates who have not been on the rolls of a affiliated Institution/affiliated College as Regular Students in Higher Secondary Examination Part-I/Higher Secondary Examination Part-II, course at any time during the academic year preceding the examination for which they are studying, shall appear at the examination as Private Candidates; Provided that such candidates

may be allowed to appear in additional subjects simultaneously if they so desire, and shall pay the required fee and fill in the Admission form separately. Provided further that the result of such candidates in the additional subject/s shall be declared only if they qualify in the examination in full subjects otherwise the examination in the additional subject/s shall automatically stand cancelled. In each subject in which practical examination is held the candidates shall be required to perform practicals in any affiliated institution

ii) Candidates having passed the examination may be allowed to appear at any subsequent examination in any one or more elective subjects prescribed for that examination except the subjects in which they have already passed the examination in accordance with the Regulations governing that Examination.

iii) Physically handicapped students, who can produce reasonable evidence of having difficulty in attending the normal Institutions, only for examinations not involving practical training;

Provided that blind candidates can offer music as one of their subjects.

iv) Candidates having passed, not less than one year previously the Secondary School Examination from the Jammu and Kashmir State Board of School Education or an equivalent Examination from any other recognized University/ Board/Body and have not been on the rolls of a recognized institution at any time during the year proceeding the Examination can appear in the Higher Secondary Exam. Part-I

v) Candidates having passed Higher Secondary core Examination conducted by the J&K Board of Secondary Education or the erstwhile University of Jammu & Kashmir can appear in Higher Secondary Examination Part-I.

Provided that such of the candidates as have not passed the Mathematics subject of Secondary School Examination after having passed the Higher Secondary Core Examination of this Board or of the erstwhile University of Jammu and Kashmir, shall not be allowed to offer Mathematics/Science in Higher Secondary Examination Part-I.

vi) Candidates having passed, not less than one year previously, the Higher Secondary Examination Part I from the J & K Board of School Education or an equivalent examination from any other Board/University/Body and have not been on the rolls of a

recognized institution at any time during the year. proceeding the Examination can appear in the Higher Secondary Examination Part-II

vii) A private Candidate offering Science subject, Music or Home Science shall produce a certificate of having done the practical training, or map work in the case of Geography or surveying in the case of Geology, in a Laboratory of an affiliated College/affiliated institution, or any other laboratory approved by the Board for the purpose; provided in the case of such subject/subjects in which practical examination is held, the minimum irreducible number of practicals done shall be 70% of total practicals. The certificate duly signed by the Principal of an affiliated College School in which the practical training has been received, must reach the Secretary at least 15 days before the commencement of the Examination.

Casual Students 18. (a) A casual student as against a regular student is one whose name is not on the rolls of a recognized institution as a regular student but, who with the approval of the Head of the Institution, attends the class in a subject or subjects. A casual student will not lose the right to appear as Private Candidate if he is admitted as casual student in any affiliated Institution, the Head of the Institution shall be required to report to the Secretary of the Board all particulars about such a candidate before such admission is being allowed by the Head of the recognized Institution.

Academic
year

(b) Academic year means the total period during which instruction is required for the purpose of any examination between the commencement of one examination and the commencement of the next examination.

Certificate of
Practical
Training

19. A Private candidate offering a Science subject, Music or Home Science or other subject in which practical training, map work, surveying etc, is necessary shall produce a certificate of having done the practical training in accordance with the provisions of the Regulations governing the particular examination, in a laboratory, workshop, field, etc. recognized by the Board in the subject or subjects concerned. The certificate duly signed by the Head of the Institution in which the practical training has been given, must accompany the admission form for examination or be recorded on the same.

Improvement of
Performance

20. Candidates of Hr. Sec. Exam. Part-I or Hr. Sec. Exam. Part óII as desire to improve their division/marks /grade by seeking cancellation of awards secured by them in a particular examination be allowed to do so and appear in the same examination afresh at one of the two immediate subsequent sessions and in no case there after, provided that they shall have to appear in all the theory subjects offered by them previously and shall have a single chance to avail of this concession within the prescribed time limit. They shall not be allowed to appear in practicals in which case they shall retain their earlier marks. Provided further that in all such cases where the candidate fails to improve his/her performance he/she shall be allowed to retain the previous result.

Failure to
appear in

21. (I) Subject to the conditions, if any provided in the relevant Regulations, if a candidate accepted for an examination is unable to appear in or misses a paper/papers of the examination on account of his/her serious illness or an accident to himself/herself or on account of the death of a near relative, on one of the days of the examination, or on account of any other unforeseen circumstances beyond his/her control, he /she may be given another opportunity of passing the examination at the session immediately following the one in which he/she missed to complete the examination, only when the Chairman is satisfied by the evidence produced that the concession applied for is justified in accordance with the intention of this Regulation.

ii) A candidate having partly missed the examination may , at his/her option, be examined in the part of the subject he/she has missed or in the whole subject at the bi-annual/subsequent examination. To enable him/her to exercise this option, he/she shall be furnished with the marks certificate in respect of the subject/subjects or paper/papers in which he/she has appeared.

iii) Candidates as have appeared in any examination of the Board and desire cancellation of their Answer Scripts before these are sent for evaluation be allowed to do so and allowed to appear in full subjects in the next session provided that the Chairman feels satisfied that it was beyond the control of the candidates to have appeared in the Examination and completed the same at the session in which he/she appeared in one or more papers.

iv) The application of a candidate prevented from appearing in or completing the examination on account of the aforesaid reasons shall be entertained only if it fulfils the following Conditions : -

- a) It is submitted so as to reach the Additional/Joint Secretary (Examinations) Jammu Division/Kashmir Division, as the case may be, not later than the fifteenth day from the date on which the candidate was incapacitated from appearing in the examination and these missed it partly;
- b) It is submitted through the Head of the concerned recognized Institution /affiliated College as the case may be, or in the case of private candidates through the officers, who attested the Admission Application Form of the candidate for admission to the examination. These officers, after making necessary inquiries shall have to certify in writing that the candidate could not appear in the examination or missed it partly because of his/her serious illness or accident to himself/herself or because of the death of a near relative or on account of any other unforeseen and uncontrollable circumstances (such circumstances to be precisely mentioned) on such and such day/days of the examination, accompanied also in the case of illness or accident by a medical certificate from an Assistant Surgeon being medical graduate.

Admission to higher class for candidates who have missed a paper or subject

22. Unless otherwise provided, only those candidates who have missed one paper/subject of the examination and were likely to pass in the examination had they appeared in this paper/subject and passed in it, may be allowed provisionally to read for the next higher class till the publication of the results of the bi-annual/subsequent examination at which such candidates have appeared; provided in the case of candidates who appear in any higher examination after having availed of the concession provided in this Regulation, the period of interval, between the previous examination and the next examination in which the candidates are appearing, shall be counted from the session in which the candidates could not appear in the last examination or having missed it partly. Candidates who pass under this Regulation shall not, however, be eligible for a scholarship or a prize.

Additional Chance to Exemption case

23. Whenever the Chairman is satisfied by the evidence produced candidate that he/she missed to avail of any chance available to him/her for completing his/her Exemption Examination for reasons of illness, detention, accident or death of a near relative or any other cause he/she may be allowed to avail of one more chance to complete the Examination at the session immediately next to the last chance available to him/her.

The Jammu and Kashmir State Board of School Education

(Academic Division, New campus Bemina Srinagar-190010)

Notification

This is to notify for information of all the concerned that the Regulation governing permission to use amanuensis in the examinations held by the Board has been partially amended by the Board at its meeting on 2-09-2002. the amended regulation covers spastic **students** and **accident cases** as well and reads:

I. An amanuensis shall be allowed in the case of physically handicapped candidates, **who are either blind or are permanently disabled from writing with their won hands.**

II. The Secretary of the Board shall arrange for the appointment of an amanuensis and inform the Superintendent of the Centre concerned.

III. The amanuensis shall be a student of a lower grade of education than the candidate and **must not be** attached to the Institution to which the candidate belongs, if he/she is sent up by a recognized Institution. In case of physically handicapped private candidates, the amanuensis appointed may belong to a recognized Institution.

Explanation: If the physically handicapped candidates is appearing in the 10th Class Examination, the amanuensis must be a student of 7th or 8th class and so on.

IV. The Superintendent of the Centre of Examination shall arrange for a suitable room for physically handicapped candidates and appoint a special supervisor for him/her.

V. Blind candidates may be permitted to type their answers, if they so desire.

VI. Spastic students, i.e., students suffering from permanent muscle constriction or loss of feeling (paralytic) cases will also be allowed amanuensis and shall have the facility of additional half an hour or one hour; depending on the recommendations of speech therapist or other concerned specialist from a government hospital for each of the subjects of appearance in the examination. Provided that the request for amanuensis from the spastic student is accompanied by a certificate from Speech therapist or E.N.T. specialist from a government hospital that the student is suffering from spastic palsy.

VII. The amanuensis will be a social workers who can understand and interpret their speech as amanuensis. Provided that the amanuensis so appointed is not expert in the subject in which the spastic student is appearing.

VIII. The spastic children will be exempted from a) Practical Work in Sciences as a special case; b) Map work in

- Geography and c) Construction work in Geometry & Mathematics.
- IX. One invigilator will be appointed for each candidate suffering from impairment of speech due to cerebral palsy and the entire cost will be borne by the candidate.
- X. The Secretary of the Board shall arrange for the appointment of an amanuensis and inform the Superintendent of the Centre concerned.
- XI. The amanuensis shall be a student of a lower grade of education than the candidate and **must not be** attached to the Institution to which the candidate belongs, if he/she is sent by a recognized Institution. In case of physically handicapped private candidates, the amanuensis appointed may belong to a recognized Institution. Explanation: If the physically handicapped candidate is appearing in the 10th Class Examination, the amanuensis must be a student of 7th or 8th class and so on.
- XII. The Superintendent of the Centre of Examination shall arrange for a suitable room for spastic student and appoint a special supervisor for him/her.
- XIII. Blind candidates may be permitted to type their answer, if they so desire. The amended regulation shall be implemented with immediate effect.

B.A. Dar
(Director, academic)

Amanuensis for
Physically
Handicapped
Students

24.(I) An amanuensis shall be allowed in the case of physically handicapped candidates, who are either blind or are permanently disabled from writing with their own hands.

(II) The Secretary of the Board shall arrange for the appointment of an amanuensis and inform the Superintendent of the Centre concerned.

(III) The amanuensis shall be a student of a lower grade of education than the candidate and must not be attached to the Institution to which the candidate belongs, if he/she is sent up by a recognized Institution. In case of physically handicapped private candidates, the amanuensis appointed may belong to a recognized Institution.

Explanation: If the physically handicapped candidate is appearing in the 10th Class Examination, the amanuensis must be a student of 7th or 8th class and so on.

(IV) The Superintendent of the Centre of Examination shall arrange for a suitable room for physically handicapped candidate and appoint a special supervisor for him/her.

(V) Blind candidates may be permitted to type their answers, if they so desire.

(VI) The remuneration payable to the amanuensis shall be Rs18/= per day of Examination.

Fees for
Bi-Annual
exam.

25. The fees for the Bi-annual examination shall be the same as for the corresponding annual examination in the case of all examinations.

Dates of
Exams.

26. The dates of commencement of the annual and bi-annual examination shall be notified separately.

Date for the
Receipt of
Forms & fee

27. i) The last date for the receipt, in the office of the Board, of forms and fees for each examination shall be notified separately. The dates of receipt of forms and fees in the Board office, Srinagar/Jammu or at its sub-offices shall be considered to be the dates of their receipt in the main office at the head growth and delay fees, whatever due, shall be regulated accordingly. In case the last date prescribed for submission of forms fees, falls on a holiday or Sunday the next working day shall be the last prescribed date.

ii) Candidates who are eligible to appear in the Secondary School Examination, Higher Secondary Examination Part-I and Higher Secondary Examination Part-II as a sequel to the result of the preceding examination may submit their forms and pay the fees without late fees within 15 days of the declaration of the result (the date of declaration of result being included in it) and thereafter with a prescribed late fee of Rs. 120/- for first count of fifteen days and Rs. 220/- for second count of ten days i.e., upto a maximum of twenty five days of delay. This concession will not however, apply to those candidates in whose case the duration of time between the respective dates prescribed above and the dates of declaration of result is less than fifteen days.

Dates of
Declaration
of Results

28. (i) Save with the Special permission of the Chairman, the result of an examination shall not be declared later than 12 weeks of the date of termination of the Examination

Communication ii) Candidates desiring communication of their results confidentially to an Institution inside or outside the State, where they may be seeking admission, before the date fixed for announcement of results shall have to pay a fee @ of Rs. 300/- per candidates for Institution.

Change of dates of Examination 29. Whenever any of the days on which an Examination has to be held happens to be a holiday or when the Chairman feels that there is sufficient reason for altering the days for holding an examination as already fixed, the Chairman may fix such other day/s for holding the examination as he may consider proper.

Provided that a Notification shall be issued for any such alteration of dates as the Chairman may direct.

Centres of Exams. 30. (i) The Examination of the Board shall be held at such Centres and on such dates and at such time as the Chairman may, from time to time, decide.

(ii) Every regular or fresh private candidate shall be required to appear at a Centre fixed by the Board when failures and reappear cases shall have to appear from the same centres where from they had appeared previously or as fixed by the Board

Change of Centre of Examinations 31. (i) The request for change of centre of examination from one place to another shall not ordinarily be entertained unless: -

a) (I) the request for change of centre on the prescribed proforma accompanied by the prescribed fee of Rs. 500/- is received atleast thirty days before the commencement of a particular examination.

However, the Chairman, in genuine cases may entertain such requests twenty days before the commencement of an examination as a special case.

b) The candidate himself/herself or his/her natural guardian is posted at the place where he/she seeks to change his/her centre of examination and produces a certificate of posting from the employer, provided that the employee other than Defence and Police who are appearing in the examination in any of the capacity shall appear from the same centers where from they appeared previously while in employment an posted at the places other than their centre of examination. Provided also that no request for change of centre from the candidates, other than Police and Defence personnel, shall be entertained on the basis of the posting if that has taken place prior to the last examination taken by the

candidate at the centre wherefrom he/she seeks the change. Provided lastly that the change of centre will be accepted/ allowed only when sufficient proof is provided to the effect that the parents/guardian alongwith the candidate are residing at the place of posting of the candidate/parents/guardian.

c) The change of centres shall be sanctioned by the Chairman or any other officer as may be authorized by him (Chairman) for this purpose.

Notwithstanding anything contained in these Regulations the Chairman may in genuine cases and for sufficient reasons to be recorded in writing sanction change of centre as a special case, Provided that candidates, if they so opt, can appear from provincial/District headquarter to which he/she belongs.

- (ii) The fee paid is not refundable if the request is rejected.

Mode of Examination

32. The tests of the examination conducted by the Board may be written or partly oral in practical and partly written. Oral and practical tests shall be carried out by the examiners appointed for the purpose in such a manner as may be prescribed from time to time. Written tests shall be by means of question papers and these shall be distributed among the examinees simultaneously at every centre at which the examination is being held.

Alternate question papers

33. Wherever 50% or more change has been made in the syllabus or prescribed text books, alternate question papers or questions shall be set for failures and exemption cases for one year only and in case the whole scheme of the course is changed, alternate question papers shall be set for three years. The change shall be determined by the Secretary in consultation with the Academic Committee.

Photograph by Regular/Private Candidates

34. All Regular and Private Candidates applying for permission to appear at the examination conducted by the Board are required to paste (and not to Stitch) copies of their passport size photograph taken ordinarily during the year preceding the examination, on the Permission-cum-Admission form where ever required at the space provided for the purpose. The candidates should write their names

on the photograph and the attesting officer should attest the photograph by signing across the photographs

No. of candidates
Per Exam. Center
In theory papers.

35. The minimum number of candidates required for the constitution of a Centre for the conduct of different examination (theory) shall be seventy five.

Constitution of
Special Centre
for theory Exams.

36. (i) A special Centre may be constituted for the conduct of the examination on payment of fee of Rs. 300/- per candidate short of the minimum number prescribed in Regulation 35 above provided that the minimum number of candidates likely to appear from that Centre is not less than 50. The amount shall be realized from the Institution concerned recommending the constitution of the special Centre.

Notwithstanding anything contained in this Regulation, the Chairman may in genuine cases authorize constitution of a special centre where the number is less than 50 candidates.

(ii) A Special Centre shall be constituted without payment of extra fees for the Examination to be conducted at Leh, Kargil, Gurez, Karnah and at such other far flung areas where the teaching for various examination is imparted.

Minimum no.
of candidates
for constituting
Centres for
Practical
Exams.

37. The minimum number of candidates for constitution of the centre for the conduct or practical test shall be 15. A special centre may be constituted for the purpose on payment of prescribed fee per candidate short of the said minimum, recoverable from the institution concerned, provided that the minimum number of candidates appearing from the centre is not less than 10 in each case. Notwithstanding the restrictions laid in this Regulation, a special centre shall be constituted without payment of extra fee and short of the minimum number prescribed, for Leh, Kargil, Gurez, Karnah and such other far flung areas where the teaching of Science has been introduced.

Centre for
Viva- voce

38. No minimum number shall be required for the conduct of viva-voce test when required for any examination or subject in addition to or independently of a theory and practical test.

Adequate
arrangement
for conduct
of exams.

(i) The provisions regarding constitution of Centres of Examinations (Theory & Practical) are subject to the fundamental condition that adequate and satisfactory arrangements for the conduct of an examination at a centre are available; and

(ii) The number of candidates comprising a group of the examinees in any institution at the same time shall not be more than it is justified by the capacity of the laboratory or the apparatus available there.

Procedure for appointment of Supervisor staff for class X,XI,XII, D.E.Ed.

40 (i) The Board shall ask for the list of persons from Director of School Education and Chief Education Officers of the respective districts for appointment as Superintendents and Deputy Superintendents in various examinations of the Board.

(ii) The officers concerned with the conduct of examinations in the Jammu and Kashmir Divisions of the Board shall remain in close touch with the Education Officers, so that the lists are finalized and the appointments effected atleast three weeks before the commencement of a particular examination.

(iii) The letters of appointment for Superintendents and Deputy Superintendents shall be signed by the concerned officers of the Board connected with the conduct of examinations

(iv) The acceptances of the Superintendents shall be received and consolidated by the officers concerned of the Board. In case the acceptances are not received upto one week before the commencement of a particular examination for which appointments were made, alternate arrangements shall be made by the Board in consultation with the Chief Education Officers concerned.

(v) The Board shall hold meeting of all the Chief Education Officers, if need arises, atleast fifteen days before the commencement of a particular examination to meet any emergency in the conduct of various examinations of the Board;

(vi) The Chief Education Officers shall not leave their respective District Headquarters for a period starting from the week immediately prior to the commencement of a particular examination till its termination to meet any exigency as may arise on account of last minute refusals by the Superintendents, Dy Superintendents or by any other member of the supervisory staff or on any other account;

(vii) The Superintendents of examination centres shall make appointments of Assistant Superintendents and other Supervisory staff in consultation with the Head of the institution concerned where centre of Examination is fixed.

(viii) The Supervisors (invigilators) be drawn from within a radius of 13 kms from the centre of examination at which they (invigilators) are appointed.

(ix) Adequate advances shall be paid to the Superintendents of examination centres concerned enabling them to make payments to Deputy Superintendents and supervisors (invigilators) and other menial staff other than Assistant Superintendents immediately on termination of a particular examination. However no payment shall be made by the Superintendent to any invigilator or any other member of the menial staff against whom a complaint has been made to the Board for any offence committed by him/her during the course of a particular examination. The Superintendents besides recording a certificate of disbursement shall also furnish the payees receipts duly attested alongwith the bill to the Board.

(x) The Superintendents of the examination centres shall in no case and under no circumstances make the appointments of Additional Deputy Superintendents which involve inter district transfers.

(xi) The Assistant Superintendents need not be the clerks of the schools or the Education Deptt. Only Teachers, Library Assistants of not less than Jr. Assistant grade and Masters of proven integrity as may be recommended by the Head of the Institutions where centre of examination is fixed, can also be appointed as Assistant Superintendents.

(xii) No one shall as far as possible be appointed as Superintendent Dy Superintendent, Asstt. Superintendent or supervisor in more than one examination in a session.

(xiii) The distribution of stationery and other articles shall be made by the Board of School Education at respective District Headquarters.

(xiv) The Supervisory staff including the Superintendents and the Deputy Superintendents, at the Centres constituted in a College be appointed by the Principal concerned subject to the condition that no teacher from the school system shall be appointed on the Supervisory staff without consulting the Principal of Higher Secondary School /Chief Education Officer concerned, in respect of High Schools, in writing.

(xv) The appointment of Superintendents and Deputy Superintendents from among the college staff at the centres other than colleges shall be made by the Board on the recommendation of the Principal of the college concerned.

Ordinarily the following number of supervisors shall be appointed at each centre:-

- i) upto 10 candidates-either Dy Superintendent or Asstt. Superintendent and no supervisor.
- ii) from 11 to 30 candidates Dy Superintendent and Asstt. Superintendent and no supervisor.
- iii) from 31 to 60 candidates one supervisor;
- iv) from 61 to 90 candidates two supervisors;
- v) from 91 to 120 candidates three supervisors and so on i.e. one supervisor for a count of 30 candidates after the number of candidates exceeds 30.

Unless otherwise provided in these Regulations the appointments of Superintendents, Deputy Superintendents and other Supervisory staff for various examinations of the Board shall be subject to the following conditions:-

1) No one shall as far as possible, be appointed Superintendent unless he or she has the status of a gazetted officer;

For purposes of this connotation the Head of a Private affiliated Institution shall be deemed to be a Gazetted Officer.

2) No one shall be appointed Superintendent unless he/ she has worked twice as Dy. Superintendent;

3) No one shall be appointed Dy. Superintendent unless he/ she has worked twice as Supervisor;

4) Only members of the teaching staff shall be eligible for appointment as Superintendents, Dy. Superintendents and Supervisors;

5) The Chairman may, where he is satisfied, sanction actual

expenses in favour of Superintendents, Dy Superintendents, Asstt. Superintendents and other supervisory staff for conduct of various Board examinations at the Centres beyond motorable roads;

6) At least two persons, the Superintendent and preferably the Asstt. Superintendent shall always be on duty at the examination centre irrespective of the number of candidates.

7) As far as possible, the Superintendent and the Dy. Superintendent should not belong to the same community;

8) No member of the staff of a particular school where the Board examination is being conducted and its own students are appearing in the examination, be appointed on the supervisory staff;

9) Inter-district shall transfers of supervisory staff shall be not allowed and in case such transfers are necessitated by official exigencies, Directors of Education concerned shall be consulted and their consent sought in writing by the Board;

10) A register shall be maintained in the Divisional Sub offices of the Broad indicating the names and other particulars of the staff appointed as Superintendent, Dy Superintendents, etc. for various examinations of the Board to help avoid repetitions as far as possible besides making the arrangement broad-based and more representative in character. The register shall also contain particulars of the supervisory staff disqualified on account of dereliction of examination duty or involvement in malpractices adversely affecting the reliability of the Board examinations.

11) Under no circumstances no such person shall be appointed to act in any capacity in any examination conducted by the Board against whom there is a case of any kind pending in his/her (prospective appointee's)parent Department or has been punished for any offence by his/her Department or by the Board or does not command a good reputation;

12) No payment shall be made to the Superintendents, till they submit the confidential report to the Board.

13) The confidential reports submitted by the Superintendents shall be taken note of while appointing Superintendents, Dy. Superintendents and other supervisory staff for the various examinations of the Board;

14) The officers concerned with the conduct of examinations in Jammu and Kashmir Divisions of the Board shall issue to all Superintendents of Examination centres the above guidelines for smooth and efficient conduct of examination.

15) The Board shall invoke provisions of sub-section (vi) and (viii) of section 10 of the J&K Board of School Education Act. 1975 and withdraw affiliated of any institution refusing to place at the disposal of the Board its accommodation, furniture and laboratories for conduct of various examinations of the Board.

16) The Administrative Department shall be provided with the list of persons who refuse to take up Board assignments without any valid reason for taking suitable action under Sub-section (2) of section 5 of the Jammu & Kashmir (Prevention of Unfair means) Examination Act 1987 for defying to perform their duties.

Notwithstanding anything contained in the above Regulation, the Board may, in exceptional cases, make appointments of persons other than those mentioned above, for very cogent and important reasons to be recorded in writing. The practical examiners shall appoint the supervisors and inferior staff to assist in practical examination from among the employees of the Institution where the practical examination is conducted. These appointments shall be made in consultation with the Head of the Institution.

The strength of supervisory and menial staff required for the conduct of an examination (theory & practical) at each centre shall be as prescribed in the Regulation.

The rate of remuneration of Superintendents, Deputy Superintendents, Assistant Superintendents Practical Examiners, other supervisory and menial staff is given in Appendix-1 and schedule showing automatic deductions is given in Appendix-2

The Board shall request the concerned Law & Order Authorities to render all possible help for the safe and smooth conduct of examinations and whenever the police personnel do not function effectively on the advice of the Superintendent of the examination centre, the Superintendent of the concerned centre shall bring the matter to the notice of the Board and Law and Order authority for such actions they may consider necessary.

The Chairman may initiate measures from time to time to further streamline and strengthen the procedure relating to the appointment of

Supervisory staff for various examinations of the Board to ensure efficient and smooth conduct there of:

Appointment of 41 The Board shall appoint, on the basis of their experience, suitability
Inspectors for and integrity, persons as Inspectors in the case of centres constituted in
Inspection schools when Principals of respective colleges or their nominees shall be
of Exams. appointed Inspectors for the centres constituted in colleges.
Centres

The number of inspectors to be appointed will be determined according to the requirements keeping in view the need for speedy and efficient over all supervision of the centres.

Provided, however, that no one shall be appointed as Inspector of Centre in theory examination unless he/she has at least three years experience as Superintendent of an examination centre, provided further that the appointing authority in very exceptional cases may make appointments otherwise also.

(ii) The maximum number of visits that can be paid for inspection of a centre of theory and practical examination shall be three. It shall however, be necessary for the Inspector to conduct inspection of theory centres of examination preferably on first day of examination.

(iii) The Inspector shall advise the Superintendent of an examination centre or the examiner of a practical centre on the efficient conduct of the examination and bring to his notice any loop holes in this direction. He shall report to the Board the result of his observations for such action as it (Board) may have necessary.

(iv) An Inspector of Practical Examination Centre shall check and if necessary revise an award given on spot by the examiner. All such cases of revision shall be specifically brought to the notice of the Head Examiner, in case the Inspector is not the Head Examiner, and the decision of the Head Examiner shall be final.

(v) The fee for inspection of the Centre of the Theory Examinations and for inspection of Practical Examination Centre shall be as given in Appendix-1 and Appendix-3, respectively, plus T.A. and D.A., as admissible under rules.

(vi) The Inspectors shall, as far as possible, be allotted centres of examination, nearest to their places of postings for inspection to ensure that maximum time is spent at each examination centre by them. They shall invariably inspect all examination centres allotted to them under rules;

(vii) The Inspectors shall make a confidential report to the Board about the functioning and integrity etc. of the Superintendents of the examination centres allotted to them. Similarly the Superintendents of the Examination Centres shall also make a confidential report to the Board about the functioning and integrity, etc of the Deputy Superintendents, Assistant Superintendents and of other supervisory staff working under them;

(viii) No payment shall be made to the Inspectors till they submit the confidential reports to the Board;

(ix) The confidential reports submitted by the Inspectors shall be taken note of by the Board while appointing Superintendents, Deputy Superintendents and other supervisory staff for the various examinations.

**Vigilance
Officers**

42. (i) The Board shall besides appointing inspectors, also constitute Vigilance Squads comprising not less than two persons wherever necessary for the efficient conduct of examination, who shall pay three visits to an examination centre. The vigilance officer shall receive a fee as given in Appendix-1 plus T.A and D.A as admissible under rules.. It will be the duty of the Vigilance Officer to see if the examination is being conducted smoothly and efficiently and he or she shall make a confidential report to this effect to the Chairman of the Board.

(ii) To ensure smooth and fair conduct of examination at the Centres known to be notorious, the Chairman may appoint two Vigilance Squads for such centres as he deems necessary.

(iii) The Vigilance Squads shall make a confidential report to the Board about the functioning and integrity etc. of the Superintendents of the examination centres allotted to them.

(iv) No payment shall be made to the members of the Vigilance Squads till they submit the confidential reports to the Board;

(v) The confidential reports submitted by the Vigilance Squads shall be taken note of by the Board while appointing, Superintendents, Deputy Superintendents and other supervisory staff for the various examinations.

The Jammu & Kashmir (Prevention of Unfairmeans)

EXAMINATION ACT 1987

ACT NO..XX of 1987

(29th December, 1987)

SRO 109, In exercise of the powers conferred by sub-section (3) of section 1 of the Jammu and Kashmir (Prevention of Unfairmeans) Examination Act, 1987 (Act No. xx of 1987) the Government here-by appoint 15th March, 1991, the date on which the said Act shall come into force.

By order of the Government of Jammu & Kashmir

An Act to regulate the conduct of examinations and to provide for the punishment of unfairmeans used or committed in such examinations:

Be it enacted by the Jammu & Kashmir State Legislature in the 38th year of the Republic of India as follows:

1. Short, title, extent & commencement ó (I) This Act may be called the Jammu & Kashmir (Prevention of Unfairmeans) Examination Act, 1987.
2. It extends to the whole of the State of Jammu & Kashmir.
3. It shall come into force on such date as the Govt. may, by notification in the Govt. Gazette, appoint.

Definition in this Act, unless the context otherwise requires:-

- (a) öBoardö means the Jammu & Kashmir State Board of School Education established under the Jammu and Kashmir Board of School Education Act 1975;
- (b) öCandidateö means a person appearing or claiming to appear in an examination.
- (c) öCompetent Authorityö means a University or the Board, as the case may be;

- (d) "Conduct of Examination" includes supervision of examination, preparation or distribution of question papers, coding, evaluation, processing of examination results and certification thereof;
- (e) "Examination" means any examination held by a University or the Board;
- (f) "Examination Centre" means the premises specified by the competent authority as such for holding of an examination;
- (g) "Inspection team" means a team of two or more persons appointed and authorized by the competent authority to inspect any examination centre and submit its report to the competent authority about the conduct of examination of each such examination centre provided that the Competent authority may appoint any person to perform and discharge the functions of the Inspection Team;
- (h) "Regulations" means the regulation made by the Board under the Jammu and Kashmir Board of School Education Act, 1975;
- (i) "Statutes" means the Statutes made by a University under the Act under which the University is established;
- (j) "Supervisory staff" means any person appointed by the competent authority under any law for the supervision and conduct of an examination and includes such other persons as are appointed by the competent authority to perform the duties and functions connected with the conduct of an examination;
- (k) "Unfair means" in relation to an examination means if a candidate
 - (i) "possesses or keeps accessible in the Examination hall any paper, etc book or material connected with the subject of the examination in which he/she is appearing or
 - (ii) gives assistance or guidance to or receives it from any other candidate or communicates or attempts to communicate with any other candidate or person in or outside the examination hall in respect of any matter connected with the subject of the examination in which he is appearing; or

- (iii) changes his seat with any other candidate or occupies a vacant seat or the seat of any other candidate not allowed to him; or
- (iv) refuses to obey the orders of the supervisory staff;
- (v) misbehaves or commits an act of violence or creates disturbance of any kind in and around the examination halls; or organizes a walkout or instigates others to stage a walkout; or
- (vi) smuggles an answer book, or part thereof or continuation sheet into the examination hall or takes out or arranges to send out an answer book or part thereof or a continuation sheet, or replaces the answer book, its inner sheets, or continuation sheet during or after the examination with or without the connivance of the supervisory staff; or
- (vii) impersonates or misrepresents any other candidate in connection with the examination; or
- (viii) threatens the supervisory staff on duty in or outside the examination hall with any injury to his person or to any of his relations or friends; whether by words either spoken or written or by signs or by visible representations or otherwise with a view to inducing the supervisory staff or any person on duty in or outside the examination hall to show any concession; or
- (ix) discloses his identity or makes a distinctive mark in the answer book for purposes of his identification; or
- (x) appeals to or approaches the supervisory staff by himself or through any relative, guardian or friend for obtaining any concession in respect of the examination in which he/she is appearing or has appeared or makes an appeal to the supervisory staff in his/her answer book; or
- (xi) uses abusive or obscene or indecent language in the answer book; or

- (xii) obtains or attempts to obtain admission to an examination on false representation made on his admission form or forges another person's signatures on his admission form; or
- (xiii) during the course of examination, writes either on blotting paper, or any other piece of paper a question set in the paper, or anything connected with or relating to a question set in the paper or solution thereof; or
- (xiv) possesses a solution to a question set in the paper through the connivance of any member of the supervisory or menial staff or an outside agency; or
- (xv) leaves the examination hall without delivering the answer book and takes it away with him or intentionally tears off the answer book or any part thereof or continuation sheet or part thereof inside or outside the examination hall; or
- (xvi) approaches or attempts to influence directly or indirectly, regarding his unfairmeans/misconduct case to a member of the Committee for scrutiny of misconduct/unfairmeans cases;
- (xvii) forces his entry into an examination hall for the purpose of taking the examination even after being told that he is not eligible to sit for the examination;
- (xviii) possesses any lethal weapon or firearm or comes in drunken condition to the examination hall; or
- (xix) engages in any other act or omission which has the tendency to disrupt the orderly conduct of the examination;

1. "University" means a University established under any Act passed by State Legislature.
2. Duties of the supervisory staff. The Supervisory staff shall:-

- (a) be bound and responsible to act and to perform their duties in accordance with and as required by or under the Statutes or the Regulations, as the case may be;
- (b) not allow, connive at or facilitate the commission of any unfair means by any candidate;
- (c) not allow any person other than the members of supervisory staff or members of the inspection team, to enter, or loiter in or around the examination centre.

4. Power of the Competent Authority. The competent authority may appoint any eligible teacher or other official of the University or Board or the Education Department, as the case may be, as a member of the Supervisory staff and it shall be obligatory on such person to accept the assignment.

5. Penalties, (1) If any person contravenes, or attempts to contravene or abets the contravention of any of the provisions of this Act, he shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to rupees two thousand or with both.

(2) If any person being under an obligation to perform any duty in connection with the conduct of an examination fails to perform such duty or commits any dereliction of duty, he shall be guilty of offence under sub-section (1) and shall be punished accordingly.

(3) If any person obstructs or threatens any member of the inspection team, supervisory staff or any authority, officer or person appointed by the competent authority from performing lawful duty or from entering any centre in the exercise of any power conferred on him/her by or under this Act, he shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to rupees two thousand or with both.

Exception: The provisions of this section shall not apply to a candidate.

6. Offences by companies ;Where an offence under Section 5 of this Act is committed by a company engaged in the conduct of examination, the person who at the time of offence was incharge of and responsible for the conduct of the business of the company,

as well as the company, shall be guilty of the offence and shall be liable to be proceeded against and punished accordingly.

Explanation: For the purpose of this section, "company" means any corporate body and includes a firm or other association of the individuals.

7. Offences to be non-cognizable and non-bailable:-

Notwithstanding anything contained in the Code of Criminal Procedure, Samvat 1989, all offences under this Act shall be non-cognizable and non-bailable.

8. Cognizance of offences and procedure for trial notwithstanding anything contained in the Code of Criminal Procedure, Samvat 1989:-

- (i) all offences under this Act shall be triable by a Judicial Magistrate of Ist class empowered by the Government in this behalf;
- (ii) no court shall take cognizance of any offence under this Act, except on a complaint lodged by the competent authority;
- (iii) Any candidate who copies or has copied in the Examination Hall from any paper, book or note or any other material relevant to the subject of Examination in which he/she is appearing;
- (iv) All offences under this Act shall be triable in accordance with the procedure laid down under section 259-A of the Code of Criminal Procedure Samvat 1989.

9. Misconduct by a candidate-If any candidate commits misconduct or uses unfair means he shall be liable to disciplinary action under the Statute or the Regulations as, the case may be.

10. Persons engaged in the conduct of examination to be public servants. Every person engaged in the conduct of the examination shall be deemed to be public person with in the meaning of Section 21 of the Ranbir Penal code.

11. Application of other laws not barred. The provision of this Act shall be in addition to and not in derogation of any other law in force on the subject.

Mis-conduct or
Unfair means in
Exams

43. (1) Definition: In these Regulations unless the context otherwise requires:

- a) "Examination" means an examination conducted by the J&K State Board of School Education.
- b) "Candidate" means a person appearing or claiming to appear or has appeared in an examination.
- c) "Examination hall" means premises specified by the Joint Secretary Examinations or any other officer authorised by the chairman for holding of an examination.
- d) "Officer Incharge Examination" means the officer incharge of an examination centre, whether designated as Superintendent and or practical examiner or otherwise.
- e) "Superintendent" means superintendents of examination centres and shall include Deputy Superintendents appointed for purposes of supervising the conduct of examinations at a centre.
- f) "Inspector" means any persons appointed by the Board for inspecting the examination centres constituted by the Board.
- g) "Vigilance Squad" means a squad of persons appointed by the Board from among the officers of the Board, the Education Department and other authorised State Govt. Officers to inspect the examination centres and make a confidential report to the Chairman or any officer authorised by him regarding the conduct of examinations and functioning and integrity of the supervisory staff at the examination centres.
- h) "Evaluators, Examiners" means the persons appointed for checking/marking answer scripts of the candidates.
- i) "Authorised State Government officers" means
 - i) Divisional Commissioner

- ii) Deputy Commissioner/District Development Commissioner,
 - iii) Additional Dy. Commissioner,
 - iv) Sub-Divisional Magistrate,
 - v) Tehsildar and
 - vi) Police Officer (not below the rank of Inspector) of the area.
- j) "Officers of the Education Department" shall mean all the gazetted officers of the Education Department.

Provided that the Officers mentioned under (i) and (j) above shall be so authorised in case of such Examination Centres only as fall within the area of their jurisdiction.

k) "Officers of the Board" means the Officers of the Board not below the rank of Assistant Secretary.

l) "Outside Interference" means entry into Examination halls of unauthorised persons, material, documents, books, aids and or communication from outside into the examination hall by use of high Technology gadgets like remote control radio pens, infrared beams in electronic media, human voice or any information connected with the examination and shall include intimidation and or inducement of the supervisory staff and or vigilance staff and or examiners by any source from within or outside the examination hall, directly or indirectly, with a view to promote use of unfair means by some or all the candidates and interfering with fair conduct of the examination.

m) "Vitiation of sanctity of Examination" means supervisory/vigilance staff voluntarily or under threat, assisting in use of unfair means by the candidates through their active participation or by passive action of not supervising conduct of the examination in an effective manner and shall include:

- i) Un-authorized opening of question papers.
- ii) Public interference in and around examination hall with the object of intimidating supervisory staff and passing un-authorized information to candidates within the examination hall or from outside to facilitate use of unfair means by the candidates.

iii) Mass copying with or without the connivance of the examination staff.

iv) Easy access to or possession of copying materials by candidates on mass scale.

n) öCommittee for Serutiny and Disposal of Unfairmeans (öUFMö for) cases; means the Sub Committees constituted by the Committee for Examinations separately for Jammu Division and for Kashmir Division to consider and decide the cases relating to misconduct and use of unfairmeans in the examinations conducted by the Board.

o) öAppellate Committeeö means the Sub Committee constituted by the Committee for Examinations, separately for the Jammu Division and for Kashmir Division with powers to review or modify the decisions of the Sub Committee for serutiny and disposal of unfairmeans cases.

p) öYearö means two sessions of an examination i.e. annual/bi-annual/supplementary or otherwise,

q) öDisqualificationö means disqualification from appearing in all or any of the examinations of the Board.

r) öCode Officerö means any person appointed by the Joint Secretary, Secrecy or any other officer authorised by the Chairman as such for affixing codes on the answer books of candidates of various examinations conducted by the Board.

s) öSubject Expertö means the persons nominated by the Chairman to scrutinise and check the answer books of the candidates of various examinations conducted by the Board, either after or before their evaluation to determine whether or not unfairmeans have been used in the examination.

t) öBoardö means the J&K Board of School Education.

u) öChairmanö means the Chairman J&K State Board of School Education.

v) Words importing singular number also include plural number and vice versa.

w) Words importing the masculine gender also include the feminine gender.

(2). Officer incharge examination: duty and powers

- a) Every day before the start of examination the "Officer incharge examination" shall by way of general announcement, call upon all the candidates present in the examination hall to search their pockets and part with and deliver to him papers, books or notes or any other incriminating material which they may have in their possession. Where a late comer is admitted, this warning shall be repeated and given to him at the entrance of the examination hall.
- b) "The Officer incharge examination" shall forward to Joint Secretary, Examination or any officer authorized by the Chairman a declaration signed by him and witnessed by all the invigilators there on duty to the effect that he in fact called upon the candidates to hand over papers, books, or notes or any other incriminating material in their possession and that all the late comers were also given this warning individually as required under the preceding regulation.
- c) The "Officer incharge Examination/Inspector /Vigilance Squad" or any person authorized by the Board may make a search of a candidate's person suspected of unauthorized possession of copying material or a lethal weapon, etc, at any time during the course of examination or at the entrance of the hall before the commencement of the examination.

(3).(a) The "Officer Incharge Examination" shall report to the Joint Secretary (Secrecy) or any other officer authorized by the Chairman, occurrence of each case where use of unfairmeans/misconduct in the examination is suspected or detected with evidence available and statement of the candidate concerned on the form, supplied for the purpose, recorded.

(b) No force will be used to get statement of the candidate using unfairmeans. In case the candidate using unfairmeans refuses to give statement the fact of his/her refusal to do so shall be recorded by the officer incharge and attested by two other members of the supervisory staff on duty at the time of occurrence.

(c) A candidate alleged to be guilty of unfairmeans/misconduct in the examination shall be permitted to answer the remaining part of the question paper but on a separate answer book and the answer book in which the unfairmeans/misconduct is suspected shall be seized by the officer incharge examination who shall send both the answer books to the Joint Secretary, Secrecy, along with a copy of seating plan and his brief report. In case the candidate refuses to surrender the answer book and does not accept the separate answer book, the fact shall be recorded by the officer incharge of the examination. It shall be conclusive evidence of the fact that the candidate was resorting to or attempting to resort to use of unfairmeans in the examination.

(d) Whenever an unfairmeans case is detected by a Coding officer, Sub/Single/Head Examiner or an officer of the Board during coding/evaluation/re-valuation or thereafter, he/she shall make a confidential report on a plain paper to the Joint Secretary, Secrecy, who shall place the case before the Committee for Scrutiny and Disposal of Unfairmeans Cases for appropriate action under the Regulations.

(e) In case of general disturbance/walkout the Officer-in-charge/overall Incharge/Vigilance Squad/Inspector shall make a detailed report concerning the incident to the Joint Secretary Examinations who after enquiry shall place the case before the Chairman for appropriate action under the Regulations against the defaulters.

(4) Misconduct/Unfairmeans cases

A candidate/person commits misconduct/unfairmeans in respect of an examination if he/she:-

(a) Possesses and/or keeps accessible in the examination hall any paper, note book or material (hand-written or printed) connected with or related to the subject of the examination in which he/she is appearing and or allows someone else to do so which factum may be established as a consequence of search of person or the candidate, or the examination hall or inspection of otherwise. Material shall include any marks and/or impressions recorded on any part of the body/apparel of the candidate or furniture in the examination hall which can be used as an aid during the examination. Recovery of incriminating material from and/or around candidate is sufficient. Non-recovery of incriminating material from person of individual candidate is not material to

establish use of unfair means if answer tally with the recovered material recovered from or around the candidate.

or

b) Gives assistance or guidance to or receives it from any other candidate or communicates or attempts to communicate with any other candidate or person in or outside the examination hall, matter which is related to the subject of the examination in which he/she is appearing. Use of high technology gadgets like remote control radio, transmitter pens or infrared beam linked to accomplices outside or inside the examination hall shall be unauthorised communication.

or

(c) Copies or has copied in the examination hall from any paper, book or note or any other material relevant to the subject of the examination in which he/she is appearing.

or

(d) Changes his/her seat with any other candidate or occupies a vacant seat or the seat of any other candidate not allotted to him/her or takes a seat in an Examination Centre not allotted to him/her.

or

(e) Refuses to obey the orders of the Officer incharge examinations.

or

(f) Misbehaves/commits an act of violence or creates disturbance of any kind in or around the examination hall or organizes a walk out or instigates others to walkout.

or

(g) Arranges impersonation or impersonates, or misrepresents any other candidate in connection with the examination conducted by the Board or suppresses a fact.

or

(h) Hires and uses himself/herself directly or through somebody on his /her behalf "ghost writer" to write answer to the questions within the examination hall or outside the examination hall at any time before declaration of results with or without the connivance of the Sup. Staff? on duty.

or

(l) Smuggles answer book (s)/or continuation sheet (s) in the examination hall or takes out or arranges to send out continuation sheet (s) or replaces the answer book, its inner sheet (s) with or without the connivance of the staff on duty in connection with the examination.

or

(j) Threatens the Officer-in-charge of Examination or any person on duty in or outside the examination hall with an injury to his/her person or to any of his/her relations whether by words, spoken or written or by signs or by visible representations with a view to inducing the Officer Incharge examination or any person on duty in or outside the examination hall to grant concession to the candidate.

or

(k) Assaults the Officer Incharge or any person on duty in or outside the examination hall or any of his relations with a view to crouching the officer incharge examination, or any person on duty to show any concession to the candidate;

or

(l) Indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the examination centre.

or

(m) Makes distinctive marks or writes roll number at a page other than the one earmarked for it in the answer-book with an intention to disclose his/her identity;

or

(n) Appears to or approaches the Officer incharge examination or the Joint Secretary Secrecy or any official/officer of the Board himself/herself or through any other person for obtaining any concession in respect of the examination in which he is appearing or has appeared or makes an appeal to the examiner in his answer book;

or

(o) Uses abusive or obscene or indecent language or makes indecent caricatures in the answer book;

or

(p) Obtains or attempts to obtain admission to an examination as an impostor or on false representation made on his admission form or forges another persons signature on his/her admission form;

or

(q) During the course of the examination, writes on a piece of paper/material a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof;

or

(r) Possesses a solution to a question set in the paper through connivance of any member of the supervisory or menial staff or an outside agency;

or

(s) Leaves the examination hall without delivering the answer script and takes away the same with him/her or intentionally tears off the answer script or any part thereof or continuation sheet or part thereof inside or outside the examination hall;

or

(t) Approaches or attempts to influence, directly or indirectly, regarding his/her unfair means/misconduct case, a member of the Sub-Committee for Scrutiny and Disposal of Unfair means/Misconduct cases or any official/officer of the Board;

or

(u) Forces his/her entry into the examination hall for the purposes of taking the examination even after being told that he/she is not eligible to sit in the examination;

or

(v) Possesses lethal weapon or fire-arm or comes in drunken condition to the examination hall;

or

(w) Engages himself in any other act of commission which amounts to the use of unfair-means or misconduct or has the tendency to disrupt the orderly conduct of the examination;

or

(x) Commits any other act before, during or after the examination which in the opinion of the Chairman tantamounts to using unfair means;

or

(y) During the course of seeing his/her answer scripts before Re evaluation makes insertion in the answer scripts or tampers with the marks awarded by the examiner or misbehaves with the employees of Board on duty or creates disturbance;

(5) General Rules for unfair means cases:

- (i) If a candidate is found to have made a wrong statement in his application form for admission to the examination or has attempted to secure admission to any of the examinations of the Board or has secured admission to the examination by making a false statement or on production of a false document or otherwise, he shall be deemed to have used unfair means. In case he has not already appeared at the examination, his application form shall be liable to be rejected and the examination fee paid forfeited. If he has completed his examination, the same shall be cancelled;

- (ii) If at any stage a candidate has tampered with any entry in the certificate or statement of marks or migration certificate or any other document that has been issued to him by the Board, he shall be deemed to have used unfair means. The Board may cancel the document in question and may even cancel his result, if it deemed necessary.
- (iii) A candidate is not permitted to write in the answer book, his name or put his signature or any sign or mark which may disclose his identity to the examiner. A candidate infringing this rule shall be deemed to have used unfair means and shall be liable to be punished under the rules.

(6) Identification and Reporting of Unfair means Cases

(a) As soon as it is brought to the notice of the Superintendent of examination centre that a candidate during the course of examination, has been detected using or attempting to use unfair means as detailed in Para 5, he shall take possession of the answer book of the candidate along with the papers or other materials found with him and provide the candidate with a second answer book immediately. The candidate is not to be expelled from the examination centre in the paper. The Superintendent shall record on the first answer book, the time when the first answer book was taken away from the candidate and on the second answer book the time when it was issued. While issuing the second answer book the candidate shall be asked by the Superintendent to submit his explanation. If the candidate refuses to give his statement, he should not be forced to do so; only the fact of the refusal should be recorded by invigilators which should be attested by the Centre Superintendent on duty at the time of the occurrence. The Superintendent shall call for the statements of the invigilators concerned and forward to the Joint Secretary, Secrecy or any other officer authorised in this behalf in a separate sealed cover, the two answer books used by the candidate alongwith the statement of the candidate or the attested statement or refusal, the statements of the invigilators and his own note on the case for further action by the Board.

(b) As soon as it is brought to the notice of the Centre Superintendent that a candidate has smuggled out an answer book, he should call for the student directly or through the head of the institution where the examination centre is fixed and try to secure the answer book. In case of non-recovery of the answer book, the matter should be reported to the police and a copy of report sent to the Board along with the statements of the invigilators present in

the room, and also of the candidate. The statement of peon, police constable etc., if any, relevant to the situation should also be forwarded. The statements should contain the time of occurrence of the incident and details of the case as to how the candidate took away the answer book. Efforts made to recover the answer book should be stated.

(c) In case of impersonation, the Centre Superintendent should send to the Board, the statements of the persons found to be impersonating, the invigilators and that of the real candidate, if possible. He may also report the matter to the police, if necessary.

(d) In case of misconduct of a serious nature, the matter should be reported to the police, if necessary, Statements of the invigilators and that of the peon/policemen concerned may be obtained and sent to the Board for further action.

(e) If a candidate is found guilty of communicating or attempting to communicate either directly or indirectly with an examiner or any other person connected with the examination with the object of influencing him/her in any way, he shall be deemed to have used unfairmeans and shall be liable to punishment under rules.

(f) If after the examination, it is found that a candidate has copied answers either of some candidate or from any other source, he shall be treated to have used unfairmeans and shall be liable to be punished under the rules.

(g) If any examiner notices any case of copying of answers either among two or more candidates or from any other sources, he should mark the relevant portions of the answers and send the cases immediately, along with his report on the same, to his Head Examiner. The Head Examiner will scrutinize the case and forward it alongwith his own remarks, in sealed cover for necessary action by the Board. If such a case comes to the notice of the Head Examiner himself, he should also mark the relevant portions in the answer books and forward the same immediately, alongwith his remarks in a sealed cover to the Board for further action.

(h) Use of abusive languages or making derogatory remarks in the answer book, shall be treated as use of Unfairmeans.

Initiation of
Proceedings.

44. Proceedings against candidates on ground of use of unfair means can be initiated on receipt of written report from any of the following sources of information:

(a) Officer incharge examination/Superintendent of examination hall or Vigilance Squad/Inspector or authorized Government officer.

(b) Code Officer or Examiner or Evaluator.

(c) On basis of computerized statistical data which prima-facie reflects copying at large scale having taken place in the centre. Appreciably high score of marks or pass percentage from some examination centres vis-à-vis lower pass percentage from other examination centre both paper wise and centre-wise performance.

(d) Any Officer of the Board who has visited the examination centre.

(e) Any other source after corroboration by an independent enquiry conducted by the Board.

Show Cause Notice 45. Show cause notice be issued in cases of individual acts of use of unfair means or misconduct by candidates. The individual candidates against whom penal action is proposed to be taken be given an opportunity to defend themselves and rules of natural justice be observed.

Second show cause notice is not required before penalty on the individual defaulting candidates.

(i) A copy of report on the basis of which the show cause notice is served is not required to be given to the candidate.

(ii) Inter alia in the following cases of individual use of unfair means the show cause notice will be served:-

(a) Blank pages left in the main answer book and additional answer book at the time of delivery in the examination hall with intention to use blank pages for writing subsequently fresh answer to questions not already answered or rewriting answers to questions already attempted.

(b) Additional answer books and answer inserted after evaluation by the examiner.

(c) Two different handwritings in the answer books/continuation sheets.

(d) No show cause notice is required to be given if the Roll number has been written at place other than the one earmarked for writing the role number or on writing of some ömarkö in answer book for purposes of identification of the examinee. The answer book disclosing shall not be evaluated in such a case.

(iii) No show cause notice is required before cancellation of examination or withholding results of examination on ground of mass copying. However, all such eligible candidates whose examination has been cancelled on ground of mass copying will be given opportunity to appear in the next examination.

(iv) In all cases in which the use of unfairmeans/misconduct by individual candidates has been reported the following procedure shall be adopted:-

(a) On the receipt of the report regarding unfairmeans/misconduct by a candidate, the Joint Secretary (Secrecy) or any officer authorized by him in this regard shall serve upon the candidate a notice indicating the charges against him and asking the candidate concerned to appear before the Committee to show cause within stated time as to why he should not be punished for misconduct of and/or use of unfairmeans. The notice with date of hearing shall be sent on the address of the candidate by post and also published in local newspaper. In case the candidate fails to present himself on the scheduled date, the Sub-Committee shall proceed exparte against the candidate on the basis of the material on record.

(b) Papers connected with the case including the report of the supervisory staff and written statements of the candidate, if any, shall be placed before the Committee for Scrutiny and Disposal of

UFM/Misconduct cases by the Officer authorised in this behalf by the Joint Secretary, Secrecy.

(c) The Sub-Committee shall afford an opportunity to the candidate of being heard in person on the date fixed for hearing in accordance with regulation 45 (v) (a)

(d) On consideration of the record of the case and also the oral/written statement made by the candidate, if the Sub-Committee is satisfied that the candidate has committed misconduct/unfairmeans in the examination, it shall award punishment to him/her as detailed below depending upon the nature of the case.

**NATURE OF UNFAIRMEANS/
MISCONDUCT**

PUNISHMENT

1. (A) The candidate is found in possession of paper, book, notes of material relevant to the subject or keeps these accessible during the examination in one paper only.

Cancellation of entire examination taken by the candidate in that session.

(b) The candidate gives assistance or guidance to or receives it from any other candidate or person, communicates or attempts to communicate with any other candidate or person outside the examination hall in respect of any matter connected with or related to the subject of the examination in which he is appearing.

Cancellation of entire examination taken by the candidate in that session

(c) Forces his entry into the examination hall for the purpose of taking the examination even after being told that he is not eligible to sit in the examination.

Cancellation of entire examination taken by the candidate in that session.

2(a) The candidate is found in possession of papers, notes, material relevant to the subject in two papers

Disqualification from appearing in or passing any examination of the Board for a period of one year.

of the examination in that session.

(b) The candidate uses abusive or obscene or indecent remarks, caricature or language in the answer book.

Disqualification from appearing in or passing any examination of the Board for a period of one year.

3.(a) The candidate copies in the examination hall from any paper, books, or note, or any other material Relevant to the subject of the Examination.

Disqualification from appearing in or passing any examination of the Board for a period of one to two years.

(b) The candidate uses ghost writer in the examination hall to write answers to the questions within the examination hall or outside the examination hall, at any time before the declaration of the result.

Disqualification from appearing in or passing any examination of the Board for a period of one to two years.

(c) The candidate leaves the examination hall without delivering the answer script and takes away the same with him/her or intentionally tears off the answer script or any part thereof or continuation sheet or part thereof in or outside the examination hall.

Disqualification from appearing in or passing any examination of the Board for a period of one to two years.

(d) The candidate makes insertion in the answer scripts or tampers with the marks awarded by the examiner or misbehaves with any employee of the Board on duty or creates disturbance in Secrecy Section while seeing his/her answer scripts before re-evaluation.

Disqualification from appearing in or passing any examination of the Board for a period of one to two years.

(e) The candidate is found in possession of papers, books notes or material relevant to the subject in more than two papers of the examination

Disqualification from appearing in or passing any examination of the Board for a period of two years.

4 (a) The candidate smuggles in an

Disqualification from appearing in or

answer book or continuation sheet or takes out or arranges to send out the question paper or an answer book or a continuation sheet or replaces the answer books inner sheets, or continuation sheet during or after the examination with or without the connivance of staff on duty in connection with the examination.

passing any examination of the Board for a period of one to three years

(b) The candidate threatens the officer incharge of examination or any person on duty, in or outside the examination hall, of injury to his person or to any of his relation whether by words spoken or written or signs or by visible representation with a view to inducing the officer in-charge examination or any person on duty in or outside the examination hall for any concession.

Disqualification from appearing in or passing any examination of the Board for a period of one to five years depending on the nature of offence.

(c) The candidate obtains or attempts to obtain admission to an examination on false representation on his/her admission form or forges another person's signature on his/her admission form

Disqualification from appearing in or passing any examination of the Board for a period of one to five years depending on the nature of offence.

5.(a) Indulges in any other act of misconduct or misbehaviour which results in damage to or destruction of property in the examination centre or of the Board/College/School/any other person connected with the examination.

Disqualification from appearing in or passing any examination of the Board for a period of one to five years depending on the nature of offence.

(b) The candidate misbehaves/ commits an act of violence or creates disturbance of any kind in or around the examination hall or organises a Walk out or instigates others to walkout.

Disqualification from appearing in or passing any examination of the Board for a period of one to five years depending on the nature of offence.

(6) (a) The candidate arranges impersonation or impersonates or misrepresents any other candidate in connection with the examination.

Disqualification from appearing in or passing any examination of the Board for a period of three to five years.

(b) The candidate assaults the Officer in-charge or any other person on duty in or outside the examination hall or any of their relations with a view to coerce the officer in-charge examination or any other person on duty for any concession.

Disqualification from appearing in or passing any examination of the Board for a period of three to five years.

(c) The candidate possesses any lethal weapon or fire arms or comes in a drunken condition to the Examination hall.

Disqualification from appearing in or passing any examination of the Board for a period of three to five years.

7. (a) The candidate makes distinctive marks in the answer book or writes roll number in the answer book at place other than earmarked for it with intent to disclose him/her identity

Cancellation of the examination in the paper of the day of incident.

day if examination and the officer incharge feels that his presence would disrupt the examination, he may for reasons to be recorded in writing, expel the candidate for the rest of the examination and send a detailed report to the Secretary together with his/her concrete recommendations.

Cancellation of Exams.

(iii) If the Chairman is satisfied on the report of the Officer incharge examination or the Vigilance Squad or Inspectors or otherwise that the integrity of an examination of the Board has been violated at any examination centre as a consequence of misconduct/use of unfairmeans by all or a majority of the candidates appearing at the centre, he may order cancellation of the examination held at the centre without prejudice to any other action under the provisions of these Regulations.

Mass copying

(iv) Specific report by the Supervisory Staff or Vigilance Squad or Inspectors detailed for conduct of examination is not mandatory before giving findings of mass copying. The report by Tabulators of examination results on the basis of appreciably high pass

percentage from some examination centres vis-à-vis average success of examinees from other examination centres shall be sufficient after corroboration by moderators or experts and confirmation by Unfairmeans Committee to cancel the examination on ground of mass copying.

(v) If the information received about mass copying is from a source other than the Supervisory Staff or Vigilance Squad or Examiners or Tabulators or other persons detailed for supervision of conduct of the examinations, evaluation of answer books or tabulation of examination results including an anonymous informer the examination on ground of mass copying will be cancelled only if an independent departmental inquiry corroborates the first information about mass copying.

(vi) Notwithstanding anything contained in these Regulations the Chairman may, on receipt of a written report about use of unfairmeans on mass scale from Supervisory or Vigilance Staff or authorised Government servant appointed for conduct of the examination, viz. Superintendents of Examination centres, Inspectors, members of any authorized State Government Office or an officer of the Education Department, cancel the examination partly or wholly for reasons to be recorded in writing if he is of the opinion that the examination conducted at any centre has been vitiated on account of mass copying by examinees or outside interference or any other reasons which deprive examination of its sanctity. No further departmental inquiry is required if the information received is from source given above and is corroborated by reports of various persons of supervisory/vigilance staff or authorized government servant.

(vii) Notwithstanding any thing contained in these Regulations, the Chairman may also, for reasons to be recorded in writing, cancel any examination either partly or wholly on the basis of any report or information about use of unfairmeans on mass scale from the source other than mentioned in para (vi) above including any anonymous information in case he is satisfied that the sanctity of the examination has been adversely affected on account of mass copying by the examinees or outside interference at any examination centre or for any other reason vitiating the process of fair conduct of examinations.

Provided that the Chairman shall before acting upon any information received from any source other than mentioned in para (vi) above have the same corroborated by independent

departmental inquiry or verified by the subject experts/officers of the Board or any authorised Government officer or officer of the Education Department. The result of the Examinations of any such centres shall remain withheld pending verification of the above information received by the Chairman and his final order thereon.

(viii) The action taken by the Chairman under Regulations (iv) to (vii) above shall not be called in question before any Committee

(ix) The cancellation of any examinations under Regulations 20 and 21 shall not prevent the Board from initiating appropriate proceedings against any examinee who may be reported to have used unfair means by the concerned examination staff appointed at the centre. Provided also but subject to the foregoing proviso, the examinees of any such centre/shall be allowed to appear in the subsequent examinations conducted by the Board, if otherwise eligible under rules.

Misconduct by
Attesting
authority,
Supervisory and
other staff

47. (a) If any person who is competent to attest an examination form wilfully attests such a form particulars where of he knows to be false and incorrect he/she shall be guilty of having committed misconduct/ branch of touch

(b) If any member of the Supervisory or other staff connected with the conduct of the examination connives with the examinees or otherwise facilitates the commission of unfair means he/she shall be guilty of having committed misconduct.

Disciplinary action Against
attesting authority:

48. (a) All the cases of misconduct by the attesting authority, Supervisory and other staff connected with the conduct of examination, shall be dealt with by the Committee for Scrutiny and Disposal of Misconduct/Unfair means cases.

Provided further that where the competent authority is of the opinion that misconduct/misbehaviour committed by a candidate or any members of the supervisory staff or attesting authority is of exceptional gravity, it may disqualify that candidate, the concerned member of the supervisory staff/attesting authority permanently from appearing in any examination or from any remunerative assignment of the Board.

(b) Without prejudice to the provisions of Regulation and above, wherever the officer incharge examination is of the opinion that the presence of a candidate committing misconduct in the examination

hall is likely to create disorder or to prevent other candidates from taking the examination, he may expel the candidate from the examination hall for that day only and report the matter to the Secretary forthwith.

Provided that where any such allegation exists or any inquiry under these Regulations is pending against any candidate the result of the examination of the candidate shall be withheld pending the disposal of the allegation or the completion of the inquiry, as the case may be.

(c) Where during the course of any examination any allegation of misconduct/use of unfairmeans against a candidate is made, the candidate shall not, unless otherwise directed by the competent authority, or provided for in the Regulations, be debarred or prevented from appearing in the examination in the subject or any other subject related to the examination;

Provided that where any such allegation exists or any inquiry under these Regulations is pending against any candidate, the result of the examination of the candidate shall be withheld pending the disposal of the allegation or the completion of the inquiry, as the may be.

(d) In the case of the alleged use of unfairmeans/misconduct in connection with examinations if, in the opinion of the Chairman facts have been brought to light by the conducted within 30 days of the receipt of the written intimation from the Secretary of the decision of the Sub-Committee which, had these been before the sub-committee at the time of taking the decision, might have induced it to come to a different decision, the Chairman may order that such facts be reduced to writing and placed before the Sub-Committee. The Sub-Committee shall then reconsider the case. A unanimous decision of the Sub-Committee after it considers the new evidence shall be final. But in the event of a difference of opinion, the case shall be referred to the Chairman, who may either finally decide the case himself or refer it to the Board for final decision, as he thinks fit.

Commencement of
Qualification

49. The period of disqualification of a candidate shall, unless otherwise specified, commence from the session in which the candidate is found to have committed misconduct/used unfairmeans:

Provided the students as have appeared in various examinations conducted by the Board previously and whose examination has been cancelled or who were debarred from appearing in an examination of the Board for a particular period for using unfairmeans in the examination shall be treated to have failed in the examination. However, while appearing subsequently in the examination on completion of the period of punishment, they shall be exempted from appearing in the subjects which they have qualified prior to the session in which they have been punished.

Provided further that in such cases where Diploma in Elementary Education examination is cancelled on account of mass copying or some other factors under the UFM regulations, the whole examination (external and internal, excepting part IV) shall be treated to have been cancelled. The marks in internal assessment in Parts I, II and III shall be awarded proportionately based on their performance in external examination (fresh examination) in theory and practicals. However, in respect of Part-IV which is exclusively based on internal assessment, the marks secured by the candidates concerned in the previous examination shall be carried forward.

Action under other
Law

50. (i) Any punishment imposed under these Regulations shall not preclude a candidate or a person from any other criminal or civil liability under any law for the time being in force in the Sate.

(ii) A person who commits misconduct/uses unfairmeans under these Regulations but is not a candidate for any examination shall be dealt with as under:-

- a) The Chairman/Secretary or any officer of the Board authorised by the Chairman/Secretary may, if he so desires, report the case to the police;
- b) In the case of a teacher or a person connected with an Institution, his/her conduct shall be reported to the managing body of the Institution, and the Government in the case of a Government Institution and shall be debarred from remunerative job of the Board for such period as the Chairman may deem appropriate.

Constitution of
Review committee

51. (i) The Chairman may constitute a Committee for Jammu and Kashmir provinces separately for reviewing the unfairmeans cases on appeal.

(ii) Any candidate aggrieved by an order of the Competent Authority may prefer a review/mercy petition to the Secretary within 10 days from the date of the order. Petition received after the expiry of the time limit shall not be entertained under any circumstances whatsoever provided that the Chairman may entertain an appeal after the expiry of said period if he is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

Loss of candidate Answerbook

52. (i) If a candidate's answerbook is lost after having been received at the examination centre or during transit or evaluation or is destroyed/damaged on any account he/she shall be given the option to re-appear in that paper at the subsequent session or immediately after the termination of the examination as may be decided by the Chairman without payment of any fee.

(ii) In case of a dispute as to whether a candidate's answer book was duly received or not, the finding of the Chairman shall be final. Proper and appropriate action shall also be taken against the official responsible for the loss of the answer book. If it is established that it was due to the official's dereliction of duty, carelessness, negligence, etc. his/her conduct shall be reported to the concerned authority for such action that such an authority may deem necessary.

Complaints against Question papers

53. (i) Complaints, if any, against an individual question paper must reach the Secretary (telegraphically,/by fax if necessary) by the fourth day of the examination in that particular paper. The Secretary shall forward the complaint to the Head Examiner/Examiner subject expert for his/her/their remarks and suggestions. After the remarks and suggestions have been received, these will be placed before the Chairman, who may accept the suggestions regarding moderation in the evaluation of answer books in which case the Examiners shall be informed accordingly. In case the Chairman feels that the suggestions are not adequate enough to meet the requirements of the case, he may take such actions as he deems necessary.

(ii) Each question paper, irrespective of whether there is a complaint against it or not, shall be sent to the Academic Committee for review and if it passes some adverse remarks against the question paper, these shall be sent to the paper setter for his/her comments and suggestions. These suggestions shall be made by the paper setter within four days of the receipt of the comments and after receipt of the paper setter's remarks the whole case shall be placed before the Chairman for his orders. If the Chairman just does not pass any remark on the question paper, no further action shall be necessary.

Computerisation of Results

54. (i) The result of Secondary School Examination (class-x) Higher Secondary Examination Part-I (Class XI), Higher Secondary Examination Part-II (Class XII) and Diploma in Elementary Education alongwith the preparation and punching of enrolment registers, registration returns, centre statements, award rolls, marks files and paperwise coding of Roll Nos. and preparation of qualification certificates for successful candidates and marks certificates for all candidates having appeared in any examination conducted by the Board, shall be got accomplished over a computer through a computing agency from within or outside the State to be selected by the Chairman at his discretion after satisfying himself about the justifiability for the allotment of the work to such agency. The normal procedure for obtaining open tenders shall be dispensed with to ensure maintenance of secrecy in regard to the selection of a particular agency for the purpose.

(ii) The examiners shall be required to furnish the award rolls through the Head examiner concerned or direct in case there is only a single examiner to the Joint Secretary (Secrecy) of the Division concerned for being sent to the computing agency for computerization and printing of the results.

(iii) The Board shall enter into an agreement with the computing agency for executing of the jobs assigned to it with utmost secrecy. The form of agreement is given in (Schedule-A-I) subject to modifications from time to time.

(iv) The Board shall identify the jobs accomplished by the computing agency which should also form a part of the agreement.

Schedule I .. A ó I (Regulation Clause 54 Chapter 10)

This agreement is made on the _____
Day of _____ between J & K State Board of
School Education (hereinafter called the Board) through its
Secretary on one part and

_____ on the
second part which shall include his/her legal heirs, successors,
executors and legal representatives of the parties and shall remain
in force in respect of examinations and sessions to be conducted by
the Board from _____

1. Whereas, the Board intends to get the results of Secondary School Examination (class X), Higher Secondary Examination Part óI (class XI) and Higher Secondary Examination Part-II (class XII) prepared through computerization along with preparation and punching of enrolment registers, centre statements, award rolls and paper wise coding or Roll Nos. pertaining to classes X,XI and XII, besides the preparation of Diplomas for the successful candidates and marks certificates for all candidates having appeared in an examination.
2. Whereas the _____ deals in business of computerization of various nature, which includes the jobs mentioned under item No I above.
3. Whereas the _____ has offered to undertake the below mentioned jobs for the Board for computerization of the result.
 - i) Key punching and verification of coding files, (paper wise codes allotted against each Roll No. for various examinations) and marks file (compiled by the Board from various answer books) and practical awards of external examination of classes XI and XII;
 - ii) Preparation, printing and processing of marks sheets of all such candidates as have appeared in the respective examination;
 - iii) Compilation, computation, decoding and printing of results of Secondary School Examination (Class X), Higher Secondary Examination Part ó I (class XI) and Higher Secondary Examination Part-II (class XII);

iv) Processing, Printing and processing of qualification certificates of successful candidate of examination (classes X,XI, and XII)

4. Now this agreement deed witnesses as under:-

That, the job shall be on turn key basis at a rate of Rs. _____ per candidate enrolled both in respect of pre-examination and post examination works, with the following additions:-

- a) _____ per page in respect of extra result gazette, (No. of copies to be got printed shall be identified in writing by the respective divisions of the Board). The rate is inclusive of binding, stitching and delivery at the respective divisional offices of the Board;
- b) _____ per qualification certificate in respect of successful candidates where stationery is not supplied by the Board and _____ where stationery is supplied by the Board. The rate covers the printing, processing and preparation of the said qualification certificates and their delivery at respective divisional office of the Board;

Note:- The paper to be used for preparation of qualification certificate shall be of GSM with single colour printing with back ground printing.

- c) The payment shall be made by the respective Joint Secretary (Secrecy) of the Board.

The parties to this Agreement deed hereby agree to abide by the following conditions and stipulations also:-

1. That the _____ shall undertake to complete the results of various examinations within seven days after the firm is notified in writing by the Board about the despatch of last consignment of the requisite data. However, this period shall be extended by the respective Joint Secretaries by such number of

days which the party shall genuinely/reasonably be requiring for sorting out errors, if any.

2. That in case of delay in the declaration of results by the _____ they shall be liable to pay Rs. 100/= per day of delay. However, the Chairman, J&K State Board of School Education, shall be the final authority to impose additional penalty, on the merits of such an event.
3. That the _____ will be responsible for safe custody and delivery of qualification certificates, marks certificates and result gazettes and other Board documents against proper receipt. The Board shall pay actual air fare to and from _____ to Srinagar/Jammu only in respect of travels undertaken by the representative of the _____ for declaration of results on the verification by the respective Joint Secretaries (Secrecy) of the Board.
4. The result shall be free from errors, omissions and commissions. The errors shall be categorised in two parts:
 - (a) Minor error
 - (b) Major errors.

Minor errors are those errors which do not materially effect the over-all result of a candidate. Major errors are those errors which change the character of the result of a candidate materially. In case of minor errors the minimum penalty shall be 0.50 paise per such error and for each major error the Chairman and the Secretary shall determine the quantum of penalty to be imposed on the major errors depending upon the merits of each and every case.

5. That the _____ shall deposit a security of sum of Rs. 10.000/-(Rupees ten thousand) with the Board.
6. An advance up-to Rs. 1.50 per candidate may be considered by the Board on submission of a proforma claim by the _____
7. The Board undertakes to make full and final payment in respect of bills from the _____

8. The _____ undertake to undergo all the possible. criminal liabilities for leakage of results or breach of any segment if this contract.
9. In the event of any dispute, difference of interpretation of the terms whatsoever arising out of or in connection with the agreement, the same shall be referred to an arbitrator to be nominated by the Chairman, J & K State Board of School Education.
10. All disputes between the parties shall be settled at Srinagar or Jammu, the choice of the two places being with the Board.
11. In order to ensure the time bound completion of the jobs, all the parties involved in this agreement deed shall strictly follow, as far as possible, the schedule of operation as shall be supplied by the Joint Secretary.
12. The monitoring part of the whole programme shall be determined by the Additional Secretary, Joint Secretary Secrecy of the respective division and communicated in writing to the _____
13. That, through this contract the _____ shall strictly abide by the jobs as per annexure- 1 annexed herewith this agreement and as far as possible conduct themselves in a methodical, disciplined and amicable manner to ensure the operation of this whole arrangement strictly according to the requirements of the Board.
14. The _____ hereby agree to abide by the above terms and conditions including their sub-clauses and shall execute the assigned work in conformity with the terms and conditions laid down above.

In witness whereof the parties here to put their signatures on this day of _____

Sd/-

Sd/-

Programmer

Secretary

Witness

Witness

Witness

Witness

Annexure ó I

Services to be provided by _____ @ Rs. per candidate (for item 1 to 15 on turn key basis).

1. Enrolment Registers of old students with previous marks if any of all classes (checking by Board) Corrections of Data and final listing.
2. Key punching and verification of coding files, marks files and practical award rolls of external examination classes, X,XI and XII.
3. Error reports of mismatched data to be resolved at the Board's office.
4. Processing of result Registers ó 3 copies.
5. Processing of marks sheets one copy.
6. Supply of three Registers of withheld cases.
7. Processing of revised notifications.
8. School wise pass percentage, 12 copies for statistical information.
9. Merit lists of 350 candidates for classes X and 75 candidates each for Higher Secondary Examination Part ó I and Part-II faculty wise.
10. Enrolment punching of new students of lass X, check listing and corrections (in consultation with examination sections of the Board) and final listing containing Roll No. (No). Name (A

30) _____ Total characters per Roll NO.
_____ 60.

11. Enrolment key punching with verification of old students Class X,XI, XII containing:-

Current Roll No. (N6)

Previous Roll No. (N6)

Years and Session (N2. /AI)

Total _____ 15 characters per Roll No.

12. Award Rolls key punching with verification of all examination (Theory) key punching and verification of practicals class X,XI & XII

Key punching and verification of internal assessment of class XI & XII page No. (N5)

Code No. (N6)

Mark (N2).

Total í .. 8.25 characters per code/ Roll No.

13. Processing of Mini Gazette containing Roll No. and result without name.

14. Processing of Main Gazette containing Roll No. and result with name.

(Quantities shall be specified by the Board for each examination).

15. Diploma : @ Rs. _____ per diploma/ _____

Preparation _____ paise per diploma when printed proforma is supplied by the Board and _____ paise per Diploma when the printed proforma is supplied by the Data Bank. Paper to be used of 110 GSM with single colour printing with background printing.

(_____) (_____) (_____)

In case the Chairman feels that the suggestions are not adequate enough to meet the requirement of the case, he may take such actions as he deems necessary.

Publication
of Results

55. (i) Save as otherwise provided in these Regulations, the programmer of the computing agency shall prepare a statement showing the overall pass percentage in the examination and the subjectwise pass percentage for the year of the examination and the preceding three years and the same shall be submitted to the Chairman and if he is satisfied with the results, who shall authorize its publication. If, however, on scrutiny of the figures submitted, the Chairman feels that there has been a distinct fall in pass percentage in the whole examination or in a particular subject/paper, on the basis of genuine complaint against a question paper set for that examination which has adversely affected the results and the grievances of the candidates could not otherwise be redressed, he shall authorize the moderation of results to such an extent as he deems absolutely necessary.

(ii) Unless otherwise provided in the Regulations, the Secretary of the Board shall publish a Result Gazette for each examination, indicating the Roll Nos. & names of successful candidate with total number of marks and division and the Roll Nos. of the candidates who have failed or have been placed under the Re-appear category and of those whose result has either been withheld for various reasons or not determined. The reason why the results have been withheld or not determined shall be indicated in the Result Gazette. The Roll Nos. and names of candidates and the total marks secured by First twenty candidates in order of merit in the case of Secondary School Examination and first ten candidates faculty wise, in other examinations shall specifically be mentioned in the Result Gazette. Complimentary Copies of the Result Gazettes be supplied to the members of the Board and such other officers and Institutions, etc., as the Chairman may direct from time to time. The Gazette may be sold to others on cash payment at the price fixed from time to time.

Marks Certificates

56. (i) Every candidate will be supplied with a marks certificate within ten days of the declaration of results indicating the marks obtained by him/her in each subject for theory and practicals separately and the overall result with Division/ Grade secured in the case of successful candidates. These certificates in the case of regular students will be sent to the Institution concerned and in the

case of private candidates direct by post on the address given by them in the Admission Application Form.

(ii) The marks certificate may be issued to a candidate out of turn within three days of the receipt of the application on payment of additional fee of Rs. 80/=

(iii) Duplicate Results Statement or marks certificate may also be issued to a candidate on payment of Rs. 80/=

Note:- The mere possession of marks card, however, does not entitle a candidate to any right or privilege on account of the result indicated on the marks card unless the result indicated is supported by Result Gazette.

Amending Result
When affected by
Error, malpractice
etc.

57. (i) In any case where it is found that the result of a candidate has been affected by an error, the Secretary shall, at any time, with the approval of the Chairman, amend such result in such manner as shall be in accordance with the true position.

(ii) In any case where the result of an examinee has been ascertained and published and it is found that such result has been affected by malpractice, fraud, improper conduct, the Chairman shall have the power at any time, notwithstanding the issue of a certificate or the award of a prize or scholarship, to amend the result of such examinee to make such declaration as shall be considered necessary in that behalf. He shall also take suitable action and award or recommend deterrent punishment in this case of all those who have been accomplice in this malpractice, fraud or improper conduct.

Quashing of result
of Disqualified

58. The Chairman shall have the power to quash the result of a candidate after it has been declared inadvertently if he/ she is disqualified for committing misconduct in the examination besides taking action against the person responsible for the inadvertence.

Rechecking
of Results

59. (i) A candidate who has appeared in the Secondary School Examination conducted by the Board may apply to the Secretary for the retotalling of his/her marks in one or more subjects/papers and the rechecking of his/her result, shall be done in the manner prescribed as under:-

(a) The application must be made on the prescribed form so as to reach the Secretary within thirty days from the date of declaration of the results.

- (b) The application must be forwarded by a Gazetted officer.
- (c) All such applications must be accompanied by a prescribed fee of Rs. 75/- for each paper in which retotalling and rechecking is sought.
- (d) The work of re-totalling and rechecking does not include re-assessment of the answers of a candidate. It consists of rechecking the marks awarded on the answer books and entered in the result register with a view to ascertaining whether there has been any mistake in totalling the marks assigned to individual questions. It consists of examining if there has been omission to award marks to some questions answered by the candidate. It also consists in verifying whether the marks awarded to the candidate have been correctly entered in the award rolls and the result register.
- (e) For re-checking of the answer scripts in Secondary School Examination a panel of different subject experts will be framed by the officer incharge of evaluation and got approved by the authorities. Any change in the awards on the basis of the report submitted by the rechecking committee will be got approved by the authorities before effecting such a change.
- (f) If on re-totalling and rechecking by the Sub-Committee a mistake in the result is detected, the result of rechecking shall be at once notified with the affort of the Chairman.
- (g) In case the mistake has been caused by an omission of the examiners in evaluating answer or answers attempted by the candidate, the answer book shall be sent to the examiner concerned who has originally marked the answer book for completion of assessment. In all other cases the result of the rechecking shall be communicated to the candidate within seven days from the last date prescribed for receipt of applications for rechecking of results.
- (h) The Scrutiny and rechecking shall not be done in presence of the candidate or anyone on his behalf, nor

will the answer books be shown to the candidate or his/her representative. The Sub-Committee shall, however, ascertain by comparing hand writing of the candidate with his/her other answer books that no malpractice has taken place in the examination hall (namely exchange of answer books, etc.)

- (i) The decision of the Sub-Committee regarding the re-totalling of marks and rechecking of results shall be final.

Certificates

60. All the successful candidates shall be supplied with each fishion certificates signed by the Chairman and the Secretary. In the case of regular students their certificates shall be sent to the Institution concerned and such of the certificates as have not been delivered to the candidates within a year from the date of despatch shall be returned to the Board office. In the case of private candidates, the certificates shall be sent by registered post on the address supplied by the candidate.

Provisional
Certificates

61 (i) A candidate having passed an examination of the Board may, before the issue of proper certificate, apply to the Secretary for a provisional certificate or certificate or particulars of having passed the examination. The application must be forwarded by the same authority who forwarded the application of the candidate for appearing in the examination. Such an application shall be accompanied by a fee of Rs.100/-

Certificate for
appearing in a
particular exam.

(ii) A certificate to the effect that a candidate has appeared in a particular examination of the Board, whose results has not been declared, may be issued on payment of a fee prescribed from time to time.

Date of Birth
Certificate.

(iii) A candidate who has not received the qualification certificate after passing the Secondary School Examination conducted by the Board may apply for a Date of Birth Certificate. Such a request shall a be made to the Secretary of the Board on the prescribed form duly filled in and attested by the Head of the institution last attended by the candidate and accompanied by a fee of Rs. 100/-

Provided that a Duplicate Date of Birth Certificate may be issued to a candidate on request, on payment of a fee prescribed for original certificate.

Duplicate
Qualification
Certificate

62. (i) Duplicates of qualification certificate issued by the Board shall not be granted except in case in which the Chairman is satisfied by the production of an Affidavit on a stamp paper of proper value, required by law for the time being in force, to the effect that the applicant has lost his/her certificate or that it has been destroyed and that the applicant has a real need for a duplicate. Such an Affidavit must be forwarded by the Head of the Institution from which the applicant passed the examination and in the case of private candidates, by the officer who had forwarded his/her Application Form for permission to appear at the examination and the Head of the Institution or the concerned officer must also certify that he/she is satisfied that the applicant asking for a duplicate certificate has lost his/her certificate or that it has been destroyed and that the applicant has a real need for a duplicate of the certificate. The fee for issue of such duplicate certificate shall be Rs. 450/- which must be paid along with the application and the Affidavit and is not refundable if the request for the Duplicate is rejected. Provided that the candidate applying for duplicate certificate shall be required to put a notice in any local news paper alongwith his/her photograph to the effect that he/she is applying for duplicate certificate and objections if any may be conveyed within one week to the Board of School Education Jammu/Srinagar, as the case may be.

Fresh certificate with
Revised particulars

(ii) Notwithstanding anything contained in the above Regulation, fresh certificate shall be issued with revised particulars on payment of Rs. 350/- in the case of candidate in whose favour change in date of birth, name or father's name, etc., is sanctioned by the competent authority.

Provided that the officer authorised to sign such certificates under these Regulations shall certify in each case that the original certificate was produced before him and destroyed by him.

Certificate of Position
in the Merit list

63. A certificate to be signed by the Chairman or Secretary indicating the position of merit (for the first 20 positions in the case of Secondary School Education and for the first 10 positions, faculty wise, in the case of Higher Secondary Examination Part II in the pass list may be issued to a successful candidate.

Provided that Merit Certificate shall be issued to such candidate only who has secured Ist Grade/ Division in the respective examination.

Disposal of Answer Books and Award Rolls 64. Marked answer books, shall be disposed off by auction six months after and the used attendance sheets, absentee memos Roll No. slips and award rolls shall be destroyed one year after the declaration of the results relating to the respective examination, to which these documents pertain.

Setting of Question Papers

65. Question Papers for various examinations conducted by the Board shall be set strictly in accordance with the syllabii and courses of study prescribed for the examination;

Provided that alternate questions shall be set for one year for failures in such papers in which change in the syllabus or prescribed course is 50% or more;

Provided further that if the whole scheme of a course is changed, alternate question papers shall be set for a period of three years.

Appointment of Paper Setters and Examiners

66. (i) Subject to the provisions of the Regulations, all arrangements for the conduct of the Board examination shall be made and all paper setters, head/ sub-examiners, single examiners (theory and practical) in respect of all classes shall be appointed by the Secretary of the Board subject to the approval of the Chairman out of the panels prepared for the purpose which shall be placed before the Examination Committee for confirmation. For purposes of Evaluation, Revaluation the Secretary may delegate powers to such an officer in either Division as he may deem proper.

ii) If any head/sub-examiner or single examiner (theory and practical) is for any reasonable cause ineligible/unwilling to act as such or a vacancy arises for any other reason, the Secretary or any other officer to whom the powers are delegated shall appoint a substitute to fill the vacancy out of the panel prepared for the purpose.

iii) Examiners will be drawn from the panels of names received from various recognised institutions and the appointment of all examiners from one and the same Institution in the same subject in any examination will be avoided.

iv) a) No person shall be appointed as a paper setter or head examiner for any examination conducted by the Board unless he/she:-

1. is a trained graduate or is M. Ed or holds a Master's degree in the subject.
 2. has at least ten years experience of teaching the subject not below the standard of the examination for which he/she is appointed as a paper setter or head examiner.
- b) No person shall be appointed a Sub/practical examiner for any examination unless he/she has at least three years teaching experience of the subject for which he/she is appointed as a sub/practical examiner with basic minimum qualification required for the class as laid down in Regulation 66 (xii) & (xiii) of these Regulations.
- v) No person shall ordinarily be appointed as Head /Sub examiner in more than one paper in all the Examinations conducted by the Board for a session (Annual & Bi-annual).
- vi) Officers of the Education Department/Principals of colleges/H.S. Schools/Headmasters, Headmistress/ Masters/ Teachers retired from Govt. Service, possessing the requisite experience and qualifications as specified above may also be considered for appointment as Head/Sub/Independent Examiners.
- vii) The teaching staff working in the recognised/affiliated, Govt. or Private Institutions possessing the required experience and qualifications shall also be considered for appointment as Head/Sub/Independent Examiners.
- viii) All appointments in any capacity shall be made on the basis of merit and suitability by rotation, giving due weightage to seniority as far as possible.
- ix) No person shall as far as possible be engaged for evaluation work for more than fifteen days. However, the restriction of time shall not be imposed during the slack season or vacation.
- x) a) A Head examiner will ordinarily evaluate at least 200 scripts of the subject/paper allotted to him as such and check 20% of the total scripts marked by his/her sub-examiners including the test instalment of ten scripts. Answer scripts of the candidates as have obtained 60% or more marks will be revised thoroughly and scripts of average and below average candidates will be revised at random.
- b) Normally not more than six to eight examiners will work under one Head Examiner for evaluation work.

c) Each Sub- Examiner will be expected to evaluate as many answer books as may be decided by the Joint Secretary (Secrecy).

(xi) (a) All the Examiners (Head/Sub/Independent Examiners) both in theory and practicals will have to mark the scripts strictly according to the marking scheme/value points and general instructions prepared by them before start of the evaluation.

b) General instructions and the marking scheme/value points for each paper shall be got prepared from the Head Examiners in consultation with concerned sub-examiners.

(xii) For the H. S Part-I & Part-II Examinations, the following persons shall, unless otherwise found ineligible, be considered for appointment as Head/Sub/Independent examiner (practical & theory).

a) Principals of Hr. Sec Schools and school lecturers with teaching experience of the class of not less than 10 years for Head Examinership and 3 years for Sub/Practical Examinership.

b) Teachers working in the Colleges affiliated to the University of Jammu or Kashmir, possessing 10 years/3 years teaching experience for Head/Sub- Examinership respectively.

(xiii) For Secondary School Examination, the following persons shall, unless otherwise found ineligible, be considered for appointment as Head/Sub/Independent Examiners (practical or theory).

a) Headmasters/ Headmistresses of High Schools with teaching experience of 10 years and 3 years at least for Head/Sub- Examinership respectively, at the Secondary level.

b) Lecturers of Hr. Sec Schools with 10 years of teaching experience for Head Examinership.

c) Masters of High Schools with 3 years of teaching experience of the class as sub-examiners.

- d) Teachers of High School with five years teaching experience of the class as Sub- Examiner.
- (xiv) Notwithstanding anything contained in the above Regulations, the appointing authority may, in exceptional cases, make appointments of examiners in relaxation of these rules for reasons to be recorded in writing.
- (xv) a) A person who has been disqualified or debarred from any remunerative assignment of the Board or who refuses without any valid reason any type of Board assignment, shall not be considered for Head/Sub/Independent Examinership (theory or practical).
 - b) While making the appointments the integrity, honesty and professional competence of the individual will be taken into consideration.

Scale of Remuneration
And Automatic
Deductions

- 67) a) The Scale of Remuneration payable to the Paper Setters, Head Examiners, Co-Head Examiners, Practical Examiners, Sub-Examiners shall be as given in Appendix 63 when scale of automatic deductions from their, remuneration, for mistakes committed or for late submission of documents or awards are given in Appendix 62.
- b) Detailed procedure regarding evaluation of answer books and conduct of practical examinations shall be as given in the Chapter XVI of these Regulations.
- c) The Secretary, in exceptional cases and for very cogent reasons, shall have the power to condone automatic deductions to be made from the remuneration of Examiners for having committed mistakes in the marking of answer books or for belated submission of documents.
- d) If an Examiner is unable to accept the assignment for one reason or the other or is found to have made false representation of facts, the Joint Secretary (secrecy) shall make an alternative appointment from the panel of Examiners as per Registration.

- Use of mini electronic computers
68. Candidates are allowed to use mini and simple electronics Computers for solving mathematical problems.
- Record of internal assessment
69. The record of internal assessment in various practical tests and in theory subjects (Wherever prescribed) shall be properly maintained by the Institutions.
- i) The record of internal assessment maintained by the various Institutions shall be subject to verification / scrutiny by the Board;
 - ii) Whenever 100% marks are awarded for internal assessment as a whole or for any of its part (attendance or note- book or class room test or day to day assessment) to a candidate, the same shall be communicated to the Board along with relevant records for scrutiny and the Board shall reserve the right to decrease the marks in internal assessment if it is satisfied that an undue favour has been shown to a particular candidate and the matter shall be reported to the Administrative Department for appropriate action.

CHAPTER-X (B)

Language Policy of Education

1. The Language Policy of Education shall be followed by all the Government and the Private Schools in the State in the manner prescribed below: -

- (i) In Urdu Medium Schools whether run by the Government or by a Non Government Body, Hindi shall be taught as a compulsory subject at the middle stage i.e., in classes VI to VIII for six periods a week in all India medium Schools Urdu shall be taught as a compulsory subject at the same stage and for the same number of periods in all Hindi Medium Schools in the State.
- (ii) Private Schools may, at their option, adopt English or any other let us he specific & man born Hindi/Urdu language as the first language and use it as the medium of instruction. All such schools shall, however, introduce Urdu or Hindi as a second language and teach it on a compulsory basis in classes VI to X. Students in these schools shall also study a third language viz. Hindi or Urdu, as the case may be, for six periods a week in class VI to VIII.
- (iii) English shall be taught as heretofore as a compulsory subject from class As per new____ I policy of the Govt. to X in all schools (Govt. as well as Private)
- (iv) Those students who cannot clear the third language in class VIII and have been promoted to Class IX shall be examined by the school concerned at the end of class IX in the same Text Books as would be prescribed for class VIII. Those who are still unable to clear the third language at the end of class IX shall be given another opportunity to clear the language by the Head of the Institution in Class X. However, no student shall be eligible to appear in the Secondary School Examination unless he/she has cleared the third language.
- (v) Lower grade Hindi and lower grade Urdu shall be given to such of the candidates as offer any one of these as a third language in order to possess a working knowledge.
- (vi) The Schools shall inform the Board of the first language offered by a candidate immediately after his/her promotion to Class IX;

- (vii) Wherever there is an effective demand by a minimum of thirty to forty students for teaching of mother tongue, it shall be mandatory for the Education Department to provide facilities for teaching the language;
- (viii) Besides the Classical Languages, Kashmiri, Dogri, Bodhi and Punjabi shall be taught as additional optional subjects in classes VI to X, provided the minimum number of students in each class offering any of these languages is not less than ten.

CHAPTER-XI

Secondary School Examination (Class-X)

Eligibility of Admission of Regular candidates

1. The examination shall be open to a pupil of an institution recognized by the Board who has his/ her name submitted to the Secretary by the Head of the Institution and who is certified by the Head of the institution:-

- (i) To have been registered with the Board and completed the Adequate course of study leading to the examination;
- (ii) To be of a good character;
- (iii) To have attained the age of 14 years (+) on the 1st of November/1st of May of the year in which he/she takes the examination.

The expression "adequate course of study" means 66% of attendance counted from the opening of class X up to the First of the month preceding the month in which the examination of the Board commences. Candidates taking up a subject involving practical work shall be required to have put in 70% of the total periods of practical work in the laboratory in the concerned subject/s.

ADMISSION OF PRIVATE CANDIDATES TO SECONDARY SCHOOL EXAMINATION.

Admission of Private Candidates

Subject to the condition that they have attained the age of 14 year (+) On the first of November / 1st of May of the year in which they take the examination, the Board may admit as private candidates to the examination.

(i) Candidates having passed the Matriculation examination of the erstwhile University of Jammu and Kashmir or Jammu and Kashmir State Board of School Education or an equivalent examination of another University/Board desiring to appear in additional subject/s.

(ii) Candidates who failed in the Matriculation Examination of Jammu and Kashmir State Board of School Education.

(iii) Candidates having passed an examination in an Oriental Classical or Modern Indian Language which

includes Kashmiri and Dogri of the University of Jammu or the University of Kashmir, or Jamia. Urdu Aligarh,/ Urdu Board Aligarh or Jamia Diniyat Urdu Devband or an equivalent examination of another University /Examining body and desire to appear in English only, provided they appear from territories within the Jurisdiction of the Board.

(iv) Candidates having passed in English only of the Matriculation standard of the Jammu and Kashmir State Board of School Education or the erstwhile University of Jammu and Kashmir or of the Punjab University before 1949 desiring to appear in the remaining subjects of the Secondary School Examination;

(v) Candidates having been promoted to Class-X one year previous to the appearance at the Secondary School Examination and have left the Institution nine months before the date on which the examination (theory) is scheduled to be held and produce a certificate of having done not less than 70% of the total practicals in the science subject in the laboratory of a affiliated school

(vi) Under exceptional circumstances, other candidates who reside outside the territorial limits of the Jammu and Kashmir State Board of School Education and satisfy the conditions laid down in Regulation 2

(vii) Provided that in the case of candidates from outside the Jammu and Kashmir State only those bonafide candidates shall be allowed to appear in the examination who themselves or their guardians are, or have been residents or are serving within the territorial limits of the Jammu and Kashmir State and produce a certificate to this effect.

Setting of
Question Paper

3.Question papers for the Examination shall be set strictly in accordance with the syllabi and courses of study prescribed for the course/examination.

Provided that alternate questions shall be set for one year for failures (including exemptional cases) in such papers in which change in the syllabus or prescribed course is 50% or more. Provided further that if the whole scheme of a course is changed alternate question paper shall be set for three years.

Examination Fee 4. The amount of examination fee to be paid by each candidate is given in schedule-B. Every such candidate as is not registered with the Board shall have to pay the registration fee in addition to the Examination fee.

Officers competent to attest the Admission cum Permission form 5. Following persons shall be competent to attest the Admission Forms of the private candidates:-

Male and Female candidates including candidates, offering additional subject/s (Regular & Private) Head of the Institution last attended by the candidate as a regular student

English only candidates (Male & Female) Head of an affiliated Institution located nearest the permanent residence of the candidate.

(i) Army Personnel Officer Commanding of the Unit concerned or any other Officer authorised by him in this behalf, subject to the condition that the concerned candidate produces a Certificate to the effect that he/she has completed the required number of practicals in an affiliated School.

6. Subject to Regulation 15 of Chapter X, the reappear and failure candidates shall be allowed to appear/complete an examination from the Province other than the one from which they had been placed in either of the above categories according to the syllabus prescribed for the said examination.

7. The marks obtained by a candidate in an additional optional subject, offered by him/her shall be added both to the total marks secured by him/her as also in the total aggregate of the marks prescribed for the said examination.

8. A candidate passed under repair category in a Subject/s involving practicals as a consequence of failure in the theory examination shall be allowed to retain the pass marks of practicals examination while applying in the theory subsequently, and literies

to retain the pass marks of theory which applying in the practicals exam. At a subsequently sustain.

Schemes of study 9. The following shall be the subjects of study for classes IX and X:-

(1) Academic Subjects.

- i) First Language Hindi/Urdu/English;
- ii) Second Language English /Urdu/Hindi
- iii) Mathematics;
- iv) General Science;
- v) Social Science.
- vi) Any one of the following Additional Optional languages

Hindi, Urdu, Sanskrit, Persian, Arabic, Punjabi, Kashmiri, Dogri, and Bhoti

(2) Activity Related Area.

- i) Work Experience and Community Service/ Art and Drawing/Home Science/ Music.
- ii) Physical and Health Education;

(3) Other Subject (Only for Physically handicapped children)

Physically handicapped children suffering from hearing, speech. Visual handicaps (Deaf-or Dumb-or Blind Children) may offer any two of the following subjects instead of Mathematics and Sciences. The marks of these subjects shall be increased proportionally as if obtained out of 100.

- i) Music
- ii) Painting, Art and Drawing
- iii) Home Science

10. ALLOCATION OF TIME FOR TEACHING OF VARIOUS SUBJECTS:-

<u>S. No.</u>	<u>Subject</u>	<u>Suggested periods per week</u>	<u>Duration per Period</u>
(1)	English	9 periods	40 minutes
(2)	Urdu/Hindi	6 periods	40 minutes
(3)	Mathematics	9 periods	40 minutes
(4)	Science	9 periods (theory 6 periods practicals 3 periods)	40 minutes
(5)	Social Science	6 periods	40 minutes

(6)	Work Experience and 2 periods Community Service /Home Science /Music.	40 minutes
(7)	Art & Drawing 1 period	40 minutes
(8)	Physical and Health 2 periods Education.	40 minutes
(9)	Additional Language 3 periods (MIL/OCL)	40 minutes

11. SCHEME OF EXAMINATION

(1) Internal assessment;

(i) Each student of a recognized school is required to offer:-

- (a) Work experience /Art and Drawing /Home Science/Music and
- (b) Physical and Health Education.

(ii) Private Candidates are not required to offer subjects of internal- examination.

(iii) For the subjects mentioned at 11(1) above, the assessment will be internal. Evaluation shall be continuous and the school shall maintain a cumulative record of each student which shall be open to inspection by the authorities of the Board and the Department of Education. The Result of these subjects, mentioned at item No. 11 (1) above, except Physical and Health Education, shall be furnished in Grades, on a seven point scale as follows:-

Grade	Description	Range
A	Excellent	75% and above
B	V. Good.	60% to below 74%
C	Good	52% to below 59%
D	Average	45% to below 51%
E	Fair /Satisfactory	33% to below 44%
F	Marginal	15% to below 32%
G	Poor	Below 15%

The marks in Physical and Health Education shall be awarded in numericals as prescribed in the syllabus.

(2) EXTERNAL EXAMINATION:

The Board shall conduct Secondary School Examination at the end of Class X in the following subjects at various centres as may be constituted by the Board. The number of papers, duration of examination and maximum marks are shown here under against each subject/ paper.

S.No	Subject	Paper/s	Max. marks	Duration
i)	Languages(Hindu/Urdu)	1	100	3 hours
ii)	English	1	100	3 hours
iii)	Mathematics	1	100	3 hours
iv)	Science (theory)	2+1	Practical paper	
	Paper I (i) Physics		56	2 ^{1/2} hours
(iii)	Chemistry Practical			
	Paper II) Life Science		28	1 ^{1/2} hours
	Practical	1	16	3 hours
v)	Social Science	1	100	3 hours
	Paper A			
	History & Civics (40+20)			
	Paper B			
	Geography (40)			
vi)	Additional Language	1	50	2 ^{1/2} hours

Note:- Science Paper ó I shall have two Sections, Section- A Physics and Section óB Chemistry.

vii) Blind candidates shall offer Music and Sanskrit or Persian or Arabic in lieu of Mathematics and Sciences at the Secondary School Education (Class-X). The time allowed for these subjects shall be the same as prescribed for Mathematics and other Languages. Provided the marks obtained by the blind candidates in these subjects shall be raised proportionately as if obtained out of 100 marks and their result assessed accordingly.

Note: - There shall be one theory paper of 25 marks of 2 hours duration and a practical examination of 75 marks of 3 hours duration in Music subject available to Blind candidates only.

12. Deaf and Dumb candidates shall offer Painting Art & Drawing and Sanskrit or Persian or Arabic in lieu of Mathematics and Science at the Secondary School Examination (Class- X). The time allowed for these subjects shall be the same as prescribed for Mathematics and Languages. Provided the marks obtained by deaf and dumb candidates in these Subjects shall be raised proportionately as if obtained out of 100 marks and their result assessed accordingly.

Note:- There shall be one theory paper of 100 marks of 3 hours duration in Art and Drawing subjects available to Deaf & Dumb candidates only.

13. A candidate who has qualified in English only of Secondary School Examination of the Board or has qualified in Matriculation English only of the erstwhile University of Jammu and Kashmir after passing one of the Oriental Classical or Modern Indian Languages examination, may qualify in the examination on payment of fee as prescribed for the full examination by appearing in the remaining subjects; but he/she shall not be eligible for scholarship.

14. The students shall be given the option to answer questions (to be set in English) in Science, Mathematics and Social Science subjects in any one of the three languages i.e. Urdu /Hindi/English. Provided the questions in Oriental Classical Languages and in the Modern Indian Languages shall be asked and answered in languages concerned.

The result of Secondary School Examination Shall be furnished in terms of marks for each subject at external examination.

**THE JAMMU AND KASHMIR STATE BOARD OF SCHOOL
EDUCATION REHART COLONY, JAMMU**

**No: F (Acad – G. M)B/ 99
Dt: 28th of Dec. 1999**

N O T I F I C A T I O N

Regulation 15 (ii & iii) governing pass criteria at the Secondary School Examination has been partially amended under section 13 (IV) of the Jammu and Kashmir State Board of School Education Act, 1975. Regulation 15 (i) has already been modified. The modified regulation reads:

õ A candidate who fails in the examination in one or more than one subject by a deficiency of a maximum of six marks shall be deemed to have passed the entire examination; passed one more subjects with the help of grace marks having been awarded to her/him in the following manner:

A student shall be awarded a maximum of six grace (statutory) marks to enable her/ him:

- a) Pass the entire examination;
- b) Pass in those subject (s) where distribution of full grace marks will exempt her/his re-appearance.
provided the quota of six marks shall stand depleted by the marks availed for the subsequent examination.
- c) The award and apportionment of grace marks shall be determined in a manner that enables a student to pass in those subject (s) where deficiency is the least fully availed. If a candidate is deficient by the same quantum of marks in more than one subject; the apportionment of marks shall be determined in the in the following sequence;
 1. English
 2. Mathematics
 3. Urdu/Hindi
 4. Science

5. Social Science

Illustration No. I

A student secures following marks in different subjects (compulsory): -

- 1- English = 31(+ 2 g)
- 2- Mathematics = 32(+ 1 g)
- 3- Urdu / Hindi = 32(+ 1 g)
- 4- Science (Theory) + 27(+ 1 g)
- 5- Social Science + 32(+ 1 G)

The student shall be awarded a grace of 02 marks in English and one mark in each of the remaining subjects. The student shall be declared to have passed the examination with the help of six statutory marks (awards to her/him/his best advantage)

Illustration No. 2:

A student secures following marks:

English	=	31 (+ 2 g)
Math	=	22
Urdu	=	29
Science	=	27 (+ 1 g)
Social Science	=	32 (+ 1 g)

The student shall be awarded 2 grace marks in English; one in Science; one in Social Science and deemed to have passed these subjects. Having availed of 2+1+1 = 4 marks statutory concession the candidate can now be awarded 6 = 4 = 2 grace marks; if she/he requires; in the next examination.

Illustration No. 3:

A student secures following marks:-

- 1- English = 31
- 2- Mathematics = 31
- 3- Urdu = 31
- 4- Science (theory) 26
- 5- S.Science = 31

The students shall be awarded 2 grace marks in English; 2 in Mathematics and 2 in Urdu. Urdu shall get preference both over Science (theory) and Social Science Provided that a student has the option to seek cancellation/ withdrawal of grace marks and appear afresh in one or more subject to improve her/his performance.

No:- F(Acad- 1248| B/99
Rehari Colony, Jammu
Dt: 28th of Dec. 1999

(B. A. Dar)
DEPUTY DIRECTOR
ACADEMICS

Copy for information and necessary action to :-

- 01/- Commissioner/Secretary to Govt. School Education Deptt, Jammu.
- 2-3/- Director School Education Kashmir/Jammu.
- 04/- P/S. to Honøble Minister for Education J&K Govt.
- 05/- Director Information. He is requested to please have the notification circulated for coverage in electronic and print media.
- 06-10/- Joint Secretary Examination/ Secrecy/ General/ Publication Kashmir/ Jammu divisions.
- 11/- Chief Accounts officer ÷Centralø
- 12-13/ PS. To Chairman/Secretary.

- 14-15/ Accounts officer Jammu/ Kashmir divisions.
16/- All Deputy Secretaries of the Board.
17/- Deputy Secretary Academics JD/ KD.
18/- All Assistant Secretaries of the Board
19/- All Sub/ Branch offices of the Board.
20/- M/S. Data bank New Delhi
21/- the Heads of all High/Higher Secondary School in Jammu and
Kashmir.
22/- Editor in- Chief
Kashmir times, Excelsior, Alsafa, Aftab, Srinagar Times with the
Request to Kindly publish the notification in his daily.
23/- Concerned file.
24/- Notification file.

THE JAMMU & KASHMIR
STATE BOARD OF SCHOOL EDUCATION
REHART COLONY, JAMMU

N O T I F I C A T I O N

It is notification for information of all the concerned that the regulation governing placement of students under reappear category has been amplified under Section 13 (IV) of J&K Board of School Education Act, 1975 for reckoning number of chances availed/ available. The amplified regulation reads:-

“ A candidate placed under re-appear category in an examination conducted by the Board shall be allowed to complete the examination in not more than five chances spread over a period of five years from the examination/ Session in which she/ he was examination in the relevant course/ Scheme is held by the Board, which ever is earlier.

Provided in case of students placed under reappear category in examination held by Kashmir division till Oct- Nov, 1999 and in Jammu division till March- April, 2000 the number of chances (five chances spread over a period of five years) availed shall be calculated from Oct-Nov, 99 and March – April, 2000; as the case may be. While calculating number of chances students placed under re- appear category earlier shall be treated to be availin of this facility for the first time from Oct-Nov, 99 and March- April, 2000; as the case may be.

Explanation

Students ‘A’ appear as a reappear case in Oct-Nov, 99/ March – April 2000 exam. He is again placed under re-appear category. The number of chances shall be calculated from Oct-Nov, 99/ March– April 2000; as the case may be.

The notification shall take effect from examination held in Oct- Nov, 1999, in Kashmir Division including winter zone areas of Jammu division and from examination Scheduled for March-April 2000 in the summer zone areas of Jammu division.

This issues in suprsession of all previous notifications and regulations prescribed and notified in this behalf from time to time.

No: F- (Acad-B) Chances/ 2000

Rehari Colony, Jammu

DT: 26-04-2000

(B.A. Dar)
Deputy Director,
Academics

Pass criteria

15. i) A candidates shall be deemed to have passed the examination if he/she secures, at least 33% marks in each of the five subjects i.e., 1.Hindi or Urdu 2. English 3. Mathematics 4. Science and 5. Social Science .This will not include additional optional subjects. Wherever there is a practical examination ,this percentage (33%) shall be required to be obtained by a candidate in theory and practical separately.

ii) A candidate who fails in the examination in one or more subjects by a deficiency of not more than six marks shall also be deemed to have passed the examination by awarding the required marks in the subjects(out of the six notional marks), excluding practicals to his/her best advantage which shall neither be added to the total marks secured by the candidates in the subjects in which the notional marks are awarded nor to the total aggregate. This concession will be awarded to a candidate only once in an examination who appears in any category viz.-full, reappear or completion. Provided that this concession shall not be available to the candidates appearing in the examination in English only or the Additional subjects. Provided also that the Chairman may at the request of the candidate/s, to be received in the office within 30 days of the declaration of the result along with a duly authenticated affidavit, withdraw the notional marks awarded to the candidates and authorize amendment of the result accordingly.

Such a candidate shall necessarily have to return the original marks certificate to the Board along with his/her application for cancellation. Option once exercised shall be final, and such a candidate shall be allowed to appear in the examination as a failure or reappear case.

iii) A candidate who fails in more than one out of five subjects (excluding additional subject) shall be placed under reappear category and he/she shall be exempted from appearing /passing such subject/s which he /she has already passed.

Provided that such a Candidate shall have the option to seek cancellation of his/her results and appear afresh in all the subjects including those in which he/she was granted exemption and the option once exercised shall be final. Provided such a candidate shall not be allowed to appear in the practicals again if already passed

- iv) No Candidate who passes under this Regulation shall be eligible for award of scholarship, prize or a medal by the Board.

Provided further that a candidate placed under reappear category shall be allowed to complete the examination in not more than five chances spread over a period of five years from the session in which he/she was placed under reappear category for the first time or till the time examination in the relevant courses/scheme is held by the Board , which ever is earlier.

A Candidate placed under repair category in one subject in the Sec. School Exam. Can form Class XII provisionally that his/her result of class XI will Not be declared unless he/she passed the 5th subject of the SSE. And in No case such a student shall be admitted to Class XII without having passed the 5th subject of the SSE.

- (v) No Regular candidate shall be eligible to sit for the examination unless he/she has passed in one of the following subjects of internal examination.

(1) Physical Health Education.

(2) Work Experience and Community Service or Art and Drawing or Home Science or Music. This shall not however apply to private (fresh) candidate.

- (vi) The marks obtained by a candidate in practical examination shall be added to his/her total aggregate of marks secured by him/her. Every candidate shall have to pass in theory and practical examinations separately in order to pass the examination.

- (vii) The passing of English shall be a prerequisite for admission to the Higher Secondary Examination Part- II as regular or a private candidate.

- (viii) A candidate shall be deemed to have passed in additional optional subject if he/she secures at least 33% marks in the subject concerned and the marks obtained in the additional subject shall be added towards the total aggregate marks, obtained by the candidate and to total marks prescribed for the examination.

- (ix) The successful candidates of Secondary School Examination shall be placed in different grades based on the following scale:-

Marks Obtained	Grade	Descriptive Parallel
(i) 75-100%	A	Excellent
(ii) 60-74%	B	Very Good
(iii) 45- 59%	C	Good
(iv) 33-44%	D	Average

Provided that descriptive parallels of different grades shall be used alongside grades as follows: -

- i) Those obtaining 75% of aggregate of total marks and above:-
Distinction
- ii) Those obtaining 55% and above but below 75% of total aggregate of marks; Grade-1
- iii) Those obtaining less than 55% of total aggregate of marks; but Not below 33% Grade-II

Provided also that while computing total percentage of marks obtained; for purpose of placement in different grades; fraction of percentage of 0.5% and above shall be; notionally; rounded up-to the immediate next figure.

Explanation: -

A student getting 44.5% marks shall be deemed to have obtained 45% marks and placed in grade 'C' and student getting 59.5% marks deemed to have obtained 60% marks and placed in grade 'B' and so on.

16. The syllabus and courses of study shall be prescribed by the Board. In case where text books are prescribed, the candidates will be required not only to show a thorough knowledge of the text books but also answer questions of a similar standard set with a view to testing their general knowledge of the subject. Courses of Study can be changed from time to time by the Board. All changes in courses of study shall be duly notified at least one year before the date of the examination in which they will take effect.

17. Any candidate who has passed the Proficiency, High proficiency or Honours Examination in Oriental, Classical or Modern Indian Language of the erstwhile University of Jammu and Kashmir or an equivalent examination of another University Examining Body shall, if he/she so desires, be exempted from passing in that language and that in awarding marks for that language in which he /she may have obtained a certificate, 'Pass Marks' shall be taken as representing the value of those marks.

18. The outline of test in each subject shall be prescribed by the Board, from time to time.

19. (i) The Science subject shall comprise two theory papers one each for: -

(1) Physics and Chemistry and

(2) Life Science.

(ii) Paper 6I comprising two sections of Physics and Chemistry shall be of 56 marks and 2^{1/2} hours duration and paper- II Life Science paper of 28 marks and 1 1/2 hours duration;

(iii) There shall be one practical paper for Physics, Chemistry and Life Science of 16 marks and 3hours duration.

(iv) The practical question paper shall consist of parts A,B and C, Part-A shall comprise Physics practical and contain two questions and Part-B shall comprise Chemistry practical consisting of two questions and Part-C shall also comprise two questions on Life Science. The candidates shall be required to perform one practical exercise of 4 marks from each of the three sections;

(v) A candidate shall be required to perform a minimum of seventy percent of the total number of practical in order to become eligible to appear in the Board examination;

(vi) In order to pass in practical examination a candidate shall have to obtain 33% of the aggregate marks earmarked for practical examination in: -

(a) Physics, Chemistry and Life Science;

(vii) While marks obtained in practical shall be added to the total aggregate, a candidate shall have to pass separately in theory and practical examination to pass in the Science subject;

(viii) No statutory marks shall be awarded in practicals.

(ix) In order to pass the theory examination, a candidate shall have to obtain 33% of the aggregate marks reserved for theory papers. In Science subject this percentage shall be required separately in theory examination, practical examination & in the aggregate.

(x) Out of the 16 marks earmarked for Physics, Chemistry and Life Science practicals 2 marks shall, in the case of regular candidates be reserved for class record/practical note book and 2 marks for viva voce to be assessed by the external examiner according to the guidelines given in the syllabus.

(xi) The class record/practical note book produced by a regular candidate for award of marks reserved for it will be considered by the external examiner only when it is duly signed by the class teacher and authenticated by the Head of the Institution;

(xii) In case of a private candidate, marks earmarked for class record/ practical note book shall be reserved for viva-voce to be given by the external examiner according to the following guide-lines (on the basis of oral questions related to the practicals attempted by the candidate).

(xiii) That the class record/practical notebooks shall be assessed by the external examiner on the basis of :-

- (a) Completeness /coverage of syllabus in practicals;
- (b) Regularity in record keeping;

(c) Neatness in sketching diagrams and reporting according to the guidelines and breakup of 16 marks:-

For purposes of a pass: -

- (a) 33% of 16 marks in practical shall be reckoned as 5 marks in place of 5.3 marks.
- (b) 33% of 100 marks shall be reckoned as 33 marks.
- (c) 33% of 56 marks shall be reckoned as 18 marks in place of 18.48 marks.
- (d) 33% of 28 marks shall be reckoned as 9 marks in place of 9.28 marks.
- (g) 33% of the aggregate of 84 marks shall be reckoned as 28 in place of 27.72 marks.

CHAPTER-XII

1. The Board shall conduct Higher Secondary Examination Part-I for the following categories of students:-

- (i) Failures
- (ii) Candidates who appeared in the Higher Secondary Examination Part-I conducted by the Board and failed or were placed under reappear category.
- (iii) Candidates as have passed their qualifying examination (Secondary School Examination or any other examination equivalent thereto) one year previously and have not been on the rolls of a recognized institution / affiliated school at any time during the year preceding the Higher Secondary, Part- I examination in which they intend to appear

Provided that a student offering a subject involving practicals shall have to produce a certificate to the effect that he/she has actually done the required number of practicals (70 % of practicals) in a recognized institution.

Provided further that all such candidates shall get themselves registered with the Board at the time of submitting their Permission-cum-Admission forms after paying the prescribed fee as given in schedule-B.

- (iv) Candidates offering additional subjects:
- (v) Candidates wishing to qualify in English only.
- (vi) There shall be annual and bi-annual examination to be conducted by the Board for failures, reappear cases and other candidates mentioned at (i) to (v) above for class XI in March /April and October /November every year. The March /April Examination will be the annual examination and October/ November Examination will be the bi-annual examination for summer zone of Jammu Province and Ladakh and Kargil District and Vice óversa for Kashmir province and winter zone of Jammu Province.
- (vii) Candidates shall submit their applications to the Secretary on the prescribed form accompanied by the prescribed fee as given in Scheduled-B and the necessary certificates signed by the persons authorized in this behalf and produce the required certificates of having done the practical work in a Science subject, Music and Home Science or map work in Geography or Surveying in Geology, if offered by him/ her in affiliated institutions,

provided that in the case of a Science subject the irreducible number of practicals done shall be 70% of the total practicals.

- 2 (i) Each candidate shall be required to take up General English and three subjects from any one of the humanities, science, home science or commerce group as given in Regulation 6 of chapter XII A of these regulations.
 - (ii) A candidate who has passed the High Proficiency Examination in a Classical or a Modern Indian Language of the erstwhile University of Jammu and Kashmir or University of Jammu or University of Kashmir or the Jamia Urdu, Aligarh or that of Urdu Board, Aligarh or Jamia Diniyat Urdu, Devband, or Rashtriya Basha Prachar Samiti, Wardha or an equivalent examination of any other statutory examining body may qualify in English only at any subsequent examination (Annual or Bi-annual) conducted by the Board after having qualified in English only of the Matriculation/ Secondary School Examination of the erstwhile University of Jammu and Kashmir (before 1965) or the Jammu and Kashmir State Board of School Education or any other examination recognized as equivalent thereto and if successful , shall receive a certificate to that effect, provided that if a candidate has passed the Matriculation/Secondary School Examination in full, he/she shall not be required to qualify again in English only of this examination
 - (iii) Such a candidate after having passed the examination in English only may, if he/she so desires, be permitted to complete examination on payment of the prescribed fee by appearing in the remaining subjects comprised in Humanities Group, at any subsequent examination but not before the expiry of one year from the date of his/her having passed the Matriculation/ Secondary School Examination in full or in English only;
Provided that such a candidate may, if he/she so desires, be exempted for passing in the Language in which he/she passed the High Proficiency or Honours examination and that in awarding marks for that language, "Pass Marks" shall be taken as representing the value of these marks. In order to complete the Higher Secondary Examination Part-I such a candidate shall thus be required to qualify in two subjects only other than English and the Oriental Classical or Modern Indian Language in which he/she has passed the Honours or High Proficiency Examination.
3. A candidate who has passed the Pre- University Course/Higher Secondary Examination Part-I of the erstwhile University of Jammu and Kashmir or of the Board or an equivalent Examination of any other recognized University or Board may be allowed to appear as a

private candidate at any subsequent Examination (Annual or Bi-Annual) conducted by the Board in a subject or subjects comprised in a particular group mentioned in Regulation 5 of this Chapter but not offered by him/her previously, on payment of the prescribed fee;

Provided that such a candidate must have done required practical work in a Science subject, Music or Home Science or Short hand and Type writing or Map Work in the case of Geography or Surveying in the case of Geology, if offered by him/her in an affiliated College or recognised Institution, the irreducible number in the case of practicals being 70% of the total practicals prescribed.

4. The minimum number of marks required to pass the examination shall be 33% in each subject and also in the total aggregate. In a subject in which there is a practical examination this percentage shall be required separately in the written examination, practical and in the aggregate.

Provided that a candidate shall be required to obtain minimum pass marks in the practical test of a subject and the internal assessment separately.

Provided further that a candidate who fails in one or more subjects by a deficiency of not more than six marks shall also be deemed to have passed the examination by notionally adding the required number of marks (out of six marks) to his/her best advantage which shall neither be added to the subject nor to the total aggregate. This concession of awarding notional marks shall not be available in the practical examination (neither internal assessment nor external examination nor to the candidates appearing under continuous and comprehensive evaluation scheme).

Provided also that this concession shall be available to a candidate only once in an examination who appears in any category viz. Full Completion, Re-appear or Illness case. However this concession shall not apply to those candidates who appear in English only or in the additional subject.

Provided lastly when a candidate desires not to pass Hr. Sec. examination Part-I with the help of the statutory/ notional marks and makes a request to this effect in writing within thirty days of the declaration of result duly supported by a court attested-Affidavit of proper value, the statutory notional marks awarded shall be withdrawn and his/her result amended accordingly. Such a candidate shall necessarily have to return the original marks certificate to the Board

along with his/her application for cancellation. Option once exercised shall be final, and such a candidate shall be allowed to appear in the examination as a failure or reappear.

5. (I) The successful candidates shall be classified into three divisions, as under:-
- (1) Distinction:- Those obtaining 75% or more of the aggregate total of marks but not less than 75%
 - (2) First Division:- Those who obtain 60% or more of aggregate number of marks but less than 75%.
 - (3) Second Division:- Those who obtain 45% or more of aggregate number of marks but less than 60%;
 - (4) Third Division: Those who obtain 33% or more of aggregate number of marks but less than 45%
- (ii) A deficiency up to 1 percent of the number of marks required to get a division shall be condoned for purposes of placing a candidate in the first and second division.



A. The Jammu and Kashmir State Board of School Education

(Academic Division New Campus, Bemina Bypass Srinagar 190010)

Notification

The head of all the higher secondary schools are obliged to note that the marks reserved for internal assessment in respect of **Physics, Chemistry, Geology, Home Science (elective), Home Science (full stream), Electronics and Biology** are to be awarded on the basis of:

1. **total no. Practicals performed;**
2. **attendance in Lab. Work;**
3. **maintenance of practical Note-book (Laboratory Record on Experiments and Activities);**
4. **performance in the two sessional tests including viva-voce given by the school;**

The internal assessment has a weightage of 12 marks. However, for better reliability in assessment and also for convenience in scoring the schools may treble the weightage to 36 marks. The score received finally should be reduced to one third while submitting the internal assessment and record to the board. The break-up of marks (out of 36) is given below:

1. **No of Practicals performed:03 marks to be awarded in the following manner:-**
 - i. for having performed less than 50% practicals award 0marks
 - ii. for having performed 50 to 75% practicals award 02 marks
 - iii. for having performed 76 to 100% practicals award 03 marks.
2. **Attendance in laboratory work:03 marks to be awarded in the following way:-**

- i. less than 70% award 0 marks
 - ii. 70% to 80% award 02 marks;
 - iii. above 81% to 100% award 03 marks.
3. Maintenance of Note-book (Laboratory record on Experiments and Activities):03 marks to be awarded on the basis of:
- i. Completeness/coverage of syllabus in practicals
 - ii. Regularity in record-keeping;
 - iii. Neatness in sketching diagrams and reporting.

4. Performance in the two sessional tests including viva-voce: 27 marks (A) First sessional test: 14 marks to be awarded on the basis of demonstration of following competencies/experimental skills and abilities by the students as per break-up:

- i. Using and Organizing Techniques, Apparatus and Material including the following of a sequence of instructions, where appropriate: 3 marks.
- ii. Observing, Identifying, Measuring, Sketching, Recording, Drawing.
- iii. Handling experimental observations and data (including interpretation and evaluation of experimental observations and data where appropriate.
- iv. Planning investigations (including the selection of techniques, apparatus and materials: 03 marks
- v. Viva- voce: 03 marks

Note:- In Practical(S) where a particular step in given above is not involved or necessary marks reserved for the step(S) may be uniformly allotted to the remaining steps.

Marks reserved for viva-voce are to awarded on the basis of responses to the oral questions asked about the practical(S) attempted by a student. The questions shall be about:

- (a) Principles/basis concepts/formulae,etc.
- (b) Procedure of the experiment,
- (c) Application of the required knowledge,
- (d) Necessary precautions required to be taken.

(B) Second sessional test:13 marks to awarded on the basis of demonstration of the following competencies/experimental skills and abilities by the students as per break-up:

- i. Using and Organizing Techniques, Apparatus and Materials (including the following of a sequences of instructions where appropriate):
- ii. Observing, Estimating, Measuring and Recording:
- iii. Handling experimental observation and data (including interpretation and evaluation of experimental observation and data where appropriate.
- iv. Planning investigation (including the selection of techniques, apparatus materials):
- v. Viva-voce:

Marks reserved for viva-vice are to awarded on the basis of responses to the oral questions to the oral questions asked about the practical(s) attempted by a student. The questions shall be about:

- (e) Principles/basic concepts/formulae, etc
- (f) Procedure of the experiment.
- (g) Application of the required knowledge.
- (h) Necessary precautions required to be taken.

Marks awarded (to a regular student) out of 36 marks shall be reduced to 1/3rd. The School are obliged to maintain the following record:

Marks reserved for internal assessment: 12 marks

Name of the student

Class Roll No:

1. Total no. of Practicals performed: (a) <50% (b) 50 to 75% (c) 76 to 100%
Marks awarded: (a) 0 (b) 02 (c) 03 marks
2. No of practical classes/sessions attended: (a) <70% (b) 70-80% (c) 81-100%
Marks awarded: (a) 0 (b) 02 (c) 03 marks
3. Practical Note-book: 03 marks
Marks awarded:

4. A. First sessional test: 14marks

Marks awarded for:

- i. Using and Organizing Techniques, Apparatus and Materials:- marks
- ii. Observing, Measuring and Recording: -marks
- iii. Handling experimental observations and data: -marks
- iv. Planning investigations: -marks
- v. Viva- voce: -marks

Total Marks awarded in 4A above:

Note:- Fraction of a mark say ½ mark if awarded has not to be rounded off but carried forward. For example if total marks awarded in 4A above works out as 12-1/2 then 12 and fraction ½ has to be carried forward. The fraction has to be rounded off only while computing the marks secured in 4A and 4B i.e., while computing marks obtained out of 36.

4B. Second sessional test:

13 marks

Marks awarded for:

- i. Using and Organizing Techniques, Apparatus and Materials -marks
- ii. Observing, Measuring and Recording: - marks.
- iii. Handling experimental observations and data: -marks
- iv. Planning investigations: -marks
- v. Viva-voce -marks.

Marks awarded in 4B above:

---/36 marks

Total marks awarded (1+2+3+4A—4B out of 3+3+3+14+13): ----/36 marks

The marks awarded out of 36 are to be reduced to 1/3rd. to determine marks secured by a student out of 12 marks assigned for internal assessment. For example a student who gets 18 marks out of 36 marks shall be shown to have secured 6 marks out of 12 marks and so on.

Note: While computing marks out of 36 fraction equal to 0.5 or above should be rounded off to the next higher digit. For example 12.5 will be rounded off to 13, 12.92 to 13 and 12.49 to 12.

The schools are advised to use the ÷Awarded Sheetø supplied by the board for communicating marks awarded in internal assessment. The awards should be sent, in any case, 15 days before the commencement of Board examination. **Please note that awards** sent or received after the commencement of examination shall Not be accepted by the Board in any case, whatsoever.

TYPEWRITING AND SHORTHAND:

The schools are also obliged to note that marks reserved for internal assessment in case of **Typewriting and Shorthand (Internal assessment for typewriting carries 25 marks and for Shorthand 25 marks. Minimum speed required is 30 words per minute)** are to be awarded to a student on the basis of his/her performance in two sessional tests as per the following breakup:

1. First sessional test: 15 marks

The marks to be awarded on the basis of accuracy and speed of typing:

- i. A given passage of appropriate length. 6 marks
- ii. A business letter 3 marks.
- iii. A tabular statement 6 marks.

Marks are to be awarded on the basis of following criteria:

- (a) Speed 45% marks
- (b) Accuracy and arrangement 45% marks
- (c) Cleanliness/maintenance/proper handling of typewriter : 10% marks

2. Second Sessional test : 10 marks

- i. A given passage of appropriate length 04 marks
- ii. A business letter 02 marks
- iii. A tabular statement 04 marks

Marks are to be awarded on the basis of following criteria:

- (a) Speed 45% marks
- (b) Accuracy 45 % marks
- (c) Cleanliness/ Maintenance/proper handling of typewriter : 10 marks.

In case of Shorthand (speed expected is 60 words per minute) 25 marks reserved for internal assessment are to be awarded on the basis of performance in two sessional tests as per the following breakup:

1. First sessional test:15 marks

- i. Outline 03 marks
- ii. Transcription in long hand 09 marks
- iii. Viva- voce 03 marks

2. Second Sessional test: 10 marks

- i. Outline 02 marks
- ii. Transcription in long hand 06 marks
- iii. Viva- voce 02 marks

In sessional tests marks are to be awarded on the basis of following criteria:

- (a) Speed 45% marks
- (b) Accuracy 45% marks
- (c) Cleanliness 10 % makrs

In viva-voce knowledge of consonants, vowels, contractions, abbreviation, suffixes and prefixes shall be tested.

Music

School are further obliged to note that: In Music of the 100 marks for practical examination 50 marks are reserved for internal assessment. The marks reserved for internal assessment are to be awarded on the basis of performance in two tests (to be given by the schools themselves) in the following way:

1. First test: 20 marks

2. Second test **20 marks**

3. Maintenance of File and Impression: **10 marks**

The criteria for award of marks in the two tests is:

- | | | |
|------|----------------------------------------------|-----|
| i. | Composition in a given Raag | 30% |
| ii. | Recitation | 30% |
| iii. | Ability to recognize a Raag | 30% |
| iv. | Overall performance in playing an instrument | 10% |

Marks for maintenance of File are to be awarded on the basis of:

- Completeness/coverage of syllabus in practicals;
- Regularity in record-keeping;
- Neatness in sketching diagrams and reporting,

GEOGRAPHY

In case of Geography 18 marks reserved for internal assessment are to be awarded on the basis of:

1.Total no. Practicals performed;

2. Enquiry, Practical and Presentation Skills, Field Work and it's quality;

3. Maintenance of practical Note-book (Laboratory Record on Experiments and Activities);

(i) 4. Performance in the two sessional test including viva-voce given by the school;

Marks awarded (to a regular student) out of 36 marks shall be reduced to 1/3rd

The Internal assessment has a weightage of 12 marks. However, for better reliability in assessment and also for convenience in scoring the schools may treble the weightage to 36 marks. The score received finally should be reduced to one third while submitting the internal assessment and record to the board. The break-up of marks (out of 36) is given below:

1. No of Practicals performed:03 marks to be awarded in the following manner:-

- | | | |
|------|-----------------------------------------------------|----------|
| i. | for having performed less than 50% practicals award | 0 marks |
| ii. | for having performed 50 to 75% practicals award | 02 marks |
| iii. | for having performed 76 to 100% practicals award | 03 marks |

2. Maintenance of Note-book (Laboratory record on Experiments and Activities): 03 marks to be awarded on the basis of:

- Completeness/coverage of syllabus in practicals;
- Regularity in record-keeping;
- Neatness in sketching diagrams and reporting

3. Performance in the two sessional tests including viva-voce: 30 marks

3A. First sessional test 13marks to be awarded on the basis of demonstration of following competencies/skills/abilities:

- | | | |
|------|------------------------|---------|
| i. | Use/Knowledge of Scale | 4 marks |
| ii. | Map projection | 4 marks |
| iii. | Map interpretation | 5 marks |

(B) Second sessional test of 17 marks to be awarded on the basis of demonstration of following competencies/experimental skills and abilities by the students as per break-up:

- | | | |
|----|-----------------|---------|
| i. | Map projections | 4 marks |
|----|-----------------|---------|

- ii. Map interpretation 5 marks
- iii. Survey/Field Work 5 marks
- iv. Viva-voce 3 marks

Marks reserved for viva-voce are to be awarded on the basis of responses to the oral questions asked about the practical(s) attempted by a student. The questions shall be about:

- (i) Principles/basic concepts, etc
- (j) Procedure,
- (k) Application of the required knowledge,
- (l) Survey/Field Work

The School are obliged to maintain the following record:

Marks reserved for internal assessment:

Name of the student:

Class Roll No:-

1. Total no. of practicals performed: (a) <50% (b) 50 to 75% (c) 76 to 100%

Marks awarded: (a) 0 (b) 02 (c) 03 marks

2. Practical Note-book: 03 marks

Marks awarded:

3A. First sessional test: 13 marks awarded on the basis of demonstration of the following competencies/experimental skills and abilities:

- i. Use/ knowledge of Scale ---- marks
- ii. Map projections ---- marks
- iii. Map Interpretation ---- marks

3B. Second sessional test 17 marks awarded on the basis of demonstration of the following competencies/ experimental skills and abilities:

- i. Map Projections ----- marks
- ii. Map interpretation ----- marks
- iii. Survey/ Field Work ----- marks
- iv. Viva-voce ---- marks

Total Marks awarded in 3A above:

Note:- Fraction of a mark say $\frac{1}{2}$ mark, if awarded, has not to be rounded off but carried forward. For example if total marks awarded in 4A above works out as 12-12 then 12 and fraction $\frac{1}{2}$ has to be carried forward. The fraction has to be rounded off only while computing the marks secured in 4A and 4B. i.e., while computing marks obtained out of 36.

Marks awarded in 3B above: -----/17 marks

Total marks awarded (1+2+3A+3B out of 3+3+3+17): -----/36 marks

The marks awarded out of 36 are to be reduced to $\frac{1}{3}$ rd. to determine marks secured by a student out of 12 marks assigned for internal assessment. For example a student who gets 18 marks out of 36 marks shall be shown to have secured 6 marks out of 12 marks and so on.

Note:- While computing marks out of 36 fraction equal to 0.5 or above should be rounded off to the next higher digit. For example 12.5 will be rounded off to 13, 12.92 to 13 and 12.49 to 12.

PSYCHOLOGY

Schools are further obliged to note that 12 marks reserved for internal assessment in case of Psychology are to be awarded on the basis of performance of a student in two sessional tests (to be given by the school) and maintenance of Record in the following manner:

Note: For better reliability in assessment and also for convenience in scoring the schools may treble the weightage to 36 marks as in case of Physics, Chemistry, etc. The score received finally should be reduced to one third while submitting the internal assessment and record to the board. The break-up of marks (out of 36) is given below:

1. Total no. of Practicals performed: 03 marks
2. **Maintenance of practical Note-book: 03 marks**
3. **Performance in the two sessional tests including viva-voce given by the school: 24 marks**
4. **Viva-voce given at the time of second sessional test: 06 marks**

1. No of Practicals performed: 03 marks to be awarded in the following manner:-

- i. for having performed less than 50% practicals award 0 marks
- ii. for having performed 50 to 75% practicals award 02 marks
- iii. for having performed 76 to 100% practicals award 03 marks

2. Maintenance of Note-book (Record of different Activities): 03 marks to be awarded on the basis of:

- i. Completeness/ coverage of syllabus in practicals;
- ii. Regularity in record-keeping;
- iii. Neatness in sketching diagrams and reporting

3A. First sessional test: 12 marks awarded on the basis of demonstration of relevant and necessary competencies and Measurement and other Research Skills.

3B. First sessional test:18 marks including 06 marks reserved for **viva-voce** are to be awarded on the basis of demonstration of necessary and relevant competencies and measurement and, other Research Skills.

06 marks reserved of viva-voce are to be awarded on the basis of responses to the oral questions asked about the practical(s) attempted by a student. The questions shall be about:

- (a) Principles/basic concepts, etc
- (b) Procedure,
- (c) Application of the required knowledge,

STATISTICS

In case of Statistics 12 marks reserved for internal assessment are to be awarded to a student on the basis of his/her performance in two sessional tests-one based on the syllabus for Paper 'A' and second on the syllabus prescribed for Paper 'B'

Note: For better reliability in assessment and also for convenience in scoring the schools may treble the weightage to 36 marks as in case of Physics, Chemistry, etc. the score received finally should be reduced to one third while submitting the internal assessment and record to the board. The break-up of marks (out of 36) is given below:

1. **First sessional test (based on paper 'A'): 18 marks**
2. **Second sessional test (based on paper 'B'): 18 marks**

The break up of marks for each term test is given below:

1. **First sessional test: 18 marks** awarded on the basis of demonstration of relevant and necessary competencies and construction, estimation, measurement, drawing and interpolation skills and abilities:
2. **Second sessional test: 18 marks** including 06 marks reserved for **viva-voce** are to be awarded on the basis of Demonstration of necessary and relevant and necessary competencies and construction, estimation, measurement, drawing and interpolation skills and abilities. As for viva-voce 06 marks reserved are to be awarded on the basis of response to the oral questions asked about the practical(s) attempted by a student. The questions shall be about:
 - (a) Principles/basic concepts.etc
 - (b) Procedure,
 - (c) Application of the required knowledge,

The schools are obliged to keep proper record of the School-based (internal) assessment. The record shall be subject to verification/scrutiny by the Board. Every page of the School Register containing record of internal assessment should be signed by the concerned teacher/lecturer, head of the department, if any, and countersigned by the Principal/head of the Institution. Overwriting/corrections, if any, should be duly authenticated by the concerned teacher/lecturer and countersigned by the Principal/head of the Institution.

Please note that whenever 100% marks are awarded for internal assessment as a whole or for any of its part (Note-book/attendance/sessional test(s) no of practicals done) to candidate, the same shall be communicated to the Board along with relevant records and the Board shall reserve the right to decrease the marks in internal assessment if it is satisfied that undue favour has been shown to a particular candidate. Besides, the matter shall be reported to the administrative department for appropriate action.

The schools are advised to use the Award Sheet supplied by the board for communicating marks awarded in internal assessment. The awards should be sent, in any case, 15 days before the commencement of Board examination. **Please note that award sent or received after the commencement of examination shall Not be accepted by the Board in any case, whatsoever.**

The Schools are required to note that: To pass a subject involving Practicals/Field work a student has to pass separately in theory and practicals. To pass in practicals a student has to pass in Internal Assessment and External practical examination separately. Percentage of marks required to pass in Internal Assessment is 36% and in External Practical Examination 36%.

This being so it is notified for information of all the concerned that any deviation, whatsoever, from the above mentioned directions (based on Board regulations) shall be viewed seriously and appropriate action taken/initiated against the erring Schools/officials.

B.A.Dar
(Director, academic)

Copy to:-

1-2 Director School Education, Kashmir, Srinagar/Jammu for information.

3-8 All the Joint Secretaries of the Board for Information
9-11. Joint Directors of School Education, Kashmir/Jammu. They are requested to direct the schools in their jurisdiction to strictly follow the instructions.
12-15 P/S to the honbøde Education Minister/Principal Secretary to Govt. Education Department
16-26 All the Chief Education officer to please ensure implementation of the instructions given in this notification.
30-30A. Principals of all the Higher Secondary Schools for implementation of the instructions.
31-31A. All sub-offices and the branch offices of the Board
32-33 Principals of SIE, Sgr/Jammu
34-47. Principal of all the DIETs
48-51. Deputy Secretary Exam/Secrecy class XII, Kashmir division/Jammy division
51-51A. All Officers/ Sections of the Board
52. Notification File

B. A. Dar

6. A candidate who appears in the examination but fails in one subject only he/she shall be given exemption from appearing/ passing in such subjects which he /she has already passed and may be admitted to a subsequent examination in the subject/s on payment of prescribed fee and if he /she passes in that subject he/she shall be deemed to have passed the examination.

Provided that a candidate placed under exemption category shall be allowed to complete the examination in not more than five chances spread over a period of five years from the session in which he/she was placed under exemption category for the first time or till the examination in the relevant courses/scheme is held by the Board, which fever is earlier.

Provided further that if a candidate does not wish to avail himself /herself of this concession, he/she shall intimate his /her intention to the Board while submitting his/her Permission-Cum-Admission form for the subsequent examination and the option once exercised shall be treated as final and he/she shall not be allowed to revise his/her option thereafter. Provided always that such candidates shall not be allowed to appear in the practical examination again if already passed.

7. A candidate who has secured the exemption from appearing in three subjects of Higher Secondary Examination Part- I shall be eligible to join the next higher examination provisionally if otherwise eligible. In the event of his having qualified in the higher examination the result of higher examination shall not be declared until he/she passes the corresponding lower examination in full, if such a candidate clears the lower examination subsequent to the session at which he/she qualified the higher examination he/she shall be deemed to have passed the higher examination at the session at which he/ she passes the lower examination.
8. Candidates, given exemption in three subjects in Higher Secondary Examination Part-I and reading in the next higher class shall, for the purpose of admission to the examination for appearing in the subject, be treated as regular candidates.

The principals of the affiliated Colleges/ recognized schools shall be competent to withdraw, before the commencement of the examination, the admission form of a candidate sent up by him/her for an examination , for good and sufficient reasons to be recorded in writing.

9. If a candidate secures pass marks in less than three subjects he/she shall be given exemption from appearing in such subjects in the subsequent examination or examinations. Provided that a candidate placed under reappear category shall be allowed to complete the examination in not more than five chances spread over a period of five years from the session in which he/she was placed under reappear category for the first time or till the time the examination in the relevant course/scheme is held by the Board which ever is earlier. Provided further that no candidate to whom this concession is granted shall be allowed to join the next higher class.

Provided also that no candidate who passes under this category shall be eligible for a scholarship ,prize or medal.

10. A candidate who has been placed under reappear category in a subject/s involving practicals as a consequence of failure in theory shall be allowed to retain the marks in practical examination (if passed) and likewise to retain marks in the theory part (if passed) while appearing in the Examination subsequently.
11. A candidate placed under exemption category shall have the option of seeking cancellation of his/ her result and appear a fresh in all the subjects including the one in which he/she was granted exemption. Provided such a candidate will not be allowed to appear in practicals examination if already passed.

12. The Secretary shall after satisfying himself that a candidate has complied with all the requirements for admission to an examination, furnish the candidate with an admission card permitting him/her to appear at the examination.

Provided that no one shall be admitted into the examination hall unless he/ she produces to the Superintendent of the examination centre his/her admission card or satisfies such officer that it shall be produced on the next day of the examination. If he/she fails to do so he/she shall not be allowed to continue his/her examination on the next day.

13. The candidates who are eligible to appear privately shall be required to perform the practicals in the subjects in which practical examination is held in a affiliated institution and produce a certificate to this effect.
14. Candidates appearing in the examination in full subjects, in any capacity, may be allowed to appear in the additional subject simultaneously if they so desire, provided they have not already appeared in that subjects and shall pay the required fee and fill in the admission form separately. Provided also the result of such candidates in the additional subjects shall be declared only if they qualify in the examination in full subjects otherwise the examination in the additional subjects shall automatically stand cancelled. In each subject in which practical examination is held the candidates shall be required to perform practicals in any affiliated school or affiliated college.
15. The following categories of candidates appearing from within the territorial jurisdiction of the Board may be allowed admission as private candidates to the examination subject to the provisions of Regulations governing the examination, provided that they have not been on the rolls of an affiliated college/recognized school or any other recognized institution as regular students in the course leading to the examination at which they intend to appear, at any time during the academic year preceding the examination and are otherwise eligible to appear in the examination.
 - (i) Candidates having passed an Honours examination in an O.C.L or M.I.L of the erstwhile University of Jammu And Kashmir or University of Kashmir or University of Jammu or the Jamia Urdu, Aligarh or Jamia Diniyat Urdu, Devband or Rashtriya Basha Prachar Samiti, Wardha or an equivalent examination of any other statutory examination body for admission to examination in English only of the Higher Secondary Examination Part-I Course.
 - (ii) Physically handicapped students, who can produce reasonable evidence of having difficulty in attending the normal institutions only for examinations not involving practical training.

Provided that blind candidates can offer music as one of their subjects.

(iii) Candidates having passed not less than one year previously the Secondary School Examination from the Jammu and Kashmir State Board of School Education or an equivalent examination from any other recognized University/Board/Body, if otherwise eligible.

(iv) No one who has passed the examination of the Board or an equivalent examination of other University /Board shall be permitted to appear at the same examination except as specifically prescribed in the Regulations.

16. For Purpose of a pass:- Explanation

(a) 33% of marks of 30% marks in practical shall be reckoned as 10 marks in place of 9.9 marks.

(b) 33% of 150 marks in a subject shall be reckoned as 49 marks in place of 49.5 marks.

(c) 33% of 60 marks shall be reckoned as 20 marks in place of 19.8 marks.

(d) 33% of 75 marks shall be reckoned as 25 marks in place of 24.75 marks.

(e) 33% of 18 marks shall be reckoned 6 marks in place of 5.94 marks.

(f) 33% of 12 marks shall be reckoned as 4 marks in place of 3.96 marks.

(g) 33% of 50 marks shall be reckoned as 16 marks in place of 16.5 marks

(h) 33% of 120 marks shall be reckoned as 40 marks instead of 39.60 marks.

CHAPTER-XII-A

CONTINUOUS AND COMPREHENSIVE EVALUATION SCHEME

1. The institution/s shall conduct Higher Secondary Examination Part-I internally for regular students as per the scheme given in appendix 6. While the question papers for each of the four unit tests will be set by the institutions themselves, the Board shall be providing question papers for each of the two term tests.
2. The Higher Secondary Examination Part- I under continuous and comprehensive examination scheme shall be open to such person who has passed not less than one year previously the Secondary School Examination of the J& K State Board of School Education or any other Examination recognized as equivalent there to and satisfies the following conditions:-
 - (a) has been on the rolls of a recognized Institution for one academic year preceding the Examination provided that a candidate having remained on the rolls of a recognized Institution for less than one academic year but having attended the corresponding course in any other recognized University or Board for the period short of the prescribed period before his/her admission to the Institution may be admitted to the Examination as a special case.
 - (b) of having attended not less than $2/3^{\text{rd}}$ of the full course of lectures delivered to his/her class in each of the subjects offered, separately.
 - (c) of having satisfactorily performed the work of his/her class;
 - (d) of having completed the NCC Training (if opted) in accordance with the Regulations framed in this behalf.
 - (e) in case of a candidate intending to appear in Science subject, Music, Psychology or Home Science or Shorthand and Type-writing, of having attended not less than 70% of the period assigned to practical work, map work in Geography or Surveying in Geology, as the case may be, in each subject.
3. The Head of an Institution is empowered to condone shortages in each subject up to five lectures in theory, three in practicals and five in NCC parades;

Students whose deficiency is not condonable or is not condoned by the Head of the Institution under the authority vested in him/her by this Regulation, shall not be permitted to appear at the second term examination;

Provided that such a candidate remains on the rolls of the college/school as a regular student and attends two-thirds of lectures delivered from the date of the next classification or the date on which he/she has joined, whichever is earlier, up to the commencement of the First term test held in the subsequent year.

Provided further that the number of lectures he/she attends is not less than the number by which he/she fell short of in the subject or subjects;

4. Any candidate who participates in extra curricular activities as defined below with the prior approval of the Principal concerned shall for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present on all the working days during the days of his/her absence on such account for a period not exceeding 30 (thirty) working days in an academic session: -
 - (a) State representation in International/All India Competitions organized by agencies which are recognized by the Council of Sports and Youth Welfare;
 - (b) Participation in the Inter-School competitions held under the auspices of a Board;
 - (c) Participation in the Inter-School competitions organized by the Board as a member of the teams of participating institutions;
 - (d) Participation in the NCC, NSS and National Integration Semities activities as a member of the recognized institutions.
 - (e) Participation in a Coaching Camps/Rehearsals prior to participation as a member of State or Board team in the National/All India Competitions.

(f) Participation in the Mountaineering /Hiking /Trekking/ Skiing/Rock Climbing or other such activities organized under the auspices of the State Government /Board as a member of the Institution affiliated / recognized by the Board.

5. The Heads of Institutions are required to pay the fee as given in Schedule-B to the Board.
6. Each candidate appearing in the Examination conducted by the Board or under continuance and comprehensive evaluation scheme shall be required to take up General English and any three subjects from any one of the Humanities or Science or Home Science Groups, as detailed below:-

Provided that of the 30 marks allotted to practical papers 12 marks shall be reserved for internal assessment (Sessional Awards); in Science. Home Science and Psychology subjects the 100 marks allotted to Music Practicals, 50 marks are reserved for internal assignment. Insert Noti.dt.23.07.01 20 marks

As for Commerce stream, candidates shall be required to take General English, Accountancy and any other two subjects under Commerce Group of the 150 marks allotted to Shorthand and Type writing, 75 marks are reserved for internal assessment.

Provided that a candidate after having passed the Secondary School Examination (Class-x) can offer any prescribed group of subjects one of which shall be English in Higher Secondary Examination Part-I (Class-XI) including the subjects in which he/she has failed in the qualifying examination.

Provided also that the scheme of examination may be changed from time to time by the Board on the recommendations of the Academic Committee.

A. GROUP I (HUMANITIES)

The examination in each of the following elective subjects shall consist of two-papers of 75 marks each and 2 ¹/₂ hours

duration as specified in the Continuous and Comprehensive Evaluation Scheme and /or in the syllabus.

- (1) A Classical Language (Sanskrit or Persian or Arabic)
- (2) History
- (3) Geography
- (4) Economics
- (5) Political Science.
- (6) Mathematics.
- (7) A Modern Indian Language (Urdu or Hindi or Punjabi or Kashmiri or Dogri)
- (8) Philosophy.
- (9) Home Science (for girls only)
- (10) Education
- (11) Music (Instrumental or Vocal) (For Girls and Blind candidates only)
- (12) Statistics
- (13) Psychology
- (14) Sociology

B. GROUPE II (SCIENCE)

The examination in each of the following elective subjects shall consist of two theory papers each of 2^{1/2} hours duration and a practical of 30 marks of three hours duration as specified in C.C. E scheme and /or in the syllabus. In Biology there shall be two separate practicals ,one for Botany and the other for Zoology, each carrying 15 marks.

- (1) Physics
- (2) Chemistry
- (3) Biology
- (4) Geography
- (5) Mathematics (two papers of 75 marks and of 2 ½ hours duration each)
- (6) Geology
- (7) Statistics. (two papers of 75 marks and of 2^{1/2} hours duration each)

C. GROUP III (COMMERCE)

- | | |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| (1) Principle and Functions of Management and Functional Management | Two written papers of 2 ½ hours duration each as specified in C.C.E. scheme and / or in the syllabus. |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

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|-----|----------------------------------------------|----------------------------------------|
| (2) | Factory Organisation & Office Administration | --do-- |
| (3) | Accountancy | --doô |
| (4) | Shorthand and Typewriting | Two practical papers of 75 marks each. |
| (5) | Salesmanship and Monetary Economic | Two papers of 2 ½ hours duration each. |
| (6) | Business Mathematics | --doô |

D. IV (HOME SCIENCE) FOR GIRLS ONLY

The Examination in each of the following subjects shall consists of 2 theory papers each of 2^{1/2} hours duration and a practical of 30 marks of 3 hours duration as specified in C.C.E scheme and /or in the syllabus.

- (1) Family Health Care and Prevention
- (2) Food Science
- (3) Management of Resources.

7. (i) The syllabus and courses of study shall be prescribed by the Academic Committee. In case where text books are prescribed, the candidates shall be required not only to show a thorough knowledge of text books, but also to answer questions of a similar standard set with a view to test their understanding, application, critical thinking and the skill pertaining to the subject in general

(ii) All changes in courses of study shall be duly notified at least one year before the date of examination in which they shall take effect.

8. The Institutions shall also conduct the Examination of such candidates as have either been placed under reappear category or have failed in the Higher Secondary Examination Part-I under Continuous and Comprehensive Examination Scheme provided:-

- (a) Candidates having been placed under reappear category in one subject at the final (II Term) test shall be examined in both papers at the first term to be held in the subsequent year along with the regular candidates.

- (b) Candidates having been placed under reappear category in more than one subject or have failed at the final (II Term) test shall be examined in both papers of a subject at the second term to be held in the subsequent year following the one at which they had failed or were placed under reappear category in more than one subject along with the regular candidates.
9. The Institutions may also conduct examinations for such students as may wish to qualify in the additional subject/s, not offered by him/her, simultaneously while appearing in the Hr. Secondary Examination Part-I under Continuous and Comprehensive Evaluation Scheme.
 10. No Statutory concession of award of Six notional marks to get through the Hr. Secondary Examination Part-I under Continuous and Comprehensive Evaluation Scheme is permissible.
 11. No concession of Re-checking or Re-evaluation of answer script/s for the students appearing in the Hr. Secondary Examination Part-I under Continuous and Comprehensive Evaluation Scheme is permissible.

CHAPTER-XIII

Higher Secondary Examination Part-II

The Board of School Education shall conduct the Higher Secondary Examination Part-II (at the end of +2 stage). There shall be an annual and a bi-annual examination for Higher Secondary Examination Part-II (+2 stage) in March/April and October/ November every year. The March/April examination will be the annual Examination and October-November Examination will be the bi-annual examination for Summer zone of Jammu province and Ladakh and Kargil districts, and vice-versa for Kashmir province and Winter Zone of Jammu Province. Mainly candidates from Summer zone of Jammu Province and Ladakh and Kargil districts will appear at the annual examination and candidates from Kashmir province including winter zone of Jammu Province at the bi- annual examination, which will be their annual examination. The Regulations governing the examination shall be as under:-

1. Students who have passed any of the following Examinations shall be eligible to join the Higher Secondary Examination Part II (+2 stage) course:-
 - (i) Higher Secondary Elective Examination of the University of Jammu and Kashmir before 1965 or of the Jammu and Kashmir State Board of School Education or an other examination recognized as equivalent thereto.
 - (ii) Pre-University Examination /Higher Secondary Examination Part-I of and J& K State Board of School Education or of the erstwhile Jammu and Kashmir University or University of Jammu or University of Kashmir or any other examination recognized as equivalent thereto.

2. Higher Secondary Examination Part-II Examination shall be open to a person who has passed not less than one Academic year previously any one of the examinations mentioned in regulation I (I & ii) above or any other examination recognized as equivalent thereto of any other University /Board/Body.

Provided that in the case of a candidate who has passed the qualifying examination of the Jammu and Kashmir State Board of School Education under the category of reappear or illness the period of one year shall be counted from the session in which he/she came under

compartment or was prevented from completing the examination owing to illness and satisfies the following conditions: -

(i) Has been on the rolls of an affiliated College/recognized institution for one academic year preceding the examination; Provided that a candidate having remained on the rolls of a college/school for less than one academic year but having attended the corresponding course in any other recognized University /Board/for the period short of the prescribed period before his/her admission to the college/school may be admitted to the examination as a special case;

(ii) Has his/her name submitted to the Secretary by the Principal of the College or Head of a recognized Institution in which he/she pursued the course for the Examination and produces the following certificates signed by the Principal of the College/School he/she has most recently attended:-

(a) Of good character;

(b) Of having attended not less than two-thirds of the full course of lectures delivered to his/her class in each of the subjects offered separately and.

(c) Of having completed the NCC Training (if opted)in accordance with the Regulations framed in this behalf.

(d) Of having satisfactorily performed the work of his/her class;

(e) In case of a candidate intending to appear in Science subject, Music, Psychology or Home Science, Shorthand and Type-writing of having attended not less than 70% of the periods assigned to practical work, Map work in Geography or Surveying in Geology, as the case may be, in each subject.

(ii) Is eligible under the Regulations relating to the admission of private candidates and produces the required certificates, subject to the condition that he/she has done the practical work in Science subject, Psychology, Music or Home Science or Shorthand and typewriting or Map work in Geography or Surveying in geology, if offered, by him/her in an affiliated college/recognized institution; the irreducible number of practicals required in each subject in

which practical examination is held shall be 70% of the total practicals prescribed.

- 3 (i) The Head of an Institution is empowered to condone shortages in each subject up to five lectures in theory, three in practicals and five in NCC. Parades. Students whose deficiency is not condonable or is not condoned by the Head of the Institution under the authority vested in him/ her by this Regulation, shall not be permitted to appear in the Annual Examination but shall be permitted to appear in the bi- annual examination;

Provided that such a candidate remains on the rolls of the college/school as a regular student and attends two-thirds of lectures delivered from the date of the next classification or the date of the next classification or the date on which.

he/she has joined, which ever is earlier, up to the commencement of the bi- annual examination;

Provided further that the number of lectures he/she attends is not less than the number by which he/she fell short of in the subject or subjects;

Provided also that no condition whatsoever shall be allowed for deficiency in lectures for admission to the bi- annual Examination.

(ii) Any candidate who participates in extra curricular activities as defined below with the prior approval of the Principal concerned shall for the purpose of condoning deficiency in attendances incurred by him/ her on account of such participation, be treated as present on all the working days during the days of his/her absence on such account for a period not exceeding 30 (thirty) working days in an academic session:-

- (a) State representation in International /All India Competitions organized by agencies which are recognized by the council of Sports and Youth Welfare;
- (b) Participation in the Inter- School/College competitions held under the auspices of a Board/ University;
- (c) Participation in the InteróCollege/Inter-School competitions organized by the University/Board as a member of the teams of participating institutions;
- (d) Participation in the NCC, NSS and National Integration Samitis activities as a member of the recognized institution.
- (e) Participation in the Coaching Camps /Rehearsals prior to participation as member of State or University team/Board team in the National /All India/ Inter-Board Competitions.

- (f) Participation in the Mountaineering/ Hiking/ Trekking/Skiing/Rock Climbing or other such activities organized under the auspices of the State Government/Board as a member of the Institution affiliated /recognized by the Board.

4. Candidates shall submit their applications to the Secretary on the prescribed form accompanied by the prescribed fee and the necessary certificates signed by the person authorised in this behalf under the said Regulations.

5. Each candidate shall be required to take up General English and any three subjects from the following subjects and in the case of Commerce each candidate shall be required to take up General English, Accountancy and any two subjects shown at 5 (d) hereinafter;

Provided that 50% of the marks allotted to the practical papers shall be reserved for Internal assessment (Sessional Awards);

Provided further that the scheme of Examination may be changed from time to time by the Board on the recommendations of the Academic Committee.

ELECTIVE SUBJECTS

(A) Arts:- Any three of the following subjects

- (i) English Literature;
- (ii) Sanskrit or Persian or Arabic;
- (iii) Hindi/Urdu/Punjabi;/Dogri/Kashmir/Bodic
- (iv) History;
- (v) Economics;
- (vi) Philosophy;
- (vii) Political Science;
- (viii) Indian Music; (For Girls and blind candidates only)
- (ix) Education;
- (x) Mathematics;
- (xi) Geography;
- (xii) Statistics;
- (xiii) Home Science;-(for Girls only)
- (xiv) Sociology; and
- (xv) Psychology;

(B) **Science:** - Any one of the following combinations:-

- (i) Physics, Chemistry, Mathematics;

- (ii) Physics, Geology, Mathematics;
- (iii) Physics, Geography, Mathematics;
- (iv) Chemistry, Geology, Mathematics;
- (v) Chemistry, Geography, Mathematics;
- (vi) Geology, Geography, Biology;
- (vii) Chemistry, Geology, Geography;
- (viii) Chemistry, Geology, Biology;
- (ix) Chemistry, Biology, Geography;
- (x) Physics, Chemistry and Biology;
- (xi) Geology, Geography, Mathematics;
- (xii) Statistics, Mathematics Physics;
- (xiii) Statistics, Mathematics Chemistry;
- (xiv) Mathematics, Statistics, Education;
- (xv) Mathematics, Statistics, Economics,
- (xvi) Statistics, Geography, Mathematics,
- (xvii) Physics, English Literature, Mathematics;

(C) Home Science:-

- (j) Human Development.
- (ii) Clothing for the Family
- (iii) Home Science Extension Education

(D) Commerce

- (i) Business Mathematics
- (ii) Salesmanship and Monetary Economics;
- (iii) Factory Organization and Office Administration;
- (iv) Accountancy;
- (v) Shorthand and Typewriting;
- (vi) Principles and Functions of Management and Functional Management;

6. (a) Except in the case of Geology, Geography and Mathematics no candidate for the Higher Secondary Examination Part-II (Science Group) shall take up any subject unless he/she took up and passed in the corresponding subject in the qualifying examination.
7. The examination in General English shall consist of two written papers, each carrying 75 marks and 2^{1/2} hours duration. The examination in each Arts subject shall consist of two written papers each carrying 75 marks and of 2^{1/2} hours duration. In a subject in which practical examination is held there shall be two written papers of 60 marks each of 2^{1/2} hours duration and practical of 30 marks of 3 hours duration. In Music there shall be theory paper of 50 marks and of 2^{1/2} hours duration and a practical of 100 marks of 3 hours duration. Examination in each Commerce subject shall consist of two papers of 75 marks each of 2^{1/2} hours duration.

Provided that of the 30 marks allotted for the practical work of a subject (other than music and shorthand typing) 12 marks shall be reserved for internal assessment; Provided further 50% of the marks allotted for the shorthand and type writing and music shall be reserved for internal assessment (sessional awards).

8. (I) The syllabus and courses of study shall be prescribed by the Board. In cases where Text books are prescribed the candidates shall be required not only to show a thorough knowledge of text- books, but also to answer questions of a similar standard set with a view to testing their general knowledge of the subject.
- (ii) All changes in course of study shall be duly notified at least one year before the date of examination in which they shall take effect.
9. Question papers for various examinations conducted by the Board shall be set strictly in accordance with the Syllabi and courses of study prescribed for the course/examination;

Provided that alternate questions shall be set for one year, for late college/school students and failures(including compartmental and exemptional cases) in such papers in which changes in the syllabus or prescribed courses is 50% or more;

Provided further that if the whole scheme of a course is changed alternate question papers shall be set for three years.

10. (I) A candidate who has passed the High Proficiency or Honours examination in an Oriental Classical or Modern Indian Language of the University of Jammu or Kashmir or the Jamia Urdu, Aligarh of Jamia Deniyat Urdu, Devband or Rashtriya Basha Prachar Samiti, Wardha or an equivalent examination of any other University/Board/Body may qualify in English only (General English) at any subsequent examination (Annual/Bi-annual) after having qualified in English only of the Pre-University/Higher Secondary Examination Part-I standard of the erstwhile University of Jammu and Kashmir or University of Jammu or Kashmir or J&K State Board of School Education or any other examination recognized as equivalent thereto and is successful shall receive a certificate to that effect.

Provided that if a candidate has passed the Pre-University/Higher Secondary Elective/Higher Secondary Examination Part- I in full , he/she shall not be required to qualify again in English only of the respective examination.

- (ii) Such a candidate may appear in English only in the annual or in the bi-annual examination in the same year, but he/she shall not be allowed to appear in both the Higher Secondary examination Part-I and Higher Secondary Part- II in English only in the same year.
- (iii) Such a candidate after having passed the examination in English only may, if he/she so desires, be permitted to complete the examination by appearing in the remaining subjects comprised in the Arts Group on payment of the prescribed fee at any subsequent examination but not before the expiry of one year from the time of his/her having passed the examination in full or in English only of the Pre- University or the Higher Secondary Elective or Higher Secondary Examinations Part-I as the case may be.
- (iv) A candidate who has passed the Honours Examination in Modern Indian Language and English only Examination of Higher Secondary Examination Part-I of this Board or of the erstwhile University of Jammu Kashmir or University of Jammu or University of Kashmir be permitted to appear in Higher Secondary examination Part-II in General English and two other subjects comprised in the Faculty of arts at any subsequent examination.
- (v) A candidate who has passed an Honours Examination in Modern Indian Language and is permitted to complete the Examination under Regulation 10 (iv) above may,

- (vi) if he/she so desires, be exempted from passing in the language in which he/she has passed the Honours examination; provided that in giving credit for that language minimum pass marks required to pass that subject shall be awarded to such a candidate.
- (vii) A candidate who has passed the Honours Examination in an Oriental Classical Language and English only Examination of Higher Secondary Examination Part-II (Arts Group) of the Board or of the erstwhile University of Jammu and Kashmir or of University of Jammu or University of Kashmir or Intermediate Examination of the erstwhile University of Jammu & Kashmir be permitted to appear in General English and one more subject comprised in the faculty of Arts/Social Science at any subsequent examination; Provided that in giving credit for that Language minimum pass marks required to pass that subject shall be awarded to such a candidate. Provided further that a candidate who in addition to the Honours Examination in Oriental Classical Language has also passed an Honours Examination in a Modern Indian Language shall be required to appear in General English only and if he qualifies in General English only he shall be deemed to be eligible for the award of Higher Secondary Examination Part II certificate.
11. A candidate who has passed Higher Secondary Examination Part-II of the Board or of the erstwhile University of Jammu and Kashmir or University of Jammu or University of Kashmir or an equivalent examination of any other recognized University or Board, may be allowed to appear as a private candidate at any subsequent examination in any one or more subjects prescribed for the course except the subject or subjects in which he/she has already passed the examination, on payment of the prescribed fee;

Provided that such a candidate must have done the practical work in Science subjects, Psychology, Music and Home Science or Shorthand and Type writing or Map work in Geography or Surveying in Geology, if offered by him/her, in an affiliated College/recognized institution; the irreducible minimum number of practicals which the candidate must have completed being 70% of the total practicals; provided further that the candidate must have passed the Higher Secondary (Elective) or PUC examination in the subject or subjects he/she intends to offer, save as otherwise provided in Regulation 14 of Chapter X and Regulation 6 of Chapter XIII.

Provided further that the candidates appearing in Hr. Sec . Exam. Part-II in full subjects in any capacity may be allowed to appear in the additional subject simultaneously if they so desire and shall pay the required fee and fill in the admission form separately. Provided also the result of such candidates in the additional subject shall be declared only if they qualify in the examination in full subjects, otherwise the examination in the additional subject/s shall automatically stand cancelled. Such candidate shall, if they appear in a subject involving practicals an additional subject furnish a certificate of having completed the required practicals in a recognised institution.

- 12 (i) The minimum No. of marks required to pass the examination in each part in Arts, Social Science and Science shall be as under.
- (a) 33% in General English and 36% in each of the remaining three elective subjects. In a subject in which there is a practical examination, the percentage of marks required to be obtained by a candidate shall be 36% in theory and practicals, (separately in the practical test and the Internal Assessment) and 36% in the aggregate of theory and practical.
 - (b) In Music the minimum percentage of marks required to be obtained by a candidate shall be 36% in theory and practical (separately in the practical test and the internal assessment) and 36% in the aggregate of theory and practical.
- (ii) A candidate shall be required to obtain minimum pass marks in the practical test of a subject/s and internal assessment separately.
In co-operate Noti-dt.27-03-2001 20 marks received
- (iii) A candidate who fails in one or more subject by a deficiency of not more than six marks also be deemed to have passed the examination by notionally adding the required marks (out of six marks) to his/her best advantage, which shall, however neither be added to the subject nor to the total aggregate. This concession of awarding notional marks shall not be available in the practical examination (neither in internal assessment nor external examination)

Provided further when a candidate desires not to pass an examination with the help of statutory/ notional marks and makes a request to this effect in writing with in thirty days of the declaration of result of the examination duly supported by court attested affidavit of proper value, the statutory/notional marks awarded shall be withdrawn and his/her result amended accordingly. Such a candidate shall necessarily have to return the original marks certificate to the Board along with his/her

application for cancellation. Option once exercised shall be final and such a candidate shall be allowed to appear in the subsequent examination as a failure or reappear case, as the case may be.

Provided that this concession shall be available to a candidate only once in an examination who appears in any category viz. full, completion, reappear, compartmental or illness case. However, this concession shall not apply to those candidates who appear in English only or in the additional subject/s.

13 (i) The successful candidates shall be classified in three Divisions as under: -

- (a) Those who obtain 60% or more but less than 75% of the aggregate number of marks shall be placed in the First Division.
- (b) Those who obtain pass marks 48% marks or more but less than 60% shall be placed in the Second Division.
- (c) Those who obtain below 48% marks shall be placed in the Third Division.
- (ii) A deficiency up to one percent of the number of marks required to get a Division shall be condoned for purpose of placing a candidate in the First and Second Division.
- (iii) Candidates having secured 75% marks and above the aggregate of total marks prescribed for the examination be shown to have passed the examination with Distinction.

14. Re-erabration of Answer books shall be allowed as per Ref.No

14.Exemption: A candidate who has failed in one subject only of Higher Secondary Examination Part-II shall be exempted from appearing/ passing the remaining subject, while appearing in the subsequent examination and if he/she passes in that subject shall be deemed to have passed the examination.

Provided that a candidate placed under exemption category shall be allowed to complete the examination in not more than five chances spread over a period of five years from the session he/she was placed under exemption category for the first time or till the time examination in the relevant course/scheme is held by the Board, which ever is earlier provided for that.

Provided further that if a candidate does not wish to avail himself/herself of this concession, he/she shall intimate his/her intention to

the Board while submitting the permission form-Admission form for the subsequent examination and the option once exercised shall be treated as final and he/she shall not be allowed to revise his/her option thereafter.

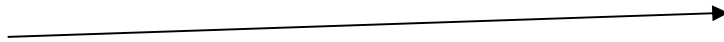
Provided also that no candidate to whom this concession is granted shall be eligible for award of scholarship or prize or medal.

15. (i) A candidate who has secured the concession of exemption in three subjects in Higher Secondary Examination Part-II of the Board and if availed of he/she shall be eligible to join the next higher class and he/she as also a private candidate shall be eligible to appear in next higher examination, provisionally, provided he/she is, otherwise eligible to appear, .In the event of his/her having qualified in the higher examination the result of higher examination shall not be declared until he/she passes the corresponding lower examination in full, if such a candidate clears the Lower Examination subsequent to the session at which he/she qualified in the higher examination; he/she shall be deemed to have passed the higher examination at the session at which he/she passes the lower examination.
- (ii) Candidates given exemption in three subjects of Hr. Sec. Exam. Part-II and are reading in the next higher class, shall for the purpose of admission to the examination, be treated as regular candidates.
16. The Principal of an affiliated College/recognized School shall be competent to withdraw before the commencement of the examination the admission form of a candidate sent up by him/her for the examination, for good and sufficient reasons to be recorded in writing.
17. If a candidate secures pass marks in less than three subjects he/she shall be given exemption from appearing in such a subject or subjects in the subsequent examination or examinations provided that a candidate placed under reappear category in less than three subjects shall be allowed to complete the examination in not more than five chances spread over a period of five years from the session in which he/she was placed under reappear category for the first time or till the time the examination in relevant scheme/course is held by the Board which ever is earlier provided further that no candidate to whom this concession is granted shall be allowed to join the next class;

Provided also that no candidate who passes under this Regulation shall be eligible for a scholarship, prize or medal.

18. A candidate who has been placed under reappear category in a subject/s involving practicals as a consequence of failure in the theory examination shall be allowed to retain marks of practical examination (if passed) and likewise to retain marks of theory Examination (if passed) while appearing in the practical Examination subsequently.
19. Such of the failure (including exemption cases) as rejoin the College/ School after the declaration of their results in the annual examination in the same course in which they have failed shall not be eligible for admission to the BI- annual/Supplementary examination of the year. They shall be eligible after re-admission only at the next annual examination along with the batch of students with whom they got re- admitted in to the College/School after their last failure;
Provided that a candidate appearing as a regular student at a subsequent examination after having been placed in exemption category previously shall have to appear in all subjects and no concession of previous examination shall be granted to him/her.
20. A candidate placed under exemption category shall have the option of seeking cancellation of his/her result and appear a fresh in all the subjects including the one in which he/she was granted exemption. Provided such a candidate will not be allowed to appear in the practical examination if already passed.
21. The successful candidates of the Bi-annual/Supplementary examination shall be granted admission to the next higher class along with the successful candidates of the next annual examination.
22. In case where the eligibility of a candidate is disputed the decision of the Board shall be binding and final upon him/her.
23. For purpose of a pass:-
 - (a) 33% of 75 marks shall be reckoned as 25 marks instead of 24.75 marks.
 - (b) 33% of 150 marks shall be reckoned as 49 marks instead of 49.50 marks.
 - (c) 36% of 75 marks shall be reckoned as 27 marks.
 - (d) 36% of 150 marks shall be reckoned as 54 marks.
 - (e) 36% of 60 marks shall be reckoned as 22 marks instead of 21.6 marks.

- (f) 36% of 120 marks shall be reckoned as 43 marks instead of 43.20.
- (g) 36% of 18 marks shall be reckoned as 6 marks instead of 6.48 marks.
- (h) 36% of 12 marks shall be reckoned as 5 marks instead of 4.32 marks.
- (i) 36% of 30 marks shall be reckoned as 11 marks instead of 10.80 marks.
- (j) 36% of 50 marks shall be reckoned as 18 marks.



CHAPTER-XIV

A- Diploma in Elementary Education

1. Diploma in Elementary Education Course shall be open to a person who has passed not less than one academic year previously the Secondary School Examination of the J & K State Board of School Education or any other examination recognised as equivalent there to and satisfies the following conditions.
 - (i) Has been on the rolls of a recognised institution of the Board for one academic year preceding the examination, provided that a candidate having remained on the rolls of the institution for less than one academic year but having attended the corresponding course in any other recognised University/Board for the period short of that prescribed before his/ her admission to the school may be admitted to the examination as a special case.
 - (ii) Has his/her name submitted to the Secretary by the Head of the Institution in which he/she has pursued the course for the examination and produces the following certificates duly signed by the Principal.
 - (a) of having attended not less than seventy five percent of the full course of lectures delivered to his/her class in each of the subjects of the examination separately and completed the sessional work successfully. However, the Head of the Institution may condone a maximum of 5 shortages in each subject.
 - (b) Of having satisfactorily performed the work of his/her class;
 - (c) Has delivered at least six practice lessons in village schools under supervision (in these lessons pupil teachers must obtain a chance of solving all the problems of a single teacher school practically). As far as possible this part of practice of teaching should be done in single teacher schools.
 - (iii) The Head of the concerned institution is empowered to condone shortage in each subject up to five lectures. Students whose deficiency is not condonable or is not condoned by the Principal under the authority vested in him/her by this Regulation, shall not

be permitted to appear in the examination. Any candidate who participates in inter-school sports tournament/camps may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all the working days of his./her absence on such account for a period not exceeding 30 working days in an academic session and shall pay the fee as prescribed from time to time.

- 4) Every candidate shall be examined externally/internally in the following papers as per the marks shown against each:

Scheme of Studies

The course shall comprise 4 parts of 1000 marks, Part-I shall consist of two Foundation papers each of 100 marks (2x 100=200 marks) and Part-II of teaching learning subjects of 100 marks each (5x 100= 500 marks).Teaching practice of 250 marks in five different subjects (5x50 =250 marks) shall constitute Part-III.

Part-IV shall be of fifty marks and consist of;

- (i) additional language (Urdu/Hindi) of 25 marks and
- (ii) one of the following areas carrying 25 marks:-
 - (a) Art Education
 - (b) Health and Physical Education
 - (c) Work Experience.

The Scheme of Examination shall be:-

Part-I

<u>S. No.</u>	<u>Subject</u>	<u>No. of papers</u>	<u>External Examination</u>	<u>MARKS</u>	
				<u>Internal Assessment</u>	<u>Total</u>
Paper-I	Principles of Education & Educational Psychology	One	80	20	100
Paper-II	Problems of Elementary Education and School Organisation	One	80	20	100

Part-II Teaching learning subjects;500 marks. There shall be one paper of 80 marks of 2^{1/2} hours duration in each of the teaching learning subjects in the external examination. 20 marks are reserved for internal assessment in each subject.

THE JAMMU AND KASHMIR STATE BOARD OF SCHOOL EDUCATION

The following is the pass criteria of D. Ed. Examination in the syllabus 1996 onwards:-

PASS CRITERIA:-

- I. To pass a paper in parts I, II and III , a candidates shall be required to secure 33% marks in internal assessment and external examination separately and an aggregate of 36% marks in internal assessment and external examination.
- II. To pass the examination, a candidate shall have to obtain pass marks in i) both the papers in part I, ii) any four papers in part II, iii) all the papers in part III and iv) 36% marks in internal assessment in a) additional language (urdu /hindi) and b) 36% marks in one of the non ó scholastic areas offered by him/her.
- III. Marks obtained by a candidate in part III, i.e. teaching practice and part IV i.e. additional language and non ó scholastic areas shall not be added towards the total aggregate of marks obtained in parts I and II. These shall, however, be reflected in the marks certificate.

Marks certificate as well as the diploma issued on successful completion of the course shall indicate separately----- obtained by a candidate in external examination and ----- assessment

IV. Statutory marks

As in the case of other examinations conducted by the Board six notional marks or part thereof., as per requirement, shall be awarded only in theory papers, to the best advantage of the candidate, to declare a candidate to have passed the examination. This concession shall neither apply in the internal assessment nor in Teaching Practice. The concession shall be available to a candidate only once. Provided that no statutory marks shall be awarded in case of internal assessment.

<u>S.No.</u>	<u>Subject</u>	<u>No of paper</u>	<u>Marks</u>		<u>Total</u>
			<u>External Examination</u>	<u>Internal Assessment</u>	
1.	Teaching Learning of first language Urdu/Hindi	One	80	20	100
2.	Teaching Learning of Mathematics.	One	80	20	100
3.	Teaching learning of Science.	One	80	20	100
4.	Teaching learning of Social Science.	One	80	20	100
5.	Teaching learning of English	One	80	20	100

Part-III Teaching Practice:250 marks

Teaching practice in each of the subjects in Part-II shall carry a weightage of 50 marks with 50% marks reserved for internal assessment to be awarded on the basis of performance in a minimum number of twelve lessons and 50% marks to be awarded on the basis of performance of a candidate in the external examination.

Note: The marks in the external examination shall be awarded on the basis of performance in delivering of one lesson in each subject.

Part-IV 50 marks

	External Examination	Internal assessment	Total
1. Additional language Urdu/Hindi	----	25	25
(Urdu for those who opt for Hindi as teaching learning subject and Hindi for those who have Urdu as teaching learning subject).			
2. Any one of the following areas:			
(i) Art Education	---	25	25
(ii) Health and Physical Education	---	25	25
(iii) Work Experience	---	25	25
5. In order to qualify in the Diploma in Elementary Education Examination every candidate shall be required to pass in:-			

- (i) Both the papers comprising Part-I
- (ii) Any four of the five papers contained in Part-II
- (iii) All the five papers comprising Part-III and
- (iv) Additional language (Urdu/Hindi) and one of the following areas;
 - (i) Art Education,
 - (ii) Health and Physical Education &
 - (iii) Work Experience, (Internal assessment only)

A. To pass a paper/s comprising Part-I, Part-II and Part-III, a student shall be required to obtain 33% marks in internal assessment and 33% marks in external examination with an aggregate of 36% of marks.

B. To pass Part-IV a student is required to obtain 36% marks in

- i. Additional language (Urdu/Hindi)
- ii. One of the areas he/she opts, (i. Art Edu, ii. Health & Phy Education, iii. Work Experience)

(v) Placement

The Diplomas/Marks certificates shall indicate separately the Division obtained by a candidate in

A-Part-I and Part-II

B-Part-III and

C-Part-IV

Marks obtained by a candidate in Part I and Part-II shall be totalled to determine Division in part-I and Part-II separately. Marks secured in Individual papers/subject comprising Part-III will be added to determine Division secured by a candidate in part-III and the marks secured in i. Additional subject (Urdu/Hindi) and ii. one of the areas from a) Art Edu, b)Health and Phy, Edu. C) Work Experience), he/she opts shall be added up to determine the division in Part-IV, (Internal Assessment only for Part-IV).

- vi) A candidate who appears in the examination in one or more than one subject and fails in the examination by not more than six marks shall also be deemed to have passed the examination by notionally adding the required marks in the subject/s to his/her best advantage. The six notional marks shall be awarded once, only in theory papers. This concession shall neither apply in the internal assessment nor in the practice of teaching.

Provided when a candidate desires not to pass the examination with the help of statutory/notional marks and makes a request to this effect in writing within thirty days of the declaration of result duly supported by court attested affidavit of proper value, the statutory/notional marks awarded shall be withdrawn and his/her result amended accordingly. Such a candidate shall necessarily have to return the original marks certificate to the Board along with his/her application for cancellation. Option once exercised shall be final and such a candidate shall be allowed to appear in the subsequent examination as a failure or reappear case as the case may be.

- (vii) If a candidate secures pass marks in a subject but fails in the examination, he/she shall be granted exemption from appearing in that subject/s at any subsequent session/s to complete the examination.

Provided that a candidate placed under exemption category shall be allowed to complete the examination in not more than five chances spread over a period of five years from the session in which he/she was placed under exemption category for the first time or till the time examination in the relevant course/scheme is held by the Board which ever is earlier.

6. The Successful candidates shall be classified in following divisions:-

- (i) Those obtaining 60% and above of the total aggregate of marks-
First Division
- (ii) Those obtaining 45% and above of the total aggregate of marks but less than 60% marks
-Second Division
- (iii) Those obtaining 33% and above of the total aggregate of marks but less than 45% marks
- Third Division
- (iv) A deficiency up to one percent of the number of marks required to get a better division shall be condoned for placing a candidate either in the first or in the second division, as the case may be.

B: Certificate Course in Physical Education

1. Certificate Course in Physical Education shall be open to a person who has passed not less than one academic year previously, the Matriculation/ Secondary School Examination (class x) of the Jammu and Kashmir State Board of School Education or any other examination recognised as equivalent thereto and satisfies the following conditions:-
 - (i) Has been on the rolls of an affiliated recognised institution of the Board for one academic year preceding the examination, provided that candidate having remained on the rolls of the institution for less than one academic year but having attended the corresponding course in any other recognised University/Board for the period short of that prescribed before his/her admission to the Institution may be admitted to the examination as a special case.
 - (ii) Has his/her name submitted to the Secretary by the Principal of the Institution in which he/she has pursued the course for the examination and produces the following certificates signed by the Principal:-
 - (a) Of having attended not less than two third of the full course of lectures delivered to his/her class in each of the subjects of the examination separately;
 - (b) Of having satisfactorily performed the work of his/her class;
 - (c) Of having attended at least 70% of the periods assigned to practical work in each subject;
2. The Principal of the concerned college/school is empowered to condone shortage in each subject up to five lectures in theory and three in practical. Students whose deficiency is not condonable or is not condoned by the Principal under the authority vested in him/her by this Regulation, shall not be permitted to appear in the examination.

Provided that a candidate admitted to the course remains on the rolls of the college/ institution as a regular student and attends two thirds of lectures delivered from the date of the classification or the date on which he/she has joined, which ever is earlier up to the commencement of the examination.

Any candidate who participate in inter-college/inter-school Sports, Tournaments/Camps may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all the working days of his/her absence on such account for a period not exceeding 30 working days in an examination.

3. Candidates shall submit their applications to the Secretary on the prescribed form accompanied by the prescribed fee and the necessary certificates signed by the person authorised in this behalf under the Board Regulations.
4. Each candidate shall be required to take up the following papers comprising three parts i.e. Part-I, Part-II and Part-III carrying 500,300,400 marks respectively:-

Part-I shall consist of the following five theory papers each of 100 marks and three hours duration;

Part-I

Paper-I, Physical Education: Introduction, History and Modern Trends.

Paper-II, Psychology with special reference to Physical Education.

Paper-III Organization, Administration and Methods of Physical Education.

Paper-IV Elementary Anatomy, Physiology, Health Education and First Aid.

Paper- V Officiating and Coaching in Games and Sports. The examination in

Part-I shall be purely external.

To pass Part-I, a candidate shall be required to obtain at least 33% marks in each of the five papers. However, if a candidate secures pass marks in a paper or papers of Part-I but fails in the examination, he/she shall be given exemption from appearing in such a paper/s at the subsequent examination.

The candidates declared successful in part-I shall be classified as under:-

- (i) First Division: Those who obtain 60% or more of the aggregate number of marks
- (ii) Second Division: Those who obtain 45% or more of the aggregate number of marks but less than 60% marks.
- (iii) Third Division: Those who obtain 33% or more of the aggregate number of marks but less than 45% marks.

A deficiency up to one percent of the number of marks shall be condoned for placing a candidate either in the first or the second division as the case may be.

Part-II Practice of Teaching and Officiating 300 marks

It shall consist of two sections:-

Section 'A'

Marks=100

- | | |
|----------------------------------------------------------------|----------------------------------------|
| (i) 10 Supervised lessons
(to be notified by the Principal) | (6 General and 4 specific)
50 marks |
| (ii) 3. Officiating Assignments | 30 marks |
| (iii) Note book | 10 marks |
| iv) Viva-voce | 10 marks |

There shall be no external examination in this section. Marks in section -Aø shall be awarded on the basis of internal assessment alone.

A candidate shall be required to obtain 45% marks to become eligible to sit in the final examination.

Section 'B'**Marks = 200**

Section -Bø shall consist of two annual lessons each of 100 marks(one general and one specific).

This section shall be evaluated by a panel of two examiners, one internal and one external. Both the examiners shall jointly award marks out of 200 marks and forward the same to the Board. The candidates shall be divided into groups of 15 for purpose of conducting examination in this section. Each candidate in a group shall deliver one lesson a day and as such each group shall have two days to complete the examination.

The external examiners shall be appointed by the Board while the internal examiners shall be appointed by the Principal.

To pass Part-II a candidate shall be required to obtain at least 45% out of 200 marks and 45% in the aggregate of 300 marks. The candidates declared successful in Part-II shall be classified as under:-

First Grade:- Those who obtain 66% or more marks in the aggregate.

Second Grade:- Those who obtain 55% or more but less than 66% of the aggregate marks.

Third Grade:- Those who obtain 45% or more but less than 55% of the aggregate marks.

Part-III: Skill and Prowess 400marks

Part-III shall consist of the following 5 sections

Section-I Major Games:

100 marks.

(50 marks for internal assessment, 50 marks for external examination).

- i) Football
- ii) Volleyball
- iii) Kabaddi
- iv) Khokho
- v) Handball

Each of 10 marks for external examination.

Marks of internal assessment shall be awarded to a candidate on the basis of Two periodic test of 25 marks each to be conducted by the Institution internally.

Section II: Athletics

75 Marks

(40 marks for internal assessment 35 marks for external examination)

- i) Sprints and Relays 9 marks
- ii) Distance running, walking and cross country 8 marks For external examination
- iii) Shot put 9 marks
- iv) Broad Jump, High Jump 9 marks

Section III Formal Activities

75 Marks

(40 marks for internal assessment 35 marks for external examination)

- i) Drill/Marching 6 marks
- ii) Callisthenics 6 marks For external examination
- iii) Rhythmics 5 marks
- iv) pyramids 6 marks
- v) Free play 6 marks
- vi) Lazium/Equipment exercises 6 marks.

Section IV Gymnastics, Yoga minor games**75 Marks**

(40 marks for Internal assessment 35 marks for external examination)

- | | | |
|--------------------------------|----------|--------------------------|
| i) Simple floor exercises | 12 marks | For external examination |
| ii) Yogic Exercises/postures | 11 marks | |
| iii) 25 Minor Recreative Games | 12 marks | |

The marks of internal assessment of part-II-IV shall be awarded to the candidates on the basis of their performance in the two periodical tests of 20 marks each to be conducted by the institution internally in each part.

Section V Adventure Sports and Camping**75 marks**

(to be conducted internally by the institution)

- | | |
|---------------------------|----------|
| i) Camping | 15 marks |
| ii) Small overnight hikes | 15 marks |
| iii) Small tracks ? | 30 marks |
| iv) Rock climbing | 15 marks |

The adventure sports participation will be assessed on the basis of performance of the candidates in 21 days.

To become eligible for the final examination a candidate is required to obtain 45% of the aggregate marks in each part (part-I to V).

For purpose of conducting external examination in section I to IV of part III, candidates will be divided in two groups of 15. Each candidate shall complete his/her external examination in two days. Thus each group will require two days to complete the examination .As for section V adventure sports and camping carrying 75 marks, the evaluation shall be done internally. The Principal shall forward to the Board the awards with in 7 days of completion of 21 days Camping and Adventure sports programme.

In order to pass Part III, a candidate shall be required to pass in the internal assessment and external examination (wherever conducted) of section V of the said part separately. However, the candidate shall be required to obtain at least 45% marks both in the internal assessment and external examination separately.

The candidate declared successful in Part III shall be classified as under:-

Grade I Those who obtain 66% or more of the aggregate marks.

Grade II Those who obtain 55% and more but less than 66% of the aggregate marks.

Grade III Those who obtain 45% and more but less than 55% of the aggregate marks.

To pass the certificate course in Physical Education examination a candidate shall be required to pass in all the parts of Part-I and in Part II & Part-III separately.

A candidate who passes in Part-II and III separately but fails in any papers or Part I by a deficiency of not more than six marks shall also be deemed to have passed the said examination by notionally adding the required number of marks out of six marks to his/her best advantage provided the candidate has secured at least 33% marks in the aggregate. These notional marks shall not be added to the total marks secured by the candidate in the papers in which the notional marks are awarded nor to the total aggregate. This concession will be awarded to a candidate only once in an examination

However, this concession shall not be available to a candidate in Part- II and III. Candidates passing in any one of the three parts but failing in other two parts shall be granted exemption from appearing in that part which he/she has already passed while appearing in the examination subsequently.

Medium of Examination

The Board shall set the question papers of Part-I in English and the candidates shall have the option to answer in English or Hindi or Urdu in all the papers.

VOCATIONAL COURSES (Additional Optional)

With a view to vocationalize education at +2 stage the State Government has, to start with, selected Eleven Higher Secondary Schools spread over six districts for introduction/ implementation of

- i) Agriculture and
- ii) Animal/Sheep Husbandry based vocational courses.

Under this scheme the schools selected for implementation of the courses shall besides 04 or more academic subjects including General English as provided in Regulations offer to their students of Class XII.

- i) Foundation Course in Agriculture and
- ii) Foundation course in Animal/Sheep Husbandry. The students shall have the option to choose one of these courses as an additional optional. However, it shall be compulsory for the students to pass the Foundation Course opted by them to pass their class-XI examination.

The external examination in the Foundation Course, hereinafter, referred to as additional optional, shall be conducted by the Board as per the syllabus and scheme of examination prescribed from time to time. The marks obtained by a candidate in additional optional (vocational) shall be reflected in his/her marks certificate and proper entries to this effect shall also be made in his/her Diploma.

The students who pass Class-XI examination with additional optional (Vocational) shall offered the following major vocational subjects in their class XII:-

The students who pass their class-XI with Foundation Course in Agriculture as additional subject (optional) shall offered, one of the following major subjects of vocation in their class XII:-

- i) Mushroom cultivation,
- ii) Apiculture
- iii) Clericulture including Floriculture
- iv) Horticulture,
- v) Farm Machinery and Agricultural Implements.

The students who pass their class XI examination with Foundation Courses in Animal/Sheep Husbandry shall offered one of the following major subjects of vocation in their class XII:-

1. Animal Health
and
2. Dairy Husbandry

The marks obtained by a candidate in the major subject/subjects (additional optional) in his/her classes XII examination to be conducted by the Board shall be reflected in his/her marks certificate and proper entries (Division pass/fail) to this effect shall also be made in his/her Diploma. However, to pass class XII

examination it shall be compulsory for a student to get pass marks in the major subjects of vocation (additional optional) opted by him/her.

Students who fail in the Foundation Course(additional optional) opted by them shall not be eligible to take up any major subject/subjects of vocation in their Class XII.

The external examination in major subjects of vocation (additional optional) shall be conducted by the Board as per the syllabi and scheme of examination prescribed from time to time.

**Structure of Vocational Course (Foundation Course-Additional Optional)
For Higher Secondary Examination, Part-II**

S. No.	Name of the course (additional optional)	Marks		Duration of each Paper (ext.) in hrs.	
		Theory	Practical Int. Ext.	theory	pract. Ext.
1.	Foundation course in Agriculture	60	20 20	2 ^{1/2}	3hrs.
2.	Foundation course in Animal/Sheep Husbandry	60	20 20	-do-	-do-

Note: 1) Each of the Foundation Courses of 100 marks shall consist of one theory paper of 60 marks and one practical paper of 40 marks.

2) To pass Foundation course a candidate shall be required to obtain a minimum of 22 marks in theory and 14 marks (7 marks in internal assessment and 7 marks in external examination) in practical.

3) Of the 40 marks assigned to practical work, 20 marks shall be reserved and awarded on the basis of internal assessment by the institution and 20 marks on the basis of performance in external examination to be conducted by the Board.

Marks reserved for internal assessment shall be awarded according to the following break up:-

A) Visits	15 marks
B) Collection and Preservation	05 marks.

Note: Visits to various places are to be undertaken by the students to acquire different skills essential for taking up the vocation. The students shall be required to submit a written report on the experience acquired during such visits. The visits and subsequent reporting there on shall form important assignment for students. This shall have to be continuously evaluated/ assessed by the concerned institution.

Collection/preservation is again an important aspect of practical work and this shall also have to be evaluated/assessed by the concerned institution.

The practical paper in external examination shall consist of two practicals each of 10 marks and the students shall be required to attempt one practical ó10 marks are reserved for viva-voce and preparation of practical record (5+5). Viva-voce shall be based on

- i) Visits undertaken and
- ii) Practical attempts by the candidate and shall be given by the external examiner. The practical record book carrying 5 marks shall also be evaluated by the external examiner. Guidelines to this effect shall be issued by the Board from time to time.

STRUCTURE OF THE VOCATIONAL COURSES

(MAJOR SUBJECTS-ADDITIONAL OPTIONALS) AVAILABLE IN

HIGHER SECONDARY, PART-II (Class-XII Examination)

A Student who opts and passes Foundation Course in Agriculture in Class-XI can take up one of the following major subjects (additional optionals) of vocation:-

1. Mushroom Cultivation,
2. Agriculture
3. Clericulture including Floriculture,
4. Horticulture
5. Farm Machinery and Agricultural implements,

Similarly a student who passes class-XI examination with Foundation Course in Animal/Sheep Husbandry can opt one of the following subjects,

6. Animal Health,
7. Dairy Husbandry.

Note:- each of the above courses, i.e. courses 1-7 óshall consist of one theory and one practical paper. The theory and practical-wise break up of marks is given as under: -

S. No.	Name of the Major Subject (vocational)	Course No.	Marks theory	Practicals		Duration in hours	
				Int.	Ext.	theory	pract.
1.	Mushroom Cultivation	1	50	25	25	2 ^{1/2}	3
2.	Apiculture	2	50	25	25	-do-	-do-
3.	Clericulture including Floriculture	3	50	25	25	-do-	-do-
4.	Horticulture	4	50	25	25	-do-	-do-

5.	Farm Machinery and Agriculture Implements	5	50	25 25	-do-	-do-
6.	Animal Health	6	50	25 25	-do-	-do-
7.	Diary Husbandry	7	50	25 25	-do-	-do-

To pass a major subject of vocation a candidate shall be required to pass in theory and practical examination separately. To pass theory a candidate shall be required to obtain minimum 18 marks. and to pass in practicals he/she is required to secure minimum 9 marks in internal assessment and 9 marks in external examination.

CHAPTER-XV

CONDUCT OF EXAMINATION (THEORY AND PRACTICAL)

General

1. (i) Any deficiency in the question papers and infringement of Regulations affecting the conduct of examinations, such as opening of a wrong envelope etc. shall immediately be reported to the Secretary (Telephone Nos. Offices at Srinagar and Jammu 430820, 430821, 431984, 431985 and 546601, 546604, 548528, 542102 respectively).
- (ii) All inquiries in regard to candidates e. g. admission of candidates, Roll No.s subjects offered etc. should be addressed to Additional/Joint Secretary (Examinations) of the respective Division.
- (iii) From the time the Superintendent Examiner reaches the station of examination upto the end of examination he/she shall consider himself as an agent of the Board and must not leave the station without the previous permission of the Secretary
- (iv) The Superintendent/Examiner shall make his/her own arrangement for Board and Lodging, if posted outside his/her normal Headquarters.
- (v) The Superintendent shall ask the Supervisory Staff to go through the list of their duties and directions for the candidates, a day before the commencement of the examination.
- (vi) The Superintendent shall see that the duties assigned to the Deputy Superintendent and the Supervisory staff are properly carried out.

- (vii) Any infringement of Regulations or disobedience or misbehavior on the part of any member of the Supervisory staff shall be reported to the Secretary on the day of occurrence.
- (viii) The Superintendent shall make a round of all the rooms comprising the centre after short intervals and shall not leave the Supervision of any of the rooms or side galleries entirely to the Deputy Superintendent for the supervision

Subject/Papers not provided for

2. On the first day of the examination the Superintendent shall announce to the candidates the subject/subjects/paper/papers given in the date sheet, and the one in which question papers have not been received by him/her or which have not been provided in the Centre statement; to verify that no candidate is appearing in any of these subjects/papers at his/her centre.

Custody of Question Papers

3. (i) The Superintendent/Examiner shall be responsible for the safe custody of the sealed envelopes containing question papers from the time of taking the delivery.

(ii) He/she shall see that the key of the box in which the question papers are kept, remains always in his/her personal custody and that no one else possesses a duplicate.

Superintendent/sø Examiner's residence

4. In no case shall a Superintendent/Examiner make an arrangement for his/her stay in a student's hostel or in the school or college premises or in the house of a member of the Supervisory staff or in the house of an examinee.

Opening of the Parcel

5. (i) The sealed parcel containing the sealed envelopes of question papers shall be opened by the Superintendent one day before the commencement of the examination in the presence of two witnesses i.e. the Deputy Superintendent and one Supervisor, if no Supervisor is available, another person of known respectability shall be asked to witness the opening of the parcel.

The Superintendent and the two witnesses shall examine carefully the state of the outer cover and that of the sealed envelopes contained in it. If the sealed cover of the parcel is found in proper condition with seals intact, the Superintendent shall open it and send the certificate on the prescribed form to the Secretary on the same day.

(ii) If the seals of the cover containing the envelopes of question papers appear to have been tampered with, the sealed envelopes inside shall be taken out without breaking the seals of the cover and the empty cover shall be returned immediately to the Secretary by name, with a detailed report which should be signed by the witnesses as well as the Superintendent.

(iii) The Superintendent shall check the total number of envelopes, see their condition, particularly that of the seals, and compare the number of question papers shown on the envelopes with the centre statement and also with the list of candidates, subject-wise/paper-wise in order to make sure that question papers have been supplied in adequate number in all the subject/papers (including optional, if any) indicated in the Centre statement and the list of candidates. He/she shall also make sure that the seals have not been damaged in transit. Any discrepancy shall be reported immediately to the Secretary. A certificate on the prescribed form duly filled in shall be sent to the Secretary on the same day.

Insufficient No. of
Copies of question
papers.

If per chance the number of copies of question papers is less than the number of candidates, the Superintendent/Examiner shall dictate the paper to the candidates not supplied with printed paper without disturbing other candidates and give them extra time equal to that spent in dictation. A report of this affect must be made to the Secretary.

Opening of Envelopes.

1. (I) Each envelope containing question papers shall be opened in the examination hall by the Superintendent /Examiner on the date and hour fixed for the examination in that subject and paper, in the presence of the Deputy Superintendent and in the presence of the Supervisor in respect of practical examination or in the absence of the Supervisor, before a witness of known respectability after the condition of the envelope is carefully examined by them. If the envelope along with the seals is found in proper condition, the Superintendent/ Examiner shall open it keeping the seals intact, after signing together with at least two witnesses including the Deputy Superintendent, Supervisor, as the case may be, the prescribed certificate given on the envelope containing the question papers.

(ii) The contents of the envelope containing question papers shall be removed by cutting the flap of the envelope with a pen knife or a pair of scissors. The flap shall, in no case be torn open. The seals must be left intact for purposes of inspection after the completion

of the examination, the empty envelopes shall be returned to the Secretary along with other documents.

(iii) No envelope containing question papers shall be opened unless the Superintendent/ Examiners is sure that there is at least one candidate present for taking the examination in that subject/papers. If no candidate is present for a particular subject/paper the envelope shall be returned to the Secretary by name unopened, in a sealed cover with a forwarding letter on the day of examination.

(iv) No remuneration shall be paid to a Superintendent/Examiner who, through an oversight opens sealed envelope containing question papers meant for a different session. Likewise the Dupty Superintendent and the Supervisors who have acted as witnesses for the opening of the envelopes shall not be paid any remuneration. The matter shall be reported to the Chairman for reference to the Administrative Deptt. for such action as they may consider necessary.

Distribution of question Papers

8 (I) As soon as the sealed envelopes containing question papers have been opened, the Superintendent/ Examiner shall see, before distributing the question papers, that the envelope contain the same question papers as is indicated on the envelopes and in the date sheet. Discrepancies if any, shall be reported to the Secretary forthwith. The Superintendent /Examiner shall also count the number of question papers immediately after opening the sealed envelopes. Discrepancies, if any in the number of question papers, shall also be reported to the Secretary. Report of all such discrepancies shall be signed by the witnesses who sign the prescribed certificates. After distributing the question papers, the Superintendent /Examiner shall keep the balance in safe custody. In no case shall the question papers lie open on the table.

(ii) An account of consumption of question papers shall be maintained on the prescribed form.

Misprint in the Question Paper

9. The Superintendent/Examiner shall immediately bring to the notice of the Secretary misprints, errors, if any detected, in the question papers.

Permission to leave the Exam. Hall

10. (i) No candidate shall be permitted to leave the examination hall until the expiry of an hour after the distribution of question papers.

- (ii) Candidates leaving the examination hall before the expiry of half the time shall not be allowed to take their question papers with them.

Seating Arrangement 11. A day before the commencement of the examination, the Superintendent shall attend the centre for making proper seating arrangements. He/she shall so allot seats to the candidates as to render all communications among them impossible. Care should, therefore, be taken to see that:-

- (1) The candidates from one and the same institution are not seated near one another when they are from more than one institution;
- (2) The candidates from different institutions and those appearing privately are so seated that candidates of the same institution are not ordinarily permitted to occupy seats in close proximity to each other;
- (3) The arrangement of seats of candidates is changed everyday?

Note:- Only one person shall be appointed as centre chowkidar in respect of all the examination to be held at the centre both in the morning and in the afternoon, in order to ensure safe custody of the furniture and facilitate the seating arrangement in the two sessions everyday.

Roll Nos. & Photograph

12. Roll No. of each candidate shall be written on the candidates desk on each day of the examination, to enable him/her to locate his/her seat in the examination hall. Photographs of Regular/Private candidates affixed on attendance sheets be kept open to inspection by the Inspector of centres/ Inspector of Practical Examinations.

Plan of Exam.
Hall

13. The Superintendent shall arrange to get a plan of the examination hall typed, showing the Roll Nos. of the candidates in the order of seats allotted to them on the first day of the examination. The plan shall be pasted outside the hall at a conspicuous place an hour before the commencement of the examination. Similar plans with appropriate changes made from time to time shall be pasted on all the subsequent days of the examination. Copies of all the plans shall be sent to the Additional/Joint Secretary on the termination of the examination.

Arrangement for Urinal

14. (i) The Superintendent/Examiner shall be particularly careful about making arrangements for urinal and latrines for the use of candidates. A commode and a pot may be provided at a suitable place, near the examination hall, if there is no pucca latrine or urinal nearby. The Superintendent/Examiner shall see that a Supervisor always accompanies the candidate wishing to make use of urinal or latrine while the examination is going on. To prevent any possibility of misconduct the urinal or the latrine must be inspected by the Supervisor each time, before and after the candidate uses it. The Roll Nos. of candidates going out of the hall to use urinal or latrine should be invariably recorded by the supervisors.
- (ii) Separate arrangements shall invariably be made for girl candidates appearing at a Centre common to boys and girls. In such a case an extra lady supervisor shall be provided at a centre to accompany the girls to the urinal.

Admission of Candidates

15 (I) The doors of the examination centre shall be opened each day half an hour before the time specified in the date sheet. All the candidates must be in their seats before the time fixed for the commencement of the examination. Care shall be taken that the examination starts according to radio time.

(ii) The Superintendent may permit a candidate to take the examination, if the candidate is not late by more than 15 minutes on a particular day of the examination.

(iii) The Superintendent shall not admit a candidate to the examination hall after fifteen minutes except under Exceptional Circumstances when he/she is satisfied that the candidate was delayed for reasons beyond his/her control, in which case the Superintendent may provisionally admit him/her provided that the candidate is not late by more than half an hour from the commencement of the examination.

(vi) No candidate shall be admitted to the examination hall for any reasons what so ever, after the expiry of half an hour, during which time no person including the inferior staff shall be allowed to leave the examination hall. The Superintendent shall furnish to the Secretary on the prescribed form a detailed report giving reasons why a candidate was late. The answer book of a candidate who arrives at the centre late by more than fifteen minutes but within half an hour of the commencement of the examination shall be sent as stray answer book. The candidate must sign a declaration to the

effect that his/her admission to the examination is provisional and that he/she shall have no claim to have his/her script evaluated in case his/her admission to the examination is not approved.

(v) Late arrival of candidates at the practical examination centres may be permitted by the examiners only upto a maximum of ten minutes on payment of penalty of Rs 5/- by each candidate. The amount of penalty recovered from such candidates shall be remitted to the Board as soon as the practical examination of the concerned group is over.

List of Roll Nos.

16. (i) Before the commencement of the examination, the Superintendent shall be supplied with a list, showing the Roll Nos. of the candidates allotted to his/her centre of examination, and the subjects/papers offered by them, and also a statement showing the number of candidates appearing in each subject/paper of the examination.

(ii) The Superintendent shall not admit any candidate whose Roll No. does not exist in the list of candidates for that centre or about whom the Superintendent has no instructions under Regulation 18.

Admission Cards

17. (i) Each candidate is supplied by the Board office with an admission card as an authority for admission to the examination centre. The candidates are to be admitted on production of these cards which shall be collected from the candidates on the first day of examination and returned to the Board office along with other papers on the termination of the examination.

(ii) Each candidate (regular or private) must be directed to present the card to the Superintendent of the examination centre individually.

Provisional
Admission

18. The Superintendent of a centre may admit a candidate provisionally entirely at the candidate's own risk and responsibility under the following circumstances even though his/her Roll No. may not appear in the list of candidates, provided that question papers in the subject/ papers offered by the candidate are available at the centre. All cases of such admission are subject to the final orders of the Board.

- (i) When a candidate has not been issued an admission card (or received it from the Board) but he/she satisfies the Superintendent by production of original documentary proof that he/she has duly

submitted his/her admission form and fee to the Board within the prescribed date, in which case the Superintendent must collect two copies of the photograph of the male candidates with his name, father's name and examination written on the back and attested by the Superintendent. A copy of the photograph shall be forwarded, on the same day to the Secretary along with a full report including the candidate's particulars.

- (ii) In a city or town where there are several centres of examination it is possible that a candidate to be examined in one centre may, by mistake go to another centre on the first day of the examination. Should there be time as stipulated in Regulation 15 (ii) the Superintendent shall permit such candidate to appear and communicate his/her Roll No. and name to the Secretary and the Superintendent of the original centre fixed for such candidate.
- (iii) In all cases of provisional admission, the Superintendent must also obtain a written statement from the candidate explaining the circumstances under which provisional admission to the centre has been sought. This statement must also be accompanied with a declaration in the form given below to be submitted to the Secretary immediately for further instructions from him. Answer book of such candidates shall be treated as stray and sent separately to the Secretary by name, each day till further instructions. If no Roll No. had been allotted to such a candidate by the Board the Superintendent shall attach a separate slip to the answer books mentioning the name of the candidate and full particulars of the case.

DECLARATION

I, -----
son/daughter of -----
being a candidate listed under Roll No. -----
for the ----- Examination do hereby
declare that in the absence of any authority issued on behalf of Board by its Secretary, I
have solicited the favour of appearing at the centre named below at my own risk and
responsibility and that the Board or any member/members of its supervisory or other staff
incur no liability what so ever by permitting me to take the examination at his/her centre.
I will abide by the orders of the Board whose decision on my case shall be final and
binding on me.

Name of the Examination Centre _____

Signature of the candidate

Name of the Centre

Witness

Attested

Deputy Superintendent

(Superintendent)

v) In case a candidate does not produce his/her admission card on the first day of the examination, he/she should be directed to produce it on the following day positively provided that his/her Roll No. exists in the list of Roll Nos. If a candidate has lost his/her card, he/she should be directed to get a duplicate one from the Board office on payment of Rs 80/- and produce it on the following day of examination. One who fails to produce the admission card on the following day of his/her examination, he/she shall be allowed to appear in the examination on production of an affidavit of required value duly sworn in before a first class Magistrate in the same form as is given under Regulation 18(v) above.

(v) In the case of muffasil centres, such a candidate may similarly be admitted provisionally on the first day of examination. In case a candidate has lost his/her admission card, the Superintendent shall realize from him/her a fee of Rs 110/- (Rs 80 +30/- as telegram charges) for intimating the Roll No. telegraphically. The Superintendent shall despatch a reply paid telegram to the

Secretary for communicating the Roll No. of the candidate in case he/she has been allowed to appear in the examination.

Dues 19. All dues collected by the Superintendent /Examiner from the candidates on behalf of the Board must be remitted to the Secretary to avoid complication in the payment of Superintendent's bill.

List of candidates not Admitted to the exam. 20. The Superintendent shall submit a list of candidates not admitted to the examination hall giving reasons for refusal of admission in each case

Discrepancy in subject option offered 21. (I) No candidate can appear in a subject/ option not originally offered in his/her admission form unless a change had been applied for and duly sanctioned by the Chairman before the commencement of the examination, according to the Regulations. If, however, a candidate insists that he/she had offered a subject or option which is not shown in the list of Roll Nos. supplied to the Superintendent, the latter shall allow the candidate to appear in that subject or option provisionally, subject to the submission of a declaration to the effect that he/she is appearing in this subject/option entirely at his/her own risk and responsibility, and shall have no claim to the evaluation of the answer books in question, unless it is found that the candidate had actually offered the subject in his/her admission form in accordance with the instructions and was eligible to appear there in.

(ii) The Superintendent shall send the declaration obtained from the candidate to the Secretary on the same day along with his/her report. The answer book shall be sent in a separate cover to the Secretary by name, as a stray answer book with a separate forwarding note.

Stray Answer Books 23 (i) The answer book of a candidate admitted provisionally to an examination for any reasons whatsoever shall be called as stray answer book, and shall be sent separately to the Secretary under double cover the inner one to be labelled as under:-

Subject ----- Paper -----

Examination ----- Roll No. -----

Centre -----

Brief reasons for sending the answer book as a stray.

(ii) A forwarding note stating in detail the reasons for sending the answer book as stray shall be placed outside the inner cover.

- Attendance Sheets 23. (i) The Secretary shall supply to the Superintendent the attendance sheets of all the candidates appearing at his/her centre. These shall be presented to the candidates by the Assistant Superintendent concerned on each day of the examination and the candidates shall fill in the blank columns --- in accordance with the instructions given in the sheet.
- (ii) In case a variation is noticed between the signature of the candidate recorded by him/her on a particular day of his/her examination and the signatures already borne on the attendance sheet, the matter shall forth shall be reported to the Secretary along with candidate's explanation and the answer book of the candidate treated as a stray answer book.
- Illness of Candidates. 24.(I) In case candidate falls ill in the examination hall, the Superintendent/ Examiner may send for a qualified doctor for his/her treatment.
- (ii) The doctor's fee in all such cases shall be paid by the candidate concerned and not by the Board.
- Damage to furniture 25. Candidate/s attempting to damage the furniture etc. of the centre shall be required to make good the loss besides incurring any other penalty that may be imposed on him/her/ them. The Superintendent/Examiner of the examination centre shall communicate to the Board the name/s Roll No./s and other particulars of such candidate/s.
- Directions for the Candidates 26. A copy of 'Directions for the Candidates' in poster form, be supplied by the Board and shall be pasted outside the examination hall at a conspicuous place.
- Misconduct in the Exams. 27. (i) At each session immediately before the examination begins, the Superintendent/ Examiner shall read out to the candidates present and to the late comers as well the following warning:-
- (a) Candidates shall search their pockets and deliver to the Superintendent/ Examiner all papers, books or notes which they may have in their possession.
- (b) Candidates shall not attempt to disclose in their answer books their identify in any manner what so ever. They shall not give an indication of their caste or religion.
- (c) Candidates shall not write their names or the name of their centre, college , school or district or indicate that they are appearing as private

candidates. No sign of mark shall be made anywhere on the answer books to indicate the identity of the candidate;

- (d) Candidate shall use fictitious marks like, A. B. C. or X.Y.Z. after the closing subscription in a letter;
- (e) Candidates shall write their Roll Nos. on the question papers, nothing except the Roll No. shall be written on the question papers.
- (ii) The Superintendent/Examiner shall forward to the Secretary on the termination of the examination, a declaration on the prescribed form signed by him/her and witnessed by the Deputy Superintendent, and or any other member of the Supervisory staff, to the effect that he/she did in actual fact read out the instructions to the candidates and called upon them to surrender all papers , books or notes in their possession.
- (iii) Any infringement of these directions by the candidates shall be dealt with under Regulations relating to misconduct in examination.
- (iv) The Superintendent/Examiner and other Supervisory staff shall carefully read Regulations relating to misconduct in examination.
- (v) The Superintendent/Examiner of the examination centre shall report to the Secretary without delay and in detail each case of misconduct with all available evidence and, with the explanation of the candidate concerned. In calling upon the candidate concerned to explain his/her conduct with reference to the incident concerned, the material facts shall invariably be stated in precise terms.
- (vi) The Statement may be written by the candidate in the language of his/her choice viz. English, Urdu, Hindi or Punjabi. Under no circumstances shall any statement be dictated to the candidate. If any candidate refuses to give his/her statement the fact shall be noted in the report sent to the Secretary. The relevant answer book and the Superintendent's/Examiner's report in the prescribed form shall always be sent together. The report of the Superintendent/Examiner must be complete and conclusive and must include all known facts and all evidence bearing on the case.
- (vii) The Superintendent/Examiner shall send along with his/her report a plan of the hall or room in which the candidate was seated, and he/she shall indicate in the plan by an arrow mark, the direction which the candidate faced.
- (viii) The Superintendent/Examiner shall not cover more than one case of misconduct in one and the same report unless the cases are inter-

related. Each report shall ordinarily be sent separately along with its answer book.

(ix) Each case of misconduct shall be sent to the Secretary by name, in a double cover properly sealed. In the case of centre the inner cover shall indicate that it is a case of misconduct.

(x) The case of alleged misconduct should be completed on the day of the examination to which it relates in the presence of all supervisory staff on duty.

Disqualification
of officers working
at a centre.

28. If a case of misconduct remains undetected in a centre and is later on brought to the notice of the Board of if a member of the Supervisory staff shows incompetence in the conduct of the examination or the observance of Regulations, the officials concerned i.e. the Superintendent/Examiner, the Deputy Superintendent, the Assistant Superintendent and the Supervisor/Supervisors concerned are liable to disqualification for appointment as members of the Supervisory staff and any other penalty that the Board authorities may deem fit in the circumstances of the case.

Blank answer
books &
Continuous
sheets

29.(i) Blank answer books shall be supplied by the Board office bearing the stamp of the Secretary.

(ii) The title page of each answer book in respect of examination in which there is the system of Code Nos. shall have a foil and a counterfoil. The candidate shall write his/her Roll No. only on the counter foil and absolutely nowhere else either on the title page or counterfoil or inner pages of the answer book. Any candidate detected in having written his/her Roll No. anywhere else in the answer book or made any sign or mark which may reveal directly or indirectly his/her identity shall be liable to disqualification.

(iii) The answer books are serially numbered and these shall be issued on each day of the examination, in the serial order. The Superintendent shall see that the serial no. of the answer book is recorded by the candidate on his/her attendance sheet on each day of the examination.

(iv) Superintendents are strictly prohibited to give more than one answer book to a candidate in one paper. If a candidate is found to have resorted to use of unfair means or guilty of misconduct in the examination, a second answer book can be supplied to him after taking into possession the first one.

(v) Continuation sheets shall invariably be supplied in case the answer book supplied is finished. To avoid detachment of continuation sheets, the candidates shall write on the title page of the answer book the number of the sheets attached and the Supervisor concerned shall, in the presence of the candidate, verify this statement while receiving the answer book, otherwise the responsibility for loss, if any, shall be that of the Supervisor.

(vi) The serial Nos. of continuation sheets supplied to different centres of Examinations for conduct of various Board Examinations shall be maintained by the concerned store keepers in the relevant stock register.

Likewise balances of continuation sheets that may be received back from the centres shall also be entered indicating the serial Nos. there of for facility of record and check.

(vii) Thread for stitching (soft and durable) shall be supplied to stitch the continuation sheets inside the cover of answer books. Supervisors are instructed to see that the continuation sheets supplied to the candidates are stitched properly.

(viii) The Superintendent/Examiner shall keep a regular record of the blank answer books utilized every day in every paper/subject and shall strike balances per meeting for the information of the Inspector of the examination centre who may check the account any time. The prescribed form shall be submitted to the Board office duly filled in, along with the Superintendent's bill at the close of the examination.

(ix) The Supervisor concerned is required to keep a regular account of the continuation sheets issued by him/her to the candidates and mention the number of continuation sheets used by the candidates in each answer book. Each such entry shall be countersigned by the candidate and the Supervisor. A statement of such account shall be sent to the Board office.

Wrong Roll No.on an Answer Book 30. (I) Candidates, sometimes, either through carelessness or inadvertence, omit to or write wrong Roll Nos. on the answer books. Such an omission or mistake, if left unnoticed by the Superintendent/Examiner, causes complications. To avoid such a situation the Superintendent/Examiner must take special care to compare the Roll Nos. written on the answer books with those given in the list of candidates supplied by the Board.

If any answer-book with a wrong Roll No. is discovered in the course of this comparison or otherwise, it shall be treated as a stray answer book.

(ii) The Superintendent/Examiner shall also ask the candidates in the examination hall to be particularly careful in writing their Roll Nos. correctly and legibly on the counterfoil of the answer books. The attention of the Supervisors shall also be drawn to the relevant provisions in the Regulations under the heading "Duties of Supervisors"

(iii) Ten minutes before the expiry of the examination every day, the Superintendent/Examiner shall ask the candidates to see that they have written the correct Roll Nos. on their answer books.

Stamping of Answer Books 31. Unless otherwise authorized by the Chairman, the Deputy Superintendent shall affix during the examination hours (and in no case before the commencement of the examination) the stamp of the Board supplied to the Centre by the Board office, inside each answer book soon after the commencement of the examination on each day of exam. Likewise, he/she shall affix the stamp on each continuation sheet or graph paper or any other papers issued to a candidate. Each answer book shall bear such stamp on different pages.

Collection of Answer Books 32. The Superintendent/Examiner shall close all exits ten minutes before the time allotted for each paper is due to end. During this interval no candidate shall be allowed to leave the examination hall. As soon as the time is over, the answer books shall be collected, checked and counted. Under no circumstances shall the candidates leave their answer books on their table (desks). They should must hand over these to the concerned Supervisors. The candidates shall remain in their seats until the answer books have been collected by the Supervisor concerned and they are permitted to leave the hall. No candidate shall be allowed to remain in the Examination hall afterwards. The Supervisor shall then serially arrange the answer books of the candidates allotted to them and hand over these to the Superintendent/Examiner or the Deputy Superintendent. Care should be taken to insert in lieu of the answer book of each absentee, a slip bearing his/her Roll No. at the appropriate place in the series. Supervisors shall see that even a candidate who does not attempt any part of the question paper does nevertheless submit the answer book bearing his/her Roll No. and other particulars on the title page. Such answer books should be superscribed "Not Attempted" by the Superintendent/Examiner or the Deputy Superintendent of the centre. The Superintendent/Examiner and other Supervisory staff shall see that no candidate leaves the hall/room without handing over his/her answer book.

Filling up of memos for the Secretary (i) The memo for the Secretary in case of answer books bearing Code Nos. and in other cases the memo for the examiner must be filled in correctly on the prescribed form giving all details for each paper. The Roll Nos. of

candidates whose answer books are dispatched must tally with those given on the answer books and the list of candidates supplied by the Board. Roll Nos. of the candidates who are absent must be correctly mentioned in the memos.

(ii) The memo, duly filled in, shall be placed inside the sealed packet of answer books after each session of the examination.

Dispatch of Answer Books. (i) The answer books in each paper shall be arranged serially and tied together securely after which the answer books shall be packed in waste paper and wrapped in a cloth cover which shall be properly sealed. The cloth cover shall bear the following particulars:-

(a) Name of the Examination

(b) Centre No: and name

(c) Subject and Paper;

(d) Number of answer books.

(e) Date of the Examination:-

(ii) All the answer books pertaining to a particular paper whatever their number be, shall be packed script wise unless otherwise instructed.

(iii) The Superintendent of each Centre located in Srinagar or Jammu shall dispatch on each day through his/her Assistant Superintendent or in exceptional cases through any other member of the Supervisory staff/ official of the Board deputed for he purpose. Needs to be rewritten to accord with the---- to the Joint Secretary (Secrecy) to the nearest Police Station Board officials deputed for the purpose immediate of termination of an exam on all day of exam. packages of answer books collected, at the place fixed by him for the purpose, immediately after the examination is over.

(iv) The Superintendents of Centres outside Srinagar/Jammu shall send the packages of answer books to the Joint Secretary (Secrecy) by name by registered parcel post the same day when the examination in a particular paper is held. In the afternoon session the sealed packages shall be posted the same day by Registered post for which the Board may reimburse extra charges to the post offices to receive the packets beyond 5 P.M. Wherever

such postal facilities are not available the superintendent shall deposit the answer packets duly sealed with the nearby police station for the night for safe custody and immediately post them the next day or as may be directed by the concerned Joint Secretary Secrecy from time to time.

The packets of answer books of the examination centres outside Srinagar/Jammu may also deposited in the manner prescribed under Regulation 34 (iii) above wherever possible.

Supervisory Staff 35 (i) The strength of the Supervisory staff at each centre of Examination under the Superintendent shall be as given under Regulation 40(XV) of Chapter X.

Provided, however, that irrespective of the number of candidates, there shall always be present on each day of examination at least two persons, the Superintendent and the Assistant Superintendent.

(ii) An Assistant Superintendent shall be engaged at each centre of examination on all the days of examination in addition to the number of Supervisors permissible under rules; provided that he/she shall perform the Supervisory duties also in addition to his/her normal duties when the number of examinees is less than the required number as given under Regulation 40 (xv) of Chapter X.

(iii) The strength of the Supervisory staff shall be according to the No. of candidates given in the Centre statement.

(iv) Regulation 35 (I) applies to each hall. Where rooms are engaged at least two Supervisors are allowed for each room irrespective of the number of candidates seated in the room. The number of rooms used and the number of candidates seated in each room must invariably be stated in the Supervisor's bill under each date.

(v) In a combined centre, a lady Supervisor shall also be appointed

(vi) If view of the peculiar nature of accommodation or for other special reasons when extra Supervisors are required, previous sanction of the Add/ Joint Secretary is necessary. In Centres outside Srinagar or Jammu city, in exceptional circumstances, when the sanction of the Add/Joint Secretary cannot be obtained in time, the Superintendent may engage the necessary additional

supervisory staff with the approval of the Inspector of Examinations. Such appointments shall be subject to the sanction of the Add/Joint Secretary .

- Allotment of Turns 36. The Superintendent shall see that the number of turns are equally distributed amongst the Supervisors. A duty chart of the Supervisory and other staff shall be maintained for inspection by the Inspectors of Centre.
- Approval of Substitute 37. (i) In case a member of the Supervisory staff does not report for duty or for some reasons cannot undertake the work, the Superintendent shall appoint a substitute, who should , as far as possible, belong to the same institution from which the earlier appointment was made. The names etc. of such substitutes must be forwarded to the Add./Joint Secretary for confirmation as soon as an appointment is made.
- (ii) No person shall act as Superintendent, Deputy Superintendent, Assistant Superintendent or as any other member of the Supervisory staff when a relation of his/her is taking the examination at the particular centre assigned to him/her.
- Other Staff 38. Superintendent/Examiners shall invariably appoint the other staff such as Daftaries, Waterman, Chowkidars and Sweepers required for the conduct of examination in consultation with the Head of the Institution where the centre is located preferably from the staff of that very institution.
- Record of Assignment and Duties 39. The Superintendent shall keep and preserve at least for six months a detailed statement regarding assignment of duties to each number of the supervisory staff showing Roll Nos. which the latter was supervising on each day.
- Certificate regarding Duties Assigned 40. The Superintendent shall give a certificate to each member of the Supervisory staff showing the number of sessions for which he/she has worked. This certificate shall be attached with the T. A. bill when such a claim is preferred.
- Declaration by the 41. The Superintendent/Examiner shall obtain a declaration from

Supervisory Staff the Deputy Superintendent, Assistant Superintendent, Supervisors and other staff that there were no relations of theirs appearing from the centre.

Duties by the Superintendent shall Supervisory Staff 42. (i) One day before commencement of the exam, the read over to each member of Supervisory staff the duties as prescribed in these Regulations and obtain from each member of the Staff a declaration to the effect that the duties have been explained to him/her. In case of a person appointed during the course of the examination a similar declaration shall be obtained from him/her.

(ii) Any Superintendent/Examiner or any member of the Supervisory staff who commits a breach of trust shall are legal or departmental action or both.

(iii) The Deputy Superintendent and Supervisors must report themselves to the Superintendents at 11 a.m. on the day preceding the examination at the centre of examination. On the day of examination they shall reach the centre, when on duty, at least half an hour before the commencement of the examination.

Deputy Superintendent 43.(i) The Deputy Superintendent shall assist the Superintendent in the conduct of the examination , especially in the supervision of side rooms and if found necessary shall perform any of the duties of the Superintendent temporarily, under his/her instructions. He/she is excepted to take charge of the examination in case of any accident to the Superintendent.

(ii) He/she must contact the Superintendent of his/her centre as early as possible, so that he/she can be present when the Superintendent opens the parcel containing envelopes of question paper one day before the examination. He/she must see that the parcel is intact and that it has not been tampered with in any manner whatsoever.

(iii) He/ she must help the Superintendent in checking the envelopes. He/she and the Superintendent have to satisfy themselves that they have all question papers for the subjects of the examination at their centre and that the number of question papers for each day is sufficient

(iv) He/she shall, invariably, be one of the witnesses to the opening of the envelopes of question papers. He/she shall examine the seals

and the condition of the envelopes carefully every time and satisfy himself/herself that these are in the same state as were seen by him/her on the first day. He/she must make sure that the envelopes to be opened pertain to the date and paper indicated in the date sheet. The entire responsibility of opening the correct envelope is that of the Superintendent. He/she must remember that assistance of the Deputy Superintendent does not mitigate his/her responsibility or relieve him/her of it to any extent whatsoever. At the same time it should be clear that if it is found that the Deputy Superintendent was not careful in scrutiny of the envelopes or if a wrong paper was distributed he/she too shall be deemed to have been guilty of gross negligence and his/her name shall be reported to the appropriate Board authority for disqualification for the future and/or any other action which may be considered necessary.

(v) He/she shall not leave the station without the permission of his/her appointing authority and shall take over the duties of the Superintendent in case of any accident to the Superintendent and report the matter by wire or telephone or tax to the Secretary and confirm the report in writing.

(vi) The Deputy Superintendent shall affix the stamp of the Board on every answer book and continuation sheet in strict accordance with Regulation 31.

Asst. Superintendent (clerk)

44. (i) The Assistant Superintendent shall be required to do all the clerical work under the direct supervision of the Superintendent.

(ii) He/she shall not leave the examination hall or do any other work not assigned to him/her by the Superintendent.

(iii) He/she shall help the Superintendent in the dispatch of answer books.

(iv) He/she shall keep a record of the attendance of the Supervisory staff and the candidates and prepare their bills etc. at the close of the examination in addition to the duties assigned to him/her by the Superintendent from time to time.

(v) He/she shall perform the supervisory duties when the number of examinees is less than 10, in addition to his/her normal duties.

Supervisors

45. (i) A supervisor must see that every candidate takes his/her proper seat and writes his/her correct Roll No. in figures as well in words and other particulars of him/her on the title page of the

answer book. Roll Nos. must be written on the specified portion only on the title page and no where else.

(ii) Each Supervisor is expected to supervise about 30 candidates.

(iii) The Supervisor himself/herself cannot allow a candidate into the examination hall after the question paper has been distributed, except with the express permission of the Superintendent.

(iv) No. Supervisor should speak or allow any one else to speak to any candidate in his/her room, after the question paper has been distributed. No, supervisor should disturb candidates by unnecessarily halting near them and trying to read their answers except in case of suspicion of resorting to unfair means/misconduct. He/she is expected to see that the candidates are promptly provided with blank answer books, continuation sheets, water, etc. etc.

(v) Supervisor shall not allow any candidate to bring into the examination hall the cover of the ink-pot , blue black ink alone shall be used by the candidate while writing the answers.

(vi) The Supervisor shall keep moving about in his/her room and shall not read a book or knit while supervising. No male supervisor is permitted to sit during the examination time except with the permission of the Superintendent. Women Supervisors may sit down for a few minutes at intervals.

(vii) The Supervisor shall distribute blank answer books to the candidates after they have taken their seats. No candidate shall be allowed to leave his/her seat after he/she received the answer book save as otherwise provided in these Regulations until the expiry of half the time after the distribution of the question paper. Only one answer book will be issued to a candidate in a question paper, save as otherwise provided in the Regulations.

(viii) Before distributing the question papers to the candidates, the Supervisor shall see that the correct paper according to the date sheet is given to him/her for distribution. Should he/she find a wrong question paper, it must be returned to the Superintendent immediately without reading.

(ix) No question paper shall be taken from any candidate for reading it.. As soon as the Supervisor has finished distribution of the question papers, balance if any, shall be returned to the

Superintendent without reading them. No question paper is to be given to any outsider under any circumstances.

(x)The Supervisors are responsible for the safe delivery of the answer books of the candidates supervised by them to the Superintendent. They shall see that the answer books and continuation sheets, if any, of each candidate are properly stitched together, that the answer books delivered to the Superintendent are serially arranged and that no candidate leaves the room without delivering his/her answer book even if no question is attempted and that an absentee slip, is inserted in place of the answer book of an absentee.

(xi)In no case shall a member of the Supervisory staff make a change in the Roll No. of a candidate. Answer books with doubtful Roll Nos. shall be sent separately to the Joint Secretary by the Superintendent.

(xii)The Supervisor shall see that no candidate makes use of notes, attempts to copy from another candidate, or has in his/her possession or in his/her desk any book or papers not issued in the examination hall. If he/she happens to find a candidate committing misconduct he/she take possession of any book or article so used and report the matter to the Superintendent and sign the answer book and any other documents as the Superintendent may direct.

(xiii) Absence of a Supervisor without the written permission of the Superintendent or change of centre by a Supervisor (by absenting himself/herself from where he/she is appointed and getting himself/herself appointed at another centre) without the written permission of the appointing authority shall be treated as serious breach of discipline for which action shall be taken against him/her.

(xiv) A Supervisor shall obtain a certificate from the Superintendent showing the number of sessions he/she worked in the examination.

Note:- In case of any other difficulty or emergency not covered by the above Regulations, the Superintendent may be consulted and his/her decision obtained.

Posting of Supervisor 46. The Superintendent shall see that the Supervisors are from a particular institution. The Supervisors shall change their places of duty every day. In case no Supervisor has been appointed by the Board, the Superintendent should take the initiative and appoint the

Supervisory staff within the sanctioned strength in consultation with the Head of the institution where the centre is fixed.

Rates of Remuneration

To Supervisory Staff 47. The remuneration payable to the Supervisory staff is given in Appendix-1

Leaving the Station 48. (i) From the time Superintendents /Examiners reach their stations

Without Permission of examination up to the time of the conclusion of the examination, they shall consider themselves to be the agents of the Board and shall not therefore leave the station during the examination days without the previous permission of the Secretary.

(ii) In case of centres situated within a radius of 13 kilometers from the residence of the Superintendent/Examiner and where suitable accommodation for the Superintendent/Examiner is not available, he/she may with the previous permission of the Secretary reside at his/her headquarters but it shall be his/her responsibility to reach the centre at least one hour before the commencement of the examination each day. In such cases, the Superintendent/Examiner shall be entitled only to the actual bus fare (both ways) and shall not be entitled to claim daily allowance.

Leaving the Examination Centre 49. The Superintendent/Examiner shall not leave the centre during the time allotted for each Subject/Paper . He /she shall , on no account, speak or permit any one at the centre to speak to a candidate on any subject pertaining to the question paper during the hours of examination except for the purposes of correction of misprints or other errors likely to mislead the candidates.

Admittance of Visitors to the Exam. Hall 50. No visitor other than the officers of the Board authorised that as Inspectors and or Vigilance officers shall be allowed to enter the centre during or the examination unless specific instructions are issued by the Secretary.

Infringement of Rules 51. On the conclusion of the examination, the Superintendent / Examiner shall submit to the Secretary a report in duplicate on the prescribed form about the conduct of the examination at the centre pointing out infringement of rules, if any notice, either by himself/herself or by any member of his/her Supervisory staff or candidates. Infringement of rules if any, shall be reported immediately to the Secretary. (He/she shall with his/her bill questionnaire duly signed).

Logarithmic Tables	52. The Superintendent/Examiner shall obtain the logarithmic tables from the Head of the Institution in which the examination is held or from the Secretary. These shall be returned to him/her after the examination is over.
Use of mini Electronic Computer Calculator	53. Candidates appearing in any examination are allowed to make use of Mini-Electronic Computer/calculator in any subject to solve mathematical problems
Return of Furniture and Stationary	<p>54. (I) The Superintendent shall be particularly careful in returning the furniture borrowed by him/her from the various institutions for the conduct of the examination immediately after the termination of the written examination unless otherwise instructed. Receipts for return of furniture shall invariably be obtained from the authority of the concerned institution. In case of any breakage or damage to the furniture, the Superintendent shall give to the institution a certificate inserting the detail of such damages and the circumstances under which it was caused. A copy of this certificate shall be sent to the Secretary as well</p> <p>(ii) A separate report on the prescribed form containing an account of blank answer books shall be submitted to the Secretary immediately on the termination of the examination by the Superintendent. The Superintendent shall immediately after termination of examination deposit the balance of blank answer books and continuation sheets and stationery articles left over on the termination of the examination with the Board office against a proper receipt.</p>
Contingent Expenses	55. The Superintendent is expected to make arrangements for the examination under his/her charge efficiently. There shall not be any wasteful expenditure. Articles purchased for the examination, if any, as sanctioned by the Add/Joint Secretary from time to time shall be deposited on the termination of the examination with the Head of the Institution unless otherwise instructed by the Board. At least four lists of such articles deposited shall be prepared. One copy shall be sent to the Secretary and Joint Secretary for record, another shall be attached with the contingent Bill and the third should be given to the Head of the Institution where the Examination was conducted.
Advance to Head/ Superintendent	56. The Superintendent shall be paid an advance as may be sanctioned from time to time, to meet the contingent expenses at the Examination centre.

Articles supplied by the Board for the conduct of exams.

57. (i) The following articles shall be supplied to the Superintendent by the Board office:-

- (a) Answer books,
- (b) Continuation Sheets;
- (c) Graph paper;
- (d) Drawing Paper;
- (e) Tracing Paper;
- (f) Packing Cloth; and
- (g) Logarithmic Table
- (h) Inspection Performa

(ii) The use of the following articles shall be regular as shown below:-

- (a) Packing Cloth: One metre for each packet containing more than 150 answer books; 75 centimetres of cloth for each packet of about 125-150 answer books and forty (40) centimetres for a smaller packet.

Item of Expenditure for which sanction is not necessary

58. (I) A flat rate as may be notified from time to time will be allowed for purchase of the following articles:-

- i) Stitching thread;
- ii) Thread reel;
- iii) Sutli
- iv) Stamping ink;
- v) Needles;
- vi) Gharas tumblers;
- vii) Glass tumblers;
- viii) Candle sticks;
- ix) Match box;
- x) Waste newspaper for packing of answer books and pasting on glass panes and
- xi) Gum and sealing wax, card board, etc.

(ii) The Superintendents are, however, expected to use the articles in consistent with efficiency and economy. They will not be required to furnish vouchers for payment of the above amount. A certificate to the effect that this amount has actually been spent for the articles mentioned above will suffice. The Superintendents are requested to use their own knife, scissors and stamp pad for which no payment will be made by the office.

Previous Sanction

59.(i) Previous sanction for expenditure on postage of ordinary and registered letters and parcels, railway freight and octroi expenses is not required, but actual payees receipts must always be attached with the bill.

- ii) Previous sanction of the Secretary for appointment of night chowkidar is not necessary. Only Superintendents appointed at out-station are allowed to employ a night chowkidar for safe custody of question papers for days of written examination.
- iii) Previous sanction of the Add/ Joint Secretary for the following expenditure shall immediately be obtained on the prescribed form (in duplicate)
 - a) Arrangement for urinal: only one pot and one commode (eastern) per urinal at a cost not exceeding Rs 20/- is permissible where pacca urinals are not available nearby. At a combined centre for boys and girls two separate urinals should be arranged at a cost of 40/-.
 - b) Cartage and cooliage: when carts and coolies are engaged to transport the furniture to and from the hall, the number of carts/coolies, the rate fixed by the municipality and the capacity of catch cart/ coolie to carry the number of pieces of furniture must invariably be mentioned while asking for sanction.
 - c) Kanats for pindah arrangements, if necessary . The number of knats required for and the rate of hire per day should always be mentioned.
- (iv) These items shall be admitted only on a certificate of the Inspector of the Centre concerned.

Cooling and Heating Arrangements 60. Cooling and heating arrangements are not permissible save with the special sanction of the Chairman.

Lump sum Amount for Stationery for Superintendent and Asstt. Superintendent 61. (i) The Superintendent shall be paid a lump sum amount as notified from time to time for the stationery articles, such as those mentioned below, for his/her personal use and that of the Assistant Superintendent.

- (a) Plain paper
- (b) Pen ink
- (c) Pins
- (d) Tags
- (e) Pencils
- (f) File cover

(ii) The Superintendents shall be required to furnish a certificate to the effect that the amount has actually been spent for the purchase of the articles mentioned above.

- (a) The details of the expenditure incurred on account of postage on registered letters, registered parcels and ordinary letters shall be given separately on different statements. The expenditure on ordinary postage should always be supported

by certificates of posting and the other statements shall invariably be supported by postal receipts. (The items should be total and signed by the Superintendents).

- (b) The appointments of inferior staff shall always be made in accordance with the Regulations. No payment will be made for additional inferior staff except when it has been appointed with previous sanction, a copy of which must be enclosed with the bill.
- (c) As regards expenditure incurred under Regulations 58 and 59 a certificate from the Superintendent to the effect that the amount has actually been spent must invariably be attached with the bill failing which the expenditure billed for will be disallowed. It may be noted that no payments beyond the maximum prescribed under these Regulations shall be allowed in any case.
- (d) As regards miscellaneous expenditure the Superintendents are required to charge for those items of expenditure only for which proper sanction has been obtained and enclosed with the bill. None of item of expenditure shall be included in the bill for which sanction has not been obtained.
- (e) The Superintendent shall note that expenditure shown in the bill must always be supported by vouchers, as mere cash memo is not valid for acquittance of payments. The receipts of the payee must invariably be obtained on the face of the memo, bearing the words "Received the payment in full"
- (f) Conveyance to Superintendent will be paid at the rate as given in Appendix-1
- (g) The bill must be signed, stamped and receipted at the places meant for the purpose.

- List of Documents to be Received/Returned by the Superintendent
63. (i) The list of papers etc. that the Superintendent must receive from the Board is given in Appendix 7.
- (ii) The list of papers that the Superintendent is required to return to the Board is given in Appendix 8.
- Automatic Deductions
64. The scale of automatic deductions, from the remunerations of Superintendents for various irregularities is given in Appendix 2.

CHAPTER-XVI

EVALUTION OF ANSWER BOOKS (Theory) AND PRACTICAL EXAMINATIONS

- Application 1. These Regulations shall apply to all the examiners both in the written examination and practicals unless, (in the case of practical examiners and the examiners working together at the evaluation centre/ centres fixed by the Board), unless these are repugnant with Regulations 13 and 14 of this chapter.
- Secrecy 2. (i) The names of examiners and the entire correspondence conducted with them are kept strictly confidential. The examiners are, therefore, requested to keep their appointments strictly confidential and not disclose under any circumstances, whatever, their identity as examiners of the Board.
3. (ii) All communications of whatever nature, in regard to matters pertaining to examinations shall be addressed to the concerned Joint Secretary or any other officer authorised by him for the purpose by name, in closed covers, and in no case by means of post cards, Sub-examiners shall forward all documents through their Head- Examiners. The envelopes containing such communications shall not indicate the name and address of the examiners.
4. (iii) If at any time it becomes necessary for an examiner to visit the Board office in connection with the work entrusted to him/her for payment of his/her remuneration, he/she will see no person other than the Joint Secretary/ (Secretary) or any other officer authorised for the purpose.
5. (iv) The examiners are requested to keep the result of the examination including the marks assigned to the candidates strictly confidential. They shall not make known to any person the nature of any correspondence that may have passed between them and their Head- Examiner or the Board. In case of leakage the person concerned is liable to disqualification. Getting assistance in the preparation of award rolls or marking of the answer books shall also render an examiner liable to disqualification. The disqualification shall be for a period ranging from one year to for ever to be determined by the Chairman depending upon the nature and the gravity of the offence committed.

(v) Examiners shall be responsible for the safe custody of the answer books in their charge and they must keep them in a secure place under lock and key.

Coding of
Answer
Scripts &
Appointment
Code Officers

3.1) The concerned Joint Secretary shall appoint Code Officers for various examinations from among the teachers of University, Colleges and Heads of the recognised Higher Secondary Schools and report the action taken to Secretary/Chairman for perusal.

2) One Code Officer shall as far as possible be appointed for coding of 20, 000 scripts.

3) Each answer script of the candidates appearing in Secondary School Examination, Higher Secondary Examination Part- I and Higher Secondary Examination Part-II shall be coded paper wise in the following manner:-

- i) That the answer script of all candidates appearing in Secondary School Examination, Higher Secondary Examination Part-I and Higher Secondary Examination Part-II shall be got coded paper-wise before they are sent for evaluation.
- ii) The Code Officers shall be provided with a Code File, numbering machine, machine ink, Date sheet, Centre Notices, Centre Statement, Check Sheet, Ball Pens, Carbon Papers, Blank Sheet, Plastics Sutli, Scissors, Rubber bands, Plastic foot rule or plastic knife, steel boxes with locks, Answer scripts etc, by Board.
- iii) Each Code Officer shall arrange his/her own Semi-literate helper of proven integrity and intimate his particulars to the concerned Jt. Secretary (Secrecy) before embarking upon the job. Leakage if any, shall be the entire responsibility of the Code Officer concerned. No helper shall handle the answer scripts in absence of the Code Officer. Maintenance of Secrecy of the Code is the Sole responsibility of the Code Officer.
- iv) The Code Officer shall minutely understand the operational aspect of the Numbering Machine and shall in no case, start the work assigned, till he is fully satisfied with the handling of Numbering machine. Before start of the coding work, the Code Officer will set his machine a few numbers back of the exact code numbers and check the numbering machine for its correctness on the blank paper.

- v) On receipt of the sealed packets of unmarked Answer Books from the Store keeper, the Code Officers shall first satisfy that the seals affixed on cover of the packets are intact. He/she shall then make entry of sealed packets received in the Check Sheet, mentioning there in Centre Number, Subject, Paper and number of Answer Books in each packet as per outer slip.
- vi) On opening of each sealed packet, the Code Officer shall verify each entry already made in the check sheet (according to outer slip) by actually counting the answer books with the Absentee Memo contained inside the packet. Discrepancy, if any, in number of answer books shown in Absentee Memo and the actual number received, or in the roll numbers or in the Seal, shall at once be reported to Joint Secretary (Secrecy). The seals affixed on the cover of each packet shall be compared with Seal impression borne on the Absentee Memo.
- vii) Correctness of contents in each sealed packet as per Absentee Memo is the sole responsibility of the Code Officer.
The Code Officer shall transcribe the correct roll number on the code file, as written by the candidate.
- viii) Every effort shall be made by each Code Officers to do their job with utmost care and without any mistake or omission.
- ix) The Code Officers shall maintain their own records of scripts received, series allotted to each paper.
- x) Code file shall have to be completed by the Code Officers in their own hand.
- xi) In a subject/paper where a candidate has an option to answer questions in English/Urdu/Hindi or in Punjabi etc., the scripts shall have to be sorted out, coded and packed separately.
- xii) The Code Officer on opening each sealed packet shall report suspicious cases if any, such as smuggling, unfair means, pins removed, unequal size of inner sheets in Answer Book, variation in handwriting or where identity has been disclosed with peculiar marks etc. to the Jt. Secretary (Secrecy)
- xiii) While checking roll numbers of answer books with the absentee memos, the Code Officers shall also report discrepancies e. g. double Roll Nos. wrong roll nos. variation in digit of Roll nos., unfair means or stray cases to the Jt. Secretary (Sec) .

- xiv) If any packet of answer books, not meant for them is sent to the Code Officers by mistake, they shall immediately return the same to the concerned Joint Secretary in a sealed cover.
- xv) All the Code Officers shall acknowledge on the Check Sheet maintained by the Store-Keeper receipt of packets of Answer Books on the day these are received by them indicating the number of sealed packets received.
- xvi) The Code Officer, after being doubly sure about subject, paper and correctness of roll numbers on the answer books, (according to absentee memo) shall mix up Answer Book of the same subject and script of as many centres as possible from various districts for randomization of Answer Books for Coding.
- xvii) The Code Officer shall direct his/her helper to remove/erase/tear off peculiar identity marks, roll numbers or any signs or symbols which help in disclosing the identity of the candidate, from inside Answer Book. He will prepare bundles of 100/,120/ as may be asked by Jt. Secretary, Secrecy in the case of S. S. Exam. and Higher Secondary Exam. Part-I and Part-II coded answer books|, free from all disclosing identity marks.
- xviii) Each Code Officer shall put the same code number at all places i.e. on the roll number slip and on the title page of the answer books and objective type paper, on continuation sheets, graph papers, map, etc, as the case may be.
- xix) The Code Officer shall transcribe the correct Roll Nos. on the code file as written by the candidate.
- xx) The Code officer shall tear off the coded roll number slips from all places of each Answer Book leaving behind with code number only.
- xxi) The Code Officers shall prepare bundles of coded Roll Nos. slips serially subject wise and paperwise.
- xxii) Each coded bundle of 120 Answer Books shall be accompanied with a forwarding memo in duplicate, mentioning Bundle No, subject, paper and Code numbers allotted.
- xxiii) Coding is very important phase of objective evaluation, so it is to be done with utmost secrecy, carefulness and with absolutely no mistakes.

- xxiv) Evaluation is a time bound process, as such, Code Officers shall have to complete their assignment within the prescribed time schedule.
- xxv) The key of the room and the steel trunk containing Code File and Coded slips arranged in serial order subject and paperwise and other relevant confidential records etc, shall be kept by the Code Officer till the time he is requested to return the same to the Board office.
- xxvi) The Code file (complete) in all respects in sealed covers along with coded slips shall be handed over to the Joint Secretary (Secrecy) separately as soon as the assignment is completed.
- xxvii) All Code Officers shall have to return steel trunks with keys, numbering machine, Absentee memos date wise arranged to the Board Office under proper receipt.
- xxviii) The Code Officers and helpers shall be paid remuneration at the rate give in Appendix 3.
- xxix) The scale of automatic/deduction from the remuneration of the code Officers is given in Appendix 2.

Checking of Packets
Of Answer books

- i)4. (i) On receipt of the packets of the answer books, the examiner shall first open the packet and count the answer books received.
- ii) All examiners shall acknowledge on the prescribed form receipt of the packets of answer books on the day these are received by them indicating the number of answer books received.
- (iii)Discrepancy if any in the number of answer books shall at once be reported to the Joint Secretary concerned.
- (iv) If any answer book, or a packet of answer books, not meant for him/her is sent by mistake to an examiner, he/she shall return it to the concerned Joint Secretary.
- (v) If an examiner finds in his/her lot an answer book written in a script or language with which he/she is not familiar, he/she shall immediately return it to the concerned Jt. Secretary.

Evaluation

- 5. i) The examiner shall arrange the answer books serially before starting the evaluation and then mark them strictly in accordance with the value points/marking scheme issued by the Board.

Wherever the value points are not available, the same shall be prepared by the Head Examiner in consultation with the Sub-Examiners.

ii) The examiners shall carefully examine the prescribed pass percentage for individual subjects, and papers given under Regulation No. 15 of Chapter XI, Regulation No. 4 of Chapter XII, Regulation 12 of Chapter XIII and Regulation No. 5, of Chapter XIV, before proceeding with the marking.

iii) A Sub-Examiner who has to work under on Head Examiner shall send within two days of the receipt by him/her of the packet of the answer books sent to the Head Examiner for his/her approval of the standard, a test instalment of 10 answer books of average, above average and below average candidates duly marked in accordance with the detailed instructions of the Paper-setter/Head-examiner together with the award rolls. The Head-examiner shall communicate telegraphically/ tax if stationed outside, his/her approval or otherwise of the standard within two days .Till the approval of the standard is received the Sub Examiner shall proceed with the marking of the answer books but shall dispatch subsequent installments of the awards and marked answer books only after receiving the Head Examiner's reply and modifying his/her previous award, if necessary, according to the Head-Examiner's instructions. In case the Head-examiner disagrees with the standard of marking of a sub-examiner, he/she will return along with detailed instructions the relevant answer books and the award rolls to the Sub-Examiner within two days for reassessment.

iv) The examiners are not authorised to award any grace marks.

v) No fraction other than $\frac{1}{2}$ shall be used by an examiner while awarding marks for the answer written by examinees. Half mark shall be raised only in the total number of marks awarded to a candidates to the next whole number e.g. $24\frac{1}{2}$ to 25.

vi) If a candidate attempts more than the required number of answers, answer written in excess of the required number shall be ignored. The examiner will see that the answer/answers which has/have secured the least marks are ignored for this purpose.

vii) In examining the answer books, the examiner shall clearly indicate in the margin and on the outer title page of the answer

book in the columns provided for the purpose, the number of marks awarded by him/her to each separate answer. The total number of marks shall be written both in figures and words distinctly in red ink in the examiners own hand writing and under his/her signature, provided that sub-totals(or parawise marking of question), should not be encircled, but only total marks awarded to a question should be circled and signed e.g.

Q. No 1 = $1 + \frac{1}{2} + 1 + \frac{1}{2} = 4$.

viii) The examiners shall report to the concerned Jt. Secretary the Code Nos. of the candidates guilty of communicating or attempting to communicate with the examiner in order to influence him/her in the award of marks, or in disclosing his/her identity or in making peculiar marks in his/her answer book. The answer books or book of such a candidate shall be forwarded to the concerned Joint Secretary along with the report. An entry to this effect shall be made in the award roll against the Code No. of such candidate.

ix) The sub-examiner shall send the answer books examined by him/her securely packed and sealed to the Head Examiner in regular weekly installments together with all the three copies of the award rolls in the case of practical and one copy in the case of theory awards pertaining to the relevant series of Code Nos. Each installment shall be accompanied by a forwarding letter.

x) On receipt of the answer books by him/her from his/her sub-examiner, the Head-examiner shall thoroughly check the marking of the answer books and if he/she is satisfied after necessary revision that proper and uniform standard of marking has been maintained, he/she shall transmit all the award rolls, his/her own as well as those of his/her sub-examiners, to the concerned Jt. Secretary in regular weekly installments, along with a forwarding letter. The covers containing the award rolls shall be properly sealed. Each Head Examiner shall be supplied with a list of the sub-examiners showing the number of answer books allotted and the date of dispatch of the final installment to each in order to enable him/her to watch the progress of the work of the sub-examiners and issue periodical reminders to them.

xi) The Head-Examiner shall check thoroughly 20% of the answer books marked by each sub-examiner, including the test installment of answer books mentioned in sub Regulation (iii) above. In case he/she finds it necessary to subject the work of a particular sub-examiner to a check of more than 20% he/she shall seek the previous permission of the concerned Jt. Secretary. Answer Scripts

of the candidates as have obtained 60% or more marks will be revised thoroughly and scripts of average and below average candidates will be revised at random. Head Examiners will use black ink for checking/revision of answer scripts of his sub-examiners.

xii) In case of the difference of opinion the decision of the Head Examiner shall prevail. But in no case shall the Head Examiner himself/herself increase or decrease the marks assigned to any answer book by a sub-examiner except where the increase is not more than 50% of the marks awarded by the Sub-examiner.

xiii) In case the Head Examiner considers personal consultation with a sub-examiner necessary in order to explain matters to him/her in the event of his/her work being unsatisfactory, he/she may send for him/her under an intimation to the concerned Jt. Secretary. In such cases only one way journey will be permitted in accordance with the T.A Regulations of this Board.

xiv) The Head Examiner shall report to the concerned Jt. Secretary cases of evaluation in which undue favour has been shown.

xv) The Head-examiner shall engage an Assistant preferably of the status of sub-examiner for checking the answer books marked by him/her and by his/her sub-examiners in the light of the instructions issued to him/her in this behalf by the Head examiner and as per detailed instructions given in Appendix. 9. Remuneration payable to these Assistants will be as notified by the Board from time to time.

The payment of the Assistant shall be made only on presentation of a bill on the prescribed form duly attested by the Head-Examiner. The Assistant shall maintain a diary of errors detected by him/her and the Head examiner shall forward it to the concerned Jt. Secretary along with the Assistant's bill.

xvi) The answer books shall be retained by the Head-examiner for not more than a week after the final installment of award rolls has been sent and shall be packed in serial order of Roll Nos. and dispatched in sealed packs to the concerned Jt. Secretary along with the Assistant's bill.

Dispatch of Award
Rolls and Marked

6. i) Examiners to save time and expense should deliver the award Rolls and marked answer books personally to the Head

Answer books

Examiner, the Head examiner to the concerned Jt. Secretary as the case may be, for which actual expenses will be paid. Where this is not possible these shall be sent by Registered post.

ii) No examiner shall send the answer books and the award rolls in the same cover of the parcel unless otherwise provided in these Regulations.

Time limit for Evaluation

7. The time limit for marking of answer books shall be twelve days from the date of receipt of answer books or part thereof, and shall be calculated from the date of the receipt by the examiner of the first packet of the answer books. In case the awards are not received by the concerned Jt. Secretary within the prescribed period automatic deductions under rules are liable to be made from the remuneration of the examiners.

ii) Head-examiners are allowed seven days as the maximum period from the date of receipt by them of the respective award rolls and answer books from their sub-examiners for onward dispatch, provided that in the case of table marking they will be allowed fifty answer scripts per day.

iii) The examiner are required not to leave their respective stations as far as possible, until the answer books have been examined and sent to the concerned Jt. Secretary or the Head- examiner, as the case may be. In case it becomes necessary for an examiner to leave the station he/she must communicate the change in his/her address to his/her Head- Examiner/ Sub-examiner and the concerned Jt. Secretary. While communicating such a change the examiner shall mention the name of the examination, subject and paper with his/her identification mark.

Filling in the Award rolls

8. (i) The award roll is to be prepared in triplicate using pencil carbon, unless otherwise instructed.

(ii) Such examiners as have to work under a Head-examiner, shall send the award rolls to the Head-examiner along with the relevant answer books duly marked by them.

(iii) Head examiners and such examiners as have to work independently of a Head-examiner, shall send (by registered post in the case of institutions) the award rolls to the concerned Jt. Secretary.

(iv) The award rolls shall always be accompanied with the forwarding memo. No other papers should be sent with the award

rolls. When the examiner runs short of award rolls he/she must ask the concerned Jt. Secretary telegraphically/stax for more. in no case shall ordinary paper be used for writing awards.

(v) All entries in the award rolls shall be made legibly by the examiner in his/her own hand with a ball pen as prescribed.

(vi) Code Nos. shall be entered serially in the award rolls in accordance with the instructions as may be issued by the concerned Jt. Secretary from time to time.

(vii) Only one Code No. shall be entered in one space.

(viii) No entry in the award rolls shall be erased. Corrections shall be avoided. If a correction is unavoidable, it shall be made neatly by drawing a line across the wrong figure or word and noting the correct figures or word instead. No over-writing is permitted. Each such correction must be initialed by the Head examiner, where there is one.

(ix) The total number of marks both in figures and words, shall be shown against the correct Code No. where necessary.

(x) No fractional marks shall be given in the award roll.

xi) The name and year of the examination, the name of the subject and paper, and the number of passes and failures after reference to the schedule of minimum pass marks as prescribed under these regulations shall be noted on each copy of the award roll.

xii) Each page of the award roll, shall be signed legibly in full (not initialed) by the Examiner, the Head Examiner, if any, and the Checking Assistant to the Head-Examiner. Use of signature stamp is strictly prohibited.

Table Evaluation

9. Not with one word standing anything contained in the foregoing Regulations in regard to the procedure for evaluation of answer books, the evaluation of answer books of various examinations conducted by the Board in order to expedite the process, shall be done in the manner prescribed below unless directed by the Chairman to contrary:-

a) The Head Examiner and all his/her sub-examiners shall be called to a particular place.

- b) They will discuss and frame detailed value points and marking scheme for assessment of answer books in the subject/paper allotted to them. The Head-examiner shall be paid extra remuneration for the purpose at the rate as may be notified from time to time. The Head-examiner and his/her Sub-examiners, will be supplied with answer books by the concerned Jt. Secretary at the Centre fixed for evaluation of answer books after each script has been coded.
- c) Each sub-examiner shall evaluate 30 answer books per day or such number as may be notified from time to time. The award rolls and marked answered books shall be returned to the representative of the Board who is placed on duty at the evaluation centre through the concerned Head óexaminer duly evaluated and revised everyday.
- d) The Head-examiner shall closely supervise the work of the sub-examiners and side by side revise the answer books marked by them to the extent indicated under Regulation 5 (xi)above at the rate of 50 answer books per day.
- e) The award rolls shall be prepared by each sub-examiner daily and submitted to the concerned Jt. Secretary through the Head-examiner duly signed by the Head-examiner and the checking Assistant nominated by the concerned Jt. Secretary.
- f) The marked answer books arranged in the serial order of Code Nos. shall be returned to the concerned Jt. Secretary or any of the Assistants nominated by him for this purpose immediately after the evaluation of answer books is completed each day.
- g) The examiners shall abide by the general instructions as may be issued by the concerned Jt. Secretary from time to time.
- h) The Head examiner shall revise answer scripts in the same manner as prescribed under Regulation 5 (xi) and shall be paid remuneration as given in Appendix 3

Report regarding
General Character
of Answer Books

10. Every examiner shall send to the concerned Jt. Secretary after completing the evaluation of answer books report on the general character of the answer books examined by him/her making suggestions, if any, for improvement in the standard of teaching. These reports shall be sent within one week of the dispatch of the final installment of awards. The sub-examiners shall send their reports through the Head óexaminers.

Confidential Reports	<p>11. The Head Examiner shall send to the concerned Jt. Secretary a confidential report of the work done by each of his/her sub-examiners, intimating the number of errors, if any, committed by them. This report together with report regarding receipt and dispatch of award rolls by sub-examiners shall be sent along with the bills of remuneration.</p>
Payment of Bills	<p>12 (i) The sub examiners shall submit their bills of remuneration through the Head Examiner to the concerned Jt. Secretary.</p> <p>(ii) The attention of the Head examiners is drawn to the fact that payment to the sub examiners cannot be made until the Head examiner's confidential report, statement of errors and omissions and other documents are received.</p> <p>(iii) No remuneration shall be paid except on receipt of the Bill on the prescribed form.</p> <p>(iv) Revenue stamp of Rs. 4= shall always be fixed on the bill for a claim of Rs. 20/- and above.</p> <p>(v) The contingent expenses should be claimed on the form prescribed for the purpose which shall be appended to the bill along with the necessary vouchers, duly attested by the examiner.</p> <p>(vi) Payment shall be made after the declaration of result of the examination for which a person has acted as examiner/checking assistant provided that in the case of table evaluation, the payment shall, as far as possible, be made immediately on completion of evaluation by an Examiner.</p> <p>(vii) Save with the special sanction of the Chairman, no claim for money due from the Board shall be valid unless made within one year of the date on which the payment fell due.</p>
Automatic Deductions	<p>13. The detail of the automatic deductions fixed for mistakes and unauthorized delay committed by the examiners in their work is as given in Appendix I</p>
Contingent Expenses	<p>14. The scale of contingent expenses payable to examiners is given in Appendix VI.</p>
Practical	<p>15 i) The practical examiners shall examine and mark at the</p>

Examinations

examination centre, the note books of the candidates who are appearing in the examination for the first time. The examiner shall satisfy himself/herself that the Note books are signed by the teacher concerned and counter signed by the Head of the Institution. The failure students appearing as private candidates are not required to present their Note books and the marks allotted for Note-Books in question paper shall be added to the marks allotted for notebook be considered Viva ó voce as they already get the marks for note book in the term of internal assessment.

(ii) Examiners shall lay emphasis on the actual work done by the candidate in the laboratory.

(iii) Late arrival of candidates at the practical examination centres may be permitted by the examiners only up to a maximum of 10 minutes on payment of penalty of Rs 5/- by each candidate. The amount of penalty recovered from such candidates shall be remitted to the Board as soon as the practical examination of the concerned group is over.

(iv) The examiner shall keep a complete record of the answer books and continuation sheets issued to the candidates.

(v) Subject to confirmation by the concerned Jt. Secretary an examiner shall have the power to effect change on the recommendation of the Head of the Institution where the examination is held, in the date of science practical examination of a candidate and examine him/her on a subsequent date with another group of students, provided satisfactory evidence is produced that the change was called for.

(vi) In cases where there are sub-examiners, they shall abide by the instructions of the Head-examiner. Their work shall also be subject to an inspection by the Inspector appointed by the Board under the relevant Regulations.

(vii) In such examinations in which there is a Board of Examiners consisting of external and internal examiners for the conduct of practical and vice-voce, the candidates shall be examined jointly by them and the award signed by both the examiners.

(viii) The practical test held at two or more centres in the same examination by the same examiner shall be taken as one examination and remuneration shall be calculated accordingly.

(ix) Every examiner shall send to the concerned Jt. Secretary after completing the examination, a report on the general character of the work of the examinees and his observations by him/her while conducting the examination, if any, for improvement in the standard of teaching and maintenance of apparatus and laboratory equipment. The report shall be sent to the concerned Jt. Secretary by name within one week of the dispatch of the final installment of award rolls. Sub-examiners shall send their reports through their Head-examiners.

(x) The Head examiners shall revise the answer books marked by each sub-examiner in respect of all those securing 75% and above marks and also those failing in practical examination.

(xi) The examiners shall maintain a chart and a key showing the award of marks to each candidate for various steps in individual questions and shall send these charts and key to the Head-examiners along with the award rolls and the answer books.

(xii) Award rolls and the answer books securely packed and sealed, shall be sent in the following manner within 24 hours of the date of termination of the practical examination of the concerned group unless otherwise instructed:-

a) In the case of each practical examination in which there is a Head-examiner, the award rolls and the answer books shall be packed together by the Sub-examiner in one bundle (after the answer books have been arranged in serial order) along with a copy of each of the relevant question papers, instructions, chart and the key showing award of marks for various steps as indicated in Regulation 14(xi). The bundles shall be packed in the cover provided by the Board office, properly sealed and sent to the concerned Jt. Secretary. Examiners in Srinagar or Jammu City will deliver these packets in the office of the concerned Jt. Secretary or at a place in the cities fixed by him.

b) The Head-Examiner where there is one, after necessary revision, shall send the awards in the manner indicated in Regulations 5 (i) and (ii) of chapter xvi.

c) In the case of practical examination in which there is no Head-Examiner the award rolls and the answer books shall be packed in two separate covers and sent to the concerned Jt. Secretary within three days of the completion of examination in the manner as indicated in Regulations 6 (i) and (ii) of chapter XVI. The practical

examiner shall abide by the general instructions contained in these regulations.

Re- evaluation of Answer Books

16. 1) Re-evaluation shall be permissible in the following examination in only such papers in which the candidate has secured 20% or more marks assigned to the concerned subject.

i) Higher Secondary Examination Part-I conducted by the Board.

ii) Higher Secondary Examination Par-II

iii) No re-evaluation shall be permitted in the practical examination held in different subjects or paper/s, internal assessment and viva-voce.

(2) If a candidate feels that his/her answer scripts has/have not been properly evaluated he/she may apply for re-evaluation of the same to the Joint Secretary (Secy.) JD/KD (as may be applicable) Board of School Education on the prescribed application form duly attested by a gazetted officer working within the jurisdiction of the J& K state.

(3) The application for re-evaluation on the prescribed form shall reach the Board office within fifteen days from the date of declaration of the result of the particular examination i.e, the date printed in the result gazette. However, in exceptional cases the late application may be entertained with the sanction/permission of the Chairman, provided such an application is received within two weeks from the last prescribed date. No application shall be entertained thereafter.

4 a) The candidate who applies for re-evaluation of his/her answer scripts shall have to pay the prescribed re-evaluation fee as given in schedule-B. The candidate who opts for this concession shown be shown his/her answer scripts on payment of an additional fee given in Schedule-B. If the candidate is satisfied after seeing his/her answer scripts and decides not to seek re-evaluation the case will be treated as closed.

b) Any variation in marks detected by the candidates due to wrong totaling on title page of answer scripts or transfer of marks inside the answer scripts to the title page or any unevaluated part or question has to be reported to the Joint Secretary (Secrecy). The

variation will be got removed (without charging any fee from the candidate) by one of the Head examiners of the concerned subject in the presence of the Joint Secretary (Secrecy).

c) If the candidate opts for re-evaluation he/she shall be asked to deposit the prescribed re-evaluation fee and submit the receipt to the Section Officer/Assistant Secretary of the concerned section.

5. The marks inside the answer scripts in which the candidate has sought re-evaluation will be completely blotted out in order to conceal them from the re-evaluators. These answer scripts shall be got coded afresh by a Code Officer (Code to Code basis) to be appointed by the Joint Secretary (Secrecy) of the concerned Division. The title page of the answer scripts will be taken off by the Code Officer. The Joint Secretary (Secrecy) shall pass on recorded answer scripts to the Central Secrecy for re-evaluation.

6. The Central Secrecy shall get each script re-evaluated by two examiners outside the State.

7. While sending the answer books for re-evaluation, the following shall also be provided to the re-evaluators:

Details instructions/marking scheme/value points on the basics of which the papers were evaluated in the first instance.

8. The Joint Secretary shall forward the Code file to the Result Computing Agency. The Central Secrecy shall pass on the awards of the two re-evaluators to the Result Computing Agency.

9. The life of the awards received from the evaluators and the title page of the answer scripts indicating the marks awarded by the original evaluator shall be fixed as one year after the declaration of the main result, where after these will be destroyed.

10. The marks secured by the candidates in paper/s after re-evaluation shall be assessed by the result computing agency on the basis of the average of three awards i. e, awards of two re-evaluators and the original evaluator. The effect of re-evaluation shall be given after taking into account the scores of the candidates in a paper/s thus arrived at, provided that if the result of a candidate is likely to be affected by the award of notional marks after re-evaluation (permissible under rules), the benefit of that shall be given to him/her.

11. If as a result of re-evaluation a candidate passes in the examination, he/she shall be eligible to seek admission to the next higher class within fifteen days of the declaration of the re-evaluation result. In such case his/her attendance and internal assessment shall be counted from the date of his/her admission to the institution.

12. The remuneration for re-evaluation shall be Rs 6/- per script, subject to minimum of Rs 30/- plus postal expenses. The remuneration for coding the answer scripts for re-evaluation shall be Rs. 0.40/- per script, subject to minimum of Rs. 100/- plus conveyance charges.

13. The entire correspondence of the re-evaluation cases shall be handled by an officer not lower in rank than the Assistant Secretary of the Section concerned.

14. Fee once paid by the candidate for re-evaluation of his/her answer scripts shall not be refunded even if his/her result is affected after re-evaluation, However, if the Board is unable to get the answer scripts of any candidate/s re-evaluated due to loss of the same in transit or any other reasons the candidate shall be entitled to refund of full fee paid by him for re-evaluation of the concerned answer scripts.

15. The result of the re-evaluation shall be binding on the candidates who apply for re-evaluation of their answer scripts. The candidate seeking re-evaluation shall be required to submit an affidavit duly sworn before the Ist Class Magistrate/Public Notary to the effect that the result of the re-evaluation shall be binding on him/her. He/she will also communicate the name of the institution he/she joined, if any.

16. No further assessment shall be allowed after the receipt of awards from the examiners who re-evaluated the answer scripts.

17. Every effort shall be made to get the answer scripts re-evaluated expeditiously but the Board does not undertake the responsibility of the consequences arising out of the delay in completion of the process of re-evaluation.

CHAPTER-XVII

CHANGE OF DATE/ SESSION OF PRACTICAL TEST

1. If a candidate accepted for an examination is unable to appear in or complete a practical test owing to his/her serious illness or an accident to himself/herself or on account of the death of a near relative on the scheduled date of his/her practical test or on account of any other unforeseen circumstances beyond his/her control, he/she may be given another opportunity of appearing in the test provided he/she can be accommodated within the notified programme and, as far as possible, his/her examiner is the same that would have given him/her the test in the normal course.

2. The application of such a candidate (under Regulation I above) shall be entertained only if it fulfils the following conditions:-

- a) It is submitted so as to reach the Add/Joint Secretary not later than five days from the date on which the candidate was incapacitated from appearing in or completing the test.
- b) If it is submitted through the officer who attested the application of the candidate for admission to the examination and who certifies that the candidate could not appear in or complete the test for any of the reasons mentioned in Regulation I above.
- c) It is accompanied with a fee as given in Schedule-B and a medical certificate from a medical Practitioner of the rank not less than an Assistant Surgeon in case of serious illness or accident. The fee is not refundable even if the request for change is rejected.

3. The application of a candidate who, owing to circumstances beyond his/her control is not in a position to take a practical test on the scheduled date and desires a change in the date within the notified programme shall reach the Add./Joint Secretary not less than five days before the date fixed for the conduct of his/her practical test through the Attesting Authority of his/ her admission form accompanied with prescribed fee which is not refundable even if the request for change is rejected.

4. Notwithstanding any thing contained in the above Regulations the application of a candidate who has missed a practical test and

applies for a special test when the practical programme is over, may be considered in exceptional circumstances, subject to the condition that the candidate pays a special fee of Rs 350/- (for each subject). The fee is not refundable once the request is received in the Board office.

CHAPTER-XVIII

ORGANISATIONAL SET UP

General 1. For furtherance of its objectives, the Board shall have the Central, Divisional and Sub-Offices/Units with their functions given against each here in after, provided that the Chairman shall be competent to create or amalgamate a unit or units and also to effect further allocation or re-allocation of the work as and when found necessary.

Setup &
Composition 2. The composition of Central, Divisional and Sub-Offices shall be as under:-

(I) CENTRAL OFFICE COMPOSITION AND HEADQUARTERS

Unit A	1. Administration Section	The headquarters of the Central Office with its all or any unit or units shall be at Srinagar or Jammu for such periods as the Chairman may from time to time determine.
	2. Establishment Section	
Unit B	1. Publication and Printing Of Text Books	
	2. Forms, Stationery Purchases & Supplies	
Unit C	Accounts/ Audit Section	
Unit D	1. Secrecy Section	
	2. Academic Section	
Unit E	Curriculum Development and Research Wing	
Unit F	Personal Section of Chairman/Secretary.	

(II) DIVISIONAL OFFICE KASHMIR

UNIT 6A CONDUCT OF EXAMINATION

1. Examination Section: The Headquarters of the Divisional Office Kashmir shall be permanently located at Srinagar

a) Secondary School Examination (class X)

- b) Higher Secondary Examination Part-I (Class-XI)
- c) Higher Secondary Examination Part-II (Class-XII)
- d) Diploma in Elementary Education
- e) Certificate Course in Physical Education.

- 2) Registration Section
- 3) Records /Binding Section;
- 4) Supervisory staff section;

UNIT –B: SECRECY

- (I) Secrecy
 - (a) Secondary School Examination (Class-X)
 - (b) Higher Secondary Examination Part óI (Class-XI)
 - (c) Higher Secondary Examination Pat-II (Class- XII)
 - (d) Diploma In Elementary Education;
 - (e) Certificate Course in Physical Education.
- (2) Unfairmeans Section daily with unfair means case.
- (3) Certificate Section
- (4) Secrecy Accounts Section.

UNIT-C ADMINISTRATION

- (1) General Section
- (2) Library Section
- (3) Estates Section
- (4) Establishment Section
- (5) Legal Section
- (6) Receipt & Despatch Section
- (7) Forms and Stationery Section
- (8) Audit Section

UNIT-D ACCOUNTS SECTION

UNIT-E TEXT BOOKS STORE

(III) Divisional Office Jammu

UNIT-A CONDUCT OF EXAMINATION

- (I) EXAMINATION SECTION
 - a) Secondary School Examination (Class-X) The Headquarters of the Divisional Office, Jammu shall be permanently located at Jammu
 - b) Higher Secondary Examination Part óI (Class XI)
 - c) Higher Secondary Examination Part-II (Class XII)
 - d) Diploma in Elementary Education;
 - e) Certificate Course in Physical Education
- (2) Registration Section
- (3) Records/Binding Section

(4) Supervisory Staff Section

UNIT-B SECRECY

- (I) Secrecy,
 - a) Secondary School Examination (Class-X)
 - b) Higher Secondary Examination Part-I (Class XI)
 - c) Higher Secondary Examination Part- II (Class XII)
 - d) Diploma in Elementary Education;
 - e) Certificate Course in Physics Education
- (2) Unfairmeans Section ó daily with unfair means case
- (3) Certificate Section
- (4) Secrecy Accounts Section

UNIT-C ADMINISTRATION

- (1) General Section
- (2) Library Section
- (3) Estates Section
- (4) Establishment Section
- (5) Legal Section
- (6) Receipt & Despatch Section
- (7) Forms and Stationery Section
- (8) Audit Section

UNIT-D ACCOUNTS SECTION

UNIT-E TEXT BOOKS STORE

(IV) SUB/BRANCH OFFICES

A-Kashmir Province

- (1) Anantnag
- (2) Kargil
- (3) Leh
- (4) Kupwara
- (5) Pulwama
- (6) Baramulla
- (7) Badgam
- (8) Bandipora
- (9) Gurez
- (10) Kulgam
- (11) Magam

B-Jammu Province

- (1) Doda
- (2) Rajouri
- (3) Poonch

- (4) Udhampur
- (5) Kathua
- (6) Ramban
- (7) Reasi.
- (8) Kishtwar
- (9) Billawar

Headquarters:- To be permanently stationed at the respective District/ Tehsil Headquarters.

Functions 3 Subject to the provisions of Regulation 1 of this Chapter, the functions of Central, Divisional and Sub-Offices shall be as under:-

UNIT A (I) Central Office

- (i) General Administration
- (ii) Establishment.
- (iii) Construction.
- (iv) Appointment of Legal Advisors.
- (v) Proposal for extra-grant/Re-appropriation.
- (vi) Insurance of buildings/vehicles.
- (vii) Discipline and conduct.
- (viii) Allotment of telephones.
- (ix) Audit reports.
- (x) All establishment matters including appointments and promotions, loans/house building/cycle/car scooter and other advances.
- (xi) Seniority lists.
- (xii) Leave/G.P. Fund cases of employees of the Central office and employees above the level of Section Officers of the Divisional/Sub-offices.
- (xiii) Salary Slips/increments/efficiency bars and other allowances as for above.

UNIT-B 1. FORMS STATIONERY AND SUPPLIES

- (i) Printing of forms, certificates and purchase/supply of stationery and other articles including photocopiers, typewriters and duplicators and maintenance of stocks,repairs.
- (ii) Preparation of medals.
- (iii) Uniforms
- (iv) Examination stationery and stores.

UNIT-C 2. PUBLICATION AND PRINTING OF TEXT BOOKS.

- (i) All matters regarding the printing and publication of Text Books approved by the Board from classes I to XII.
- (ii) Execution of Agreements with the Printers on assignment of printing jobs and verification of printers bills and other claims connected with payments there of is made by the Central Accounts Section.

- (iii) Distribution of Text Books through Kashmir/Jammu stores and other Agencies, if any.
- (iv) Maintenance, receipt and release of call deposits of printers/paper suppliers.
- (v) Fixation of prices of books.
- (vi) Procurement of printing paper, maintenance of its account and its distribution among various printers for printing of books.
- (vii) Storage of paper, cover paper and other material required for publication of books.
- (viii) Maintenance and custody of manuscripts/films/negatives and other printing material.
- (ix) Distribution of priced or free publications of the Board.

UNIT-D GENERAL ACCOUNTS/AUDIT.

- (i) Preparation of Board Budget;
- (ii) Allotment of funds/extra-grants/reappropriation
- (iii) Payment to various firms/Printers/Agencies
- (iv) Drawing and disbursing of salary and other allowances and advances of the Staff under units (A) (B) (C) (D) (E) (F);
- (v) Maintenance of cash books. Cash receipts, cheque books, acquittance rolls, G.P Fund and Insurance Accounts, Medical Reimbursement and Medical Advances
- (vi) Account of Bank Deposits and withdrawals
- (vii) Verification of titles to leave;
- (viii) Account of imprest money;
- (ix) Reconciliation of Accounts;
- (x) Internal Audit;
- (xi) Pension cases
- (xii) Proposals of various sections for increase of Funds/establishments/new items of expenditure.

UNIT-D SECRECY

- (i) Confidential matters with regard to Paper Setters, Moderators and Re-evaluators.
- (ii) Payment of remuneration to Paper Setters, Moderators and Evaluators.
- (iii) Complaints against Paper-Setters, Re-evaluators and Moderators.
- (iv) Re-evaluation of answer scripts.
- (v) Maintenance of accounts of drawlsø and disbursements together with vouchers, etc.

ACADEMIC

- (i) Meetings of the Board and its various Committees and preparation and circulation of Agenda and proceedings.
- (ii) Board Regulations and issuance of amendments in the Regulations when passed by the Board.
- (iii) Equivalence of Examinations.

- (iv) Award of Board Medals and Merit Certificates.
- (v) Correspondence with NCERT, CBSE and other Boards.
- (vi) Opinion cases with regard to eligibility and admission of students.
- (vii) Preparation of statistical data of all examinations.
- (viii) Preparation of Merit lists of all the examinations.
- (ix) Determination of eligibility in disputed cases in respect of students belonging to the State and those coming from other parts of the country and abroad.
- (x) Dispatch of & Repairs to QDø.
- (xi) Various Scholarship

UNIT-E CURRICULUM DEVELOPMENT AND RESEARCH-WING.

- (i) Development of Curriculum and Syllabi for different stages of School Education.
- (ii) Preparation/Development of Text books for different stages of Schools Education.
- (iii) Examination Reforms.
- (iv) (a) Conduct of National Talent Search Examination
(b) Conduct of National Talent Search Examination in Physics and Mathematics.
- (v) Preparation of Curriculum Syllabi and Courses of Study for Teachers Education (D.E.ED.),
- (vi) Preparation of textual material and other instructional material for use of Elementary School Teachers
- (vii) Preparation of Curriculum, Syllabi for different vocations under vocationalization of education.
- (viii) Preparation of curriculum for Physical Education (Certificate Course in Physical Education)
- (ix) Organization of Seminars/Workshops/Conferences of teachers, teacher-educators, Curriculum Developments.
- (x) Implementation of centrally sponsored schemes (Environmental Education)
- (xi) Complaints against Question Papers and recommendations if any, thereon.

(II) DIVISIONAL OFFICE KASHMIR

- (1) Conduct of Examinations
 - (a) Secondary School examination (Class-X)
 - (b) Higher Secondary Examination Part-1 (Class-XI)
 - (c) Higher Secondary Examination Part-II (Class-XII)
 - (d) Diploma in Elementary Education
 - (e) Certificate Course in Physical Education.
- (2) Appointment of Supervisory Staff-Superintendents, Dy. Superintendents, Inspectors, Vigilance Officers etc.
- (3) Payment of remuneration to Supervisory staff;

- (4) Payment of Contingent Charges in connection with the conduct of examinations.
- (5) Appointment of substitute Supervisory staff;
- (6) Verification and payment of T.A. and D.A., Conveyance charges, etc of Supervisory Staff including those of the Vigilance Officers, Inspectors, etc.
- (7) Accord of permission to the candidates appearing in the Board examinations from Kashmir province and frontier areas.
- (8) Centre change cases/constitution of special Centres with the permission of the Chairman.
- (9) Preparation of Date Sheets/Centre Statements and Centre Notices and issuance thereof;
- (10) Issue of Marks Certificates, Duplicate Marks Certificates, Date of Birth-Certificates and Migration Certificates.
- (11) Receipt and (realisation) of various fees and dues and maintenance of proper accounts thereof, together with the account of deposits in the Bank and withdrawals to the extent of delegation;
- (12) Complaints against Supervisory staff;
- (13) Arrangement with regard to security and safe and smooth conduct of examinations;
- (14) Maintenance of Admission-cum-Permission Forms and Enrolment Registers, Result Registers and Register of Students;
- (15) Issue of Stationery and other documents to the Superintendents of the Examination Centres and Maintenance of proper account thereof;
- (16) Refund of fees, wherever admissible;
- (17) Divisional Administration and establishment; Estates
- (18) Establishment and other matters with regard to the functioning of Sub-Offices, of Kashmir Division.
- (19) Receipt and realization of recognition fees, etc; from Schools/Institutions applying for recognition;
- (20) Leave, G.P. Fund, T.A., D.A, Salary, Allowances office contingent, hot and cold weather charges, telephones, service stamps, stationery, over time allowances, etc., to the extent of delegations both in respect of the Division as also those of Text Book Store and Sub-Offices and the Division.
- (21) Repairs of Office furniture, fixture and Buildings etc. and maintenance thereof;
- (22) All confidential matters with regard to Head/Sub/Single examiners.
- (23) Payment of remuneration to Head/Sub/Single examiner Checking Assistant/Code Officers/Helpers etc.
- (24) Appointment of Tabulators and Collators and payment of remuneration to them.
- (25) Allotment of answer books to Examiners.
- (26) Maintenance/collection of answer books, award rolls and other confidential matters.

- (27) Unfairmeans/Misconduct cases.
- (28) Rechecking of Result and Re-evaluation.
- (29) Declaration of Results.
- (30) Disposal of result later on/with-held/stray cases.
- (31) Library:- Proper Security and maintenance of books.
 - (i) Purchase of books and forms for library with the approval of the Chairman.
 - (ii) Settlement of claims/payments to Book sellers and suppliers, etc.
- (32) Certificate Section:-
 - (i) Issue of qualification certificates of all the examination conducted by the Board.
 - (ii) Maintenance of proper records of Blank Certificate forms and the certificates issued.
 - (iii) Maintenance of record of service postage stamps purchased and consumed.
 - (iv) Issuance of certificates with revised particulars/change or correction in Date of Birth/Name/Parentage/Caste etc.
 - (v) Issuance of duplicate qualification and provisional certificate of successful candidates of various examinations.
- (33)
 - (i) Affiliation of schools.
 - (ii) Appointment of inspectors for inspection of schools and all matters with regard to periodical inspections.
- (34) Assessment of annual printing requirement of the Division and intimation thereof to the Central office.
- (35) Annual verification of divisional stores and certificate section to be conducted by a Committee of 3 officers to be nominated by the Chairman one of them being an Accounts Officer.

(III) DIVISIONAL OFFICE JAMMU

- (I) Conduct of all Examinations in Jammu province;
- (II) All other functions shall be the same as prescribed for the Divisional Office Kashmir and the Sub-Offices under it.

(IV) TEXT BOOKS STORES, JAMMU/SRINAGAR

- (1) Sale of Text books to the Registered Book-Sellers.
- (2) Maintenance of stock and sale account of Text Books in the prescribed registers;
- (3) Maintenance of account of inter-transfer of Text Books to Divisional Store of Sub-Offices.
- (4) Maintenance of Account of Sale proceeds and deposits;
- (5) Reconciliation with Banks of receipt of sale proceeds and deposits thereof in the authorised Banks.
- (6) Arranging of loading, unloading, counting and stamping of Text Books.

- (7) Submission of monthly/weekly statement of sale proceeds together with balance stock to the Central office (Text Books Unit and the Chief Accounts Officer).
- (8) Matters regarding maintenance and release of Call Deposits of Registered Book Sellers and Printers .
- (10) Annual verification of stores to be conducted by a Committee of three Officers to be nominated by the Chairman, one of them being an Accounts officer.

(V) SUB AND BRANCH OFFICES KASHMIR/JAMMU DIVISION

- (1) Storage and sale of Textbooks in the concerned districts.
- (2) Process cases of affiliation/Academic Inspection of Institution located in the District.
- (3) Sale of forms and syllabi for various examinations of the Board.
- (4) Receipt of admission forms of regular as well as private candidates appearing from the district in various examinations.
- (5) Verification of fees.
- (6) Determination of eligibility of each candidate who has to appear in particular examination other than those mentioned in the Academic Section of the Central Office.
- (7) Preparation of enrolment and onward despatch to the Divisional office for private candidates.
- (8) Registration of regular candidates.
- (9) Allotment of Roll No.s each of the candidates on the enrolment and also on the admission forms.
- (10) Comparison of admission forms of regular/private candidates with the enrolment received from the institutions.
- (11) Checking of entries with the admission forms of the failure/re-appear/compartments and such other cases with their previous records.
- (12) Despatch of admission slips to the eligible candidates.
- (13) Comparison of Annual enrolment with the punched enrolment.
- (14) Despatch of marks certificates to the candidates.
- (15) To sort out the withheld cases for appropriate sanction.
- (16) Issuance of duplicate admission cards.
- (17) Realization of fee through Bank on account of removal of objections.
- (18) Receipt of registration returns and allotment of registration No.s
- (19) To assist District level Committee for the appointment of Superintendents/Dy. Superintendents and Assistant Superintendents and keeping minutes of the meetings.
- (20) To issue appointment letters for the Supervisory Staff.
- (21) Storage and Distribution of Examination stationery including blank Answerbooks and arrange its distribution to various examination centres located in the District.

- (22) Distribution of sealed bags of question papers to various Examination Centres and receipt of unconsumed question papers.

CHAPTER-XIX

GRANT OF MEDALS AND MERIT CERTIFICATES.

Medals and Merit Certificates will be awarded by the Board for Annual Examination only as under:-

Examination	Medals	Merit Certificates
a) Secondary School (classX)	First class first position holders	First twenty position holders
b) Hr.Sec Part-II (classXII)	First class first position holders in each faculty.	First ten position holders in each faculty.

CHAPTER-XX

In regard to all matters governing the service conditions of the employees of the Board including their discipline and conduct, the rules, regulations and orders framed/issued by the Jammu and Kashmir Govt. from time to time for its employees shall mutatis mutandis, be applicable to the employees of the Board.

Age of

Superannuation

1. The permanent employees of the Board shall be retired from the

Active service of the Board after attaining the age of 60 years; provided whenever need be the Board may invoke the Provision of Articles. 226 (2) and 226 (3) of J K C.S.R. which inter alia provide for the retirement of an employee, if it is in the public interest to do so, after he has completed 22 years service/attaining 48 years of age to ensure qualitative efficiency in service.

Recruitment Rules

2. The Board may make regulations providing for the minimum qualification for recruitment and the conditions of service of the employees of the Board; provided that the condition of service applicable to an employee of the Board of Secondary Education before the commencement of Jammu and Kashmir Board of School Education 1975 shall not be varied to his disadvantage.

Competent Authority

3 (i) For the purpose of exercising administrative and financial control /power regulations the Chairman shall exercise all such powers as are vested in the Head of an Administrative Department/Minister with respect to that Department. For exercising powers under the subordinate delegations, the Chairman shall be deemed to have the powers of a major Head of Department.

(ii) The Secretary, in addition to the powers vested in him under section 15 of the Jammu and Kashmir Board of School Education Act 1975, shall exercise such other powers as may be delegated to him by the Board or the Chairman.

(iii) The Joint Secretary and any other officer of the Board shall exercise such powers as may be delegated to him by the Board or the Chairman.

Punishment

4 (i) For purposes of Rule 30 and 32 (2) of the Jammu and Kashmir Civil Service Classification, Control and Appeal Rules, 1956, the Chairman shall be competent to impose, for good and sufficient reasons, any one or more punishments mentioned under

sub-rules (i), (ii) (iii) & (v) upon any officer of the Board upto and including the rank and grade of the Joint Secretary and any of the above classes of punishments as well as punishments prescribed under sub-rule (iv) and (vii) of the said rule upon any official of the ministerial, technical and inferior service of the Board.

(ii) The Board shall be entitled to impose any punishments, described under sub-rules (vii) and (viii) of rule 30 of the Jammu and Kashmir Civil Service (Classification, Control and Appeal) Rules, 1956 upon any officer of the Board, excluding the officer/officers upto and including the rank and grade of the Secretary, if any appointed on deputation to the Board Service by the Government. The services and other matters such as leave salary, etc. of the deputationists shall be regulated in the manner described in his/their terms and conditions of deputation.

(iii) The Secretary and the Joint Secretary or any other officer delegated with the powers of Joint Secretary shall exercise the powers of competent authority in relation to punishments to the extent shown below in respect of all ministerial, technical and inferior staff upto and including the rank and grade of Head Assistants:-

- | | |
|-------------------|----------------------------------------------------------------------------------------------------------|
| (1) Secretary | Punishments described under sub rules (i) (ii), (iii),(iv) and (v) of Rule 30 of the CC & A rules, 1956. |
| (2) Jt. Secretary | Punishments described under sub rules (i) (iii) and (v) of Rule 30 of the CC & A rules, 1956 |

Appeal

5. An appeal shall lie from an order of the Joint Secretary to the Secretary and from an order of the Secretary to the Chairman and from an order, other than an order in appeal, passed by the Chairman to the Board and the orders passed by the Board shall be final.

Signing of Orders/
Sanctions and other
documents

6. (i) Subject to the provisions laid down in Chapter (v) of these Regulations, the Secretary shall on behalf of the Board, sign all orders/sanctions-whether administrative or financial and other documents such as Agreements, etc.

(ii) The Joint Secretaries and other officer/officers exercising the powers of the Joint Secretary shall also Sign orders/sanctions and other instruments/documents in respect of the matters for which they have delegations under Chapter V of these Regulations.

Extent of application of rule

7. The Board reserves to itself the right to limit the extent application of any rule or rules of the Government referred to in Regulation of this Chapter or to apply, for reasons to be recorded.

Concession outside the Rules

8. The Board has also the right of granting concessions outside the Rules/Regulations in cases where the Rules/Regulations operate harshly or unfairly.

CHAPTER-XXI

ACCOUNTS AND FINANCE

The following shall be heads of account and the Finance Committee shall have the power to make changes in these heads as and when necessary:-

1. Receipt Side

1. Text Book Wing of the Board

A. Grants

(a) Government Grants, (Plan & Non Plan)

(b) Other Grants.

B. Loans

(a) Government Loans.

(b) Interest free borrowing from Govt.

C. Sale Proceeds

(a) Sale of Text Books

(b) *Interest free Investment*

(c) Miscellaneous

2. EXAMINATION WING OF THE BOARD GRANTS

A. GOVERNMENT GRANTS

(a) Government Grants, (Plan & Non Plan)

(b) Other Grants.

B. LOANS

(a) Government Loans

(b) Other Loans

Fees

Examination fee

1. Permission fee
2. Admission fee
3. Late fee
4. Change of Centre fee
5. Fee for constitution of Special Examination Centres.
6. Fee for supply of Marks Certificates.
7. Fee for scrutiny of marks, rechecking of results and answer scripts.
8. Free for Provisional certificate
9. Fee for duplicate copies of Marks Certificates, Diploma and Merit Certificates.
10. Recognition/Inspection fee
11. Migration fee
12. Registration for
13. Miscellaneous
14. Issue of Certificate by hand.
15. Eligibility fee for determination of Entry
16. Correction in name/parentage/sub caste/date of birth.
17. Cost of Admission Form.
18. Amendment of result on omission committed by the candidate.
19. Amanuensis fee
20. Re-evaluation fee.

3. MISCELLANEOUS RECEIPTS

1. Interest from General Board Investments
2. Sale of Publications (other than text books)
3. Sale of Text Books
4. Sale of used Answer books
5. Miscellaneous
6. Sale of Result Gazzettes.
7. Suspense.

- (i) Deposits
- (ii) Advances

Note: The designated branches of J&K Bank under the existing system will not accept any fee in cash but instead shall issue demand drafts favouring Chairman J&K State Board of School Education, the extension counter at Lal Mandi and Rehari Colony shall continue to receive the various fees of the Board.

II4, REVENUE EXPENDITURE SIDE

Text Book Wing

A. STAFF SALARIES

- (a) Officers
- (b) Other staff
 - 2. Allowance and Honoraria
 - a. Dearness Allowance
 - b. Move Allowance
 - c. Medical Allowance/Re imbursement
 - d. Subsistence Allowance
 - e. Rent Allowance
 - f. Deputation Allowance
 - g. Honorarium
 - h. Group Insurance
 - i. City Compensatory allowance.

(B) OFFICE CONTINGENCIES

- 1. Postage and Telegrams.
- 2. Telephone Charges.
- 3. Stationery, Typewriters, Duplicators and Duplicating Material
- 4. Printing (General)
- 5. Advertisement Charges.
- 6. Hot and Cold Weather Charges.
- 7. Electricity Charges/Water Tax.
- 8. Cost of Liveries
- 9. Printing of Text Books.
- 10. Rent and Rates.
- 11. Freight & Cartage Charges.
- 12. Miscellaneous.
- 13. Purchase of Furniture and Fixture.

(C) OTHER CHARGES

- 1. Travelling and Daily Allowance
 - (a) Officers
 - (b) Other Staff
 - (c) Writers, Reviewers and Editors.
- 2. Fees to Writers, Reviewers and Editors
- 3. Furniture and Equipment

4. Insurance charges.

CAPITAL EXP :- D-CONSTRUCTION OF BUILDINGS

5. EXAMINATION WING

(i) General Administration

(ii) Kashmir Office

(iii) Jammu Office

A. Staff

(i) Salaries

1. Officers

2. Other staff

(ii) Allowances and Honoraria

1. Dearness Allowance

2. Move Allowance

3. Medical Allowance

4. Leave Allowance

5. Honoraria for overtime work

6. Rent Allowance

7. Deputation Allowance

8. Group Insurance L.T.C

9. City Compensatory Allowance

(iii) Leave and Pension Contribution

B. OFFICE CONTINGENCIES

1. Postage and Telegrams

2. Telephone Charges

3. Stationery, Typewriters, Duplicators and Duplicating Material.

4. Printing

5. Preparation and Printing of Syllabi

6. Advertisement Charges

7. Hot and Cold Weather Charges.

8. Electricity Charges

9. Repairs to Furniture

10. Cost of Liveries

11. Legal Expenses

12. Maintenance of Office Vehicles

13. Rent and Rates.

14. Miscellaneous

15. Pol. Charges

C. OTHER CHARGES

1. Travelling and Daily Allowance

- (i) Members of the Board, other Bodies and Committees
- (ii) Inspectors of Institutions.
- (iii) Officers of the Board.
- (iv) Other Staff
- (v) Authorised Reviewers and Writers

2. Furniture and Equipment.

3. Fees to Inspectors of Institutions

4. Fees to Authorised Reviewers and Writers.

D. (i) EXAMINATIONS

A. Remunerations to Examiners, Paper Setters, Evaluators, Checking Assistants, etc.,

(ii) CONDUCT OF EXAMINATIONS

- 1. Invigilation and Supervision
- 2. Tabulation and Collection of Results.
- 3. Travelling and Halting Allowance.

(iii) MISCELLANEOUS

- 1. Stationery
- 2. Forms, Circulars, Cloth lined Covers and Result Gazettes.
- 3. Question Papers.
- 4. Answer Books.

Shall be made in red ink and attested by the officer concerned. Erasures shall on no account be permitted.

Receipts of Money,
its custody and deposit
into the Bank

11. All money received either by Bank Draft, or by cash at the counters, shall unless, in exceptional circumstances, be deposited intact in the Bank not later than the first day on which the Bank shall be open following the payment. The appropriation of Boards receipts for department expenditure is strictly prohibited.

Payment by cheque etc.

12. All Cheques and Bank Drafts shall be made payable to the Chairman. They shall be endorsed by him and credited into Board Account at the Bank and shall be entered in the Daily Income Register and in the Cash Book/Ledger.

Daily Income Register

13. (i) Money received by Bank Draft or by cash or credited direct in to the Bank, shall be entered in the Daily Income Register under proper head. For facility of reference, the serial number of the entry in the Register

shall be noted on the coupon/Bank slip or other connected papers. The Head of the Accounts branch shall compare the entries in the register with the Bank statement or coupon etc. and sign the daily totals. The amount shall then be entered in Ledger/Cash book.

(ii) Receipt shall be granted for all moneys received by Bank drafts, cash or credited direct into Bank Account. Receipts for sums upto Rs 200/= shall be signed by the cashier and receipts for sums over Rs. 200/= shall be countersigned by the head of the Accounts Branch, Receipt forms shall be in duplicate and shall be machine-numbered consecutively. The forms shall be bound in books each containing 100 forms. On the front page of each book shall be entered the first and the last number of the receipt and the entry shall be signed by the D.D.O. The Blank Receipt Books shall remain in the personal charge of the concerned Forms Assistants, but before a new book is started, the Officer incharge shall satisfy himself that all the forms in the last book have been used. No manuscript receipt forms shall be issued and no un-numbered receipt forms shall be used in any case, for the purpose of issuing receipts.

(iii) All remittances to the Bank shall be accompanied by a Challan, which shall be prepared in duplicate. The counterfoils shall remain in the office and the foils shall be kept by the Bank. The counterfoils shall contain the Bank stamp after the payments have been made. The challan forms shall remain in the personal custody of the cashier concerned. All the accounts entered there in shall be compared by the Head of Accounts Branch with entries made in cash book. The Divisional offices shall forward all such counterfoils along with a statement of day to day income to the Central Accounts Branch after every fortnight.

Disbursements 14. (I) The Board employee incurring or sanctioning expenditure from the funds (Payments) of the Board shall be guided by high standard of financial propriety. He is responsible to enforce financial order of strict economy and observance of all financial rules and regulations. He is expected to exercise the same vigilance as a person of ordinary prudence would exercise in respect of the expenditure of his own money. The funds of the Board shall be used only for the purpose indicated in

the Budget as passed finally by the Board, or for those purposes with such variations as may from time to time be authorised by the Board.

(ii) Expenditure shall ordinarily be met by means of cheques drawn on the Banks, but petty expenditure may be met from the permanent advance. The cheque books shall remain in the personal custody of the Drawing and Disbursing Officer.

(iii) All bills presented for payments (except confidential printing and other secret accounts) shall be checked by the Accounts Branch and the Head of Branch shall be responsible for the correctness of the charges. He shall satisfy to the correctness before passing them for payment by D.D.O.

Printing & Transit
Of Answer Books

15. (a) Confidential Printing; The accounts of confidential printing and transit of answer books, paper-setters and examiners and other secrecy accounts shall not be subject to audit by the Auditors but they shall be scrutinized by the Chairman who shall certify that he has checked the accounts and, in case of confidential printing accounts also, that these have been destroyed in his presence. This certificate shall be made available for inspection before audit every year.

(b) The Secretary or authorized officer shall place orders and record sanction to release payments on account of all orders of printing materials, forms; covers, notices, circulars, registers and answer books etc. Within the limits of the sanctioned budget allotment. Should the allotment be reached before the end of the financial year, the Secretary shall report to the Chairman.

Monthly Salaries

16. (i) Monthly salaries shall be due for payment on or after the last working day of a month. For the month of September it shall become due on or after the penultimate working day and the salaries for the month of March shall be disbursed on or after 1st April.

(ii) Income Tax Insurance, Subscriptions to Provident Fund and other advances shall be deducted from salaries before payment is made.

(a) Salary shall be paid by cheque. DDO will send the staff statement showing the names of

employees, their bank account number and the amount of net salary due, to the bank for crediting same to their saving bank accounts on the salary day.

(iii) All charges shall be supported by Bills/Vouchers which must be filed in order and have a serial number. In cases of contingent charges for sums below Rs. 20/= when the voucher may not be available, a certificate by the D.D.O. that the amounts have been disbursed, shall suffice.

Imprest

17. See V Chapter (Delegations of Powers) All the officers holding imprest shall intimate the balance amount available with them on 31st March of every year to the Chief Accounts Officer Central.

Cash Securities

18. The cashierø and the storekeepers shall deposit cash securities of Rs. 1000/= each pledged to the Secretary. No Board employee may unless authorised by general or special orders of the authority receive in his official capacity, cash/bank drafts which are creditable to the Boardø funds.

CASH BOOK ENTRIES

(i) All moneys received and spent shall be immediately brought to account in the cashbook. It shall as far as possible be submitted to the officer concerned, each day after the close of each month.

(ii) the total of the different kinds of income in the Daily Income Register shall be entered in the cash book and reference of the page of the Register shall be made in the cashbook against the entry.

(iii) Besides the cash register, there shall be maintained an Abstract Register of all transactions which appear in cashbook. There shall be columns corresponding to all the main Heads under income and expenditure and under each Head all transactions shall be entered daily. On the basis of this register, there shall be prepared each month an abstract of progressive totals of receipts and expenditure which shall show (a) the budget figures (b) the amount realised or spent, as the case may be up to the end of the month, (c) the balance

remaining to be released and available for expenditure for the rest of the financial year.

Budget 19. (i) The budget estimates shall be accompanied by a Schedule showing differences from the budget of the previous year and explanatory notes showing the reasons for such differences.
(ii) Unspent balances of Budget allotment at the close of the financial year shall not be available for expenditure in the succeeding year.

Account Books & Registers. 20. The following books of Accounts and registers shall be maintained as per forms prescribed:-

- (a) Cash Book
- (b) Acquittance Pay Roll Register.
- (c) Classified Abstract of Income.
- (d) Classified Abstract of Expenditure.
- (e) G. P Fund Account Register.
- (f) Stock Register of Furniture and Equipment.
- (g) Register of Endowments and Fixed Deposits.
- (h) Register of Sale of Board Publications.
- (i) Contingent and Bill Register.
- (j) Account Book of Stationery
- (k) Account Book of Certificates.
- (l) Monthly and Yearly Abstract of Income and Expenditure.
- (m) Daily Income Register.
- (n) Receipt Books.
- (o) Issue Registers of Furniture Stationery etc.
- (p) Such other Registers and Books as may be deemed necessary to be opened from time to time.
- (q) Assets and Liability Register.
- (r) Postage Receipt and Issue Register.
- (s) Cheque Books Receipt and Issue Register.

Refund of Revenue (Fee etc). 21. (i) Claims for refund of Revenue fee) over Rs. 500/= in each case shall not be entertained except under very special circumstances and sanction of the Chairman subject to the recommendations of Jt. Secretary and FA/CAO/AO.

Refund or revenue (fee etc) upto Rs 500/= in each case shall be sanctioned by the Secretary subject to the recommendation of Jt Secretary and FA/CAO/AO.

(ii) Save with the special sanction of the Chairman, no claim for money due from the Board shall be valid unless made within 12 months of the date at which the payment fell due.

Advances

22. Advances made under orders of the competent authorities, but not accounted for in the adjustment Ledger till vouchers for actual expenditure are produced and passed shall be considered as an advance for the time being for a period of three months. In absence of submission of account, the advance will be recovered from the salary of the beneficiary who fails to submit adjustment claim within 3 months of the drawal of the advance.

Procedure relating to Purchases etc.

23. (i) All purchases shall be made by inviting tenders through Purchase Committee, keeping in view the nature of quantity of requirement.

- (a) by advertisement (open tender)
- (b) by invitation to a limited number of firms (limited tenders).
- (c) By invitation to one firm (single tender)
- (d) By on spot selection by the Purchase Committee.

(2) Tenders may not be obtained for:-

- (a) patents Specialties, proprietary items.
- (b) Highly finished work such as scientific apparatus.
- (c) Pure chemicals of special quality.

(3) In the case of supplies of the value of Rs 500/= or less, the tender system should be adopted but if inconvenience or loss or delay is feared by adopting the tender system, the officer concerned may obtain quotations from two or three firms and make purchases from the firm whose quotations are the lowest.

(4) The tender system should invariably be adopted for all purchases exceeding Rs. 500/= in value.

(5) large purchases should not be split up into several smaller ones evading the rules relating to the larger purchases.

(6) when articles of the kind required are produced in the Jammu and Kashmir State by the Govt/semi Govt. Institutions and registered small scale entrepreneurs such local articles shall be purchased by preference, provided the price is not 12.5% higher than at which articles of a similar quality can be obtained elsewhere.

(7) The above Regulations shall apply to all kinds of articles whether manufactured or un-manufactured and also mutatis mutandis to all jobs and works of the Board.

(8) Notwithstanding anything contained in the above regulations, the following may be purchased with out inviting tenders:-

(i) (a) Text Books required for reference of the paper setters and the examiners.

(b) Library Books provided the order is placed with the publisher/book sellers approved by the Chairman for this purpose.

(c) Petty articles of Rs. 50/= or less.

(ii) An order may be placed with the previous approval of the Chairman without inviting tenders in the case of an emergency when in the interest of work it is not possible to invite tenders.

Re-appropriation

24.A. GENERAL

(a) Appropriations against the several primary units shown in the Budget estimates shall not ordinarily be exceeded. The estimates are provided for all items of expenditure for the financial year as far as they can be foreseen. Proposals for fresh expenditure not provided for in the estimates during the course of the year, are therefore not justified in ordinary circumstances and shall not be made unless there are very special reasons.

(b) Un-avoidable and unforeseen circumstances may, however, some times arise in the course of a financial year making it necessary to incur urgently fresh expenditure under one or more primary units or to incur expenditure on a new service not contemplated in the principal Budget estimates. In such cases the procedure for providing the requisite funds shall be as follows:-

(i) Saving in other appropriations, by postponement or curtailment of less urgent expenditure included in the same grant may be re-appropriated for the purpose.

(ii) If the above mentioned course is not possible, application for an extra grant shall be submitted to the Board.

B.RE-APPROPRATION

(1) (a) Re-appropriation which implies the transfer of funds from one unit of appropriation to another under the fluctuating grants is permissible only when it is known or anticipated that the appropriation for the unit from which funds are proposed to be diverted will not be utilized in full or that savings can be affected in appropriation for that unit. In no case it is permissible to re-appropriate from a unit with the intention of restoring the diverted appropriation to that unit when savings become available under other units later on in the year.

(b) No re-appropriation shall be allowed without verification by the Head of the Central Accounts Branch of saving proposed to be re-appropriated.

(ii) Re-appropriation shall not be permissible:-

- (a) From the capital side of the budget to revenue side or vice-versa.
- (b) From saving under salaries of officers and pay of establishment to fluctuating grants and vice-versa.
- (c) After the close of the financial year.
- (d) To meet the expenditure which has not been sanctioned by the competent authority.
- (e) To incur expenditure on any object, provision for which has been specifically reduced/or refused by the Board in sanctioning the budget.
- (f) For lump sum provision i.e. amounts provided in the budget, subject to administrative sanction.

iii. Extent of Re-appropriation

(See Chapter V ó Delegation of Powers)

C. SUPPLEMENTARY APPROPRIATIONS(EXTRA-GRANT)

(i) If on account of exceptional reasons expenditure which is either not provided for in the Budget Estimates of the year or is in excess

of the Budget Provisions has to be incurred, and if the authority incurring the expenditure is not in a position to find funds by re-appropriation, application shall be made for the provision of additional funds by an extra grant. While proposing such extra-grants it shall be explained clearly:

- (a) Why the expenditure was not provided in the original budget, and
 - (b) Why it can not be postponed for consideration in the next budget.
- (ii) proposals for extra-grant shall be submitted to the Board through the Finance Committee.

Revenue A/C and
Capital A/C

25. The Budget will show receipt and expenditure on Revenue A/C and Capital A/C, separately.

CHAPTER-XXII

TRAVELLING AND OTHER ALLOWANCES ADMISSIBLE TO THE MEMBERS OF THE BOARD AND ITS COMMITTEES:

1. When a member of the Board or of any Committee of the Board or a person invited specially for the meeting of the Board or its Committees has to travel to attend a meeting or meetings called by the Secretary for transaction of any business connected with the Board or whenever such a member is called upon to undertake a journey for any other work of the Board, he shall be paid travelling and other allowances, from the funds of the Board, in accordance with the following Regulation :-

Journey Performed By Rail

1. (a) To the Chairman: Single fare each way of the A/C first class, by whatever name it may be called, provided on the railway by which he travels. If the Chairman travels in a class lower than the highest class, he shall be entitled to single fare of the class by which he actually travels each way

(b). To a member of the Board or its Committees, who as a Head of Department or office in the State Service or an officer in other autonomous Body / Organisation, is drawing salary above Rs. 4100/= P.M. by the same class as prescribed under (a) above.,

(c) To other member of the Board or of its Committees: Single fare of the first class each way, if he travels by a class lower than the first class, he shall be entitled to single fare of the class by which he travels each way;

Notwithstanding any thing contained in above Regulation, a member of the Board or any of its Committees may, for reasons of health, climatic conditions etc. etc. be, as a special case, permitted to travel by air-conditioned coach with the previous sanction of the Chairman. He shall be paid single fare by the air conditioned coach each way. This concession shall also apply to those members of the Board who are Government servants and whose travelling expenses are borne by the Board, irrespective of their non-entitlement to travel by air conditioned coach under Government rules.

(d) In addition to the rail fare admissible under clauses (a), (b), (c) above, incidental expenses equivalent to the daily allowance admissible for one full day's halt as prescribed under Regulation iv (a) hereunder shall be paid. In case of journey exceeding 24 hours, one additional daily allowance shall be allowed for the journey of each 24 hours or part thereof at the rate mentioned under regulation iv (a) of these Regulations.

(e) Charges for reservation of railway seats / berths will be reimbursable.

Journey Performed

By Air

2. (a) The Chairman may at his discretion travel by Air in connection with the work of the Board. A member of the Board whose salary be more than Rs. 4100/- P.M. or Rs.3500/- P.M. may also travel by Air outside within the State, respectively. Single Air fare for each way shall be allowed.

(b) The Chairman and such members of the Board who are authorized to Travel by air outside/within the State shall be entitled to incidental charges at the rate of Rs.40/- or the amount of actual expenses incurred on surface transport from city to airport and airport to city office which ever be less for each single journey.

NOTES: - (1) In respect of journey performed by rail/air return ticket where available shall invariably be purchased, In case of journeys where such concession is available, the railway / air fare claimed shall be restricted to the actual cost of the return ticket plus the usual incidental charges.

(2) The person concerned shall have to furnish the following certificates, according to the circumstance of the case, before he can claim the reimbursement of the railway / air fare :-

õ Certified that the return tickets at reduced rates were not available for the stations between which the journey was performed

or

Certified that the journey was performed by purchasing return ticket at reduced rates and the fare claimed is only that was actually paid.

(3) The rail / air fare will be admissible from permanent place of residence of the member concerned from any other place from which the journey is actually performed whichever is less.

(4) No T.A. will be paid unless the person concerned certifies that he /she actually travelled by the class for which T.A. has been claimed. The claimants shall have to attach tickets/money receipts with the T.A. bills for journey performed by rail / air in First class or above.

- (5) When it is impossible to travel between two places by alternative routes and the journey is performed at a fare larger than that by the shortest route, the Chairman may pay the fare calculated according to the route actually taken, provided he is satisfied after making such enquiry as he considers necessary that there was a considerable saving of time by taking the longer route or that the journey was undertaken in the interest of the Board.

Journey performed

by road

3. (a) For journey by road between the places which are linked by regular bus services or by rail, if the journey is undertaken by regular Bus Services, he shall be allowed 1 ½ times standard fare (by A class Bus) if more than one class of buses ply on such routes plus Daily allowance on the day of travel to cover the incidental expenses.

(b) if he travels by his own car, on making a declaration to that effect, at the rate of Rs two per km.

(c) If he travels by hired car/taxi, on his making a declaration to that effect on production of a voucher, the actual cost of hiring the conveyance in whole or part subject to a limit of Rs two per km, when such a journey exceeds 32 km.

(d) Whenever concession fares are available, the actual cost of travelling shall be paid at the concessional rates.

(e) Local members including Government servants shall be paid a conveyance allowance of Rs. 10/- for each meeting attended by them provided that the total conveyance allowance for the day does not exceed Rs 15.

(f) Whenever a person has to attend one or more meetings of the Board or any of its Committees on consecutive days, only one travelling allowance shall be payable.

(g) Whenever a member has claimed travelling allowance for any part of the journey from any public authority, this part shall be excluded from total distance.

(h) Travelling allowance is to be calculated from registered address of the member or from the place in the State where he is on official duty (Head quarter) to the actual place of duty.

(i) Where, under these regulations, an amount equal to Daily allowance is granted as incidental expenses or in lieu of mileage for journey by rail and/ or road including journey by free or Government conveyance, the Daily allowance shall be determined at the rate applicable at the place of destination.

Daily Allowance

4. (a) In addition to the daily allowance, members will be entitled to receive a daily allowance at the rate admissible to his class. The daily allowance in $\text{A}\emptyset$

Class cities of India/principal cities of India as defined in the C.S.R. and the cities of Jammu and Srinagar shall be 100%, 75% and 50% respectively, more than the normal rates indicated above.

(b) The daily allowance shall be permissible as under:-

- | | |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| (i) Halt up to six hours | $\frac{1}{4}$ daily allowance. |
| (ii) Halt exceeding six hours but not exceeding 12 hours. | Half daily allowance. |
| (iii) Halt exceeding 12 hours but not Exceeding 24 hours. | Full daily allowance. |
| (iv) Halt exceeding 24 hours. | One daily allowance for every 24 hours for the fraction of 24 hours.at the end of halt, daily allowance will be calculated as indicated above. |

For the above purpose, the period of halt will begin from the time the forward journey ends at an out station and ends at the time the return or further journey commences.

(c) Members may be permitted to draw daily allowances if, with the permission of the Chairman, they halt for not more than three days intervening between any two meetings of the Board or its Committees if the amount of travelling allowance for the journey if undertaken during the intervening period exceeds the amount of daily allowance so claimed for the intervening period.

(5) A reasonable advance may be sanctioned by the Secretary / Chairman to the members of the Board or other persons undertaking long journeys involving considerable expenditure to cover their expenses on travelling allowance and daily allowance etc. and the advance thus paid shall be adjusted against their travelling allowance, bills.

(6) For matters not covered under the above Regulations the relevant corresponding provisions of the Jammu and Kashmir Civil Services Regulations shall apply.

CHAPTER-XXIII

A. GENERAL PROVIDENT FUND RULES

General

1. The fund will be compulsory for all permanent employees of the Board, superior or inferior, holding pensionable posts, but optional for those employees holding temporary or permanent non-pensionable post on deputation.

Opening of Account

2. An account shall be opened in the Bank at the provincial Headquarters of the Board in the official designation of the FA/Chief Accounts Officer, where in whole of the amount on account of subscriptions shall be deposited. A Ledger Account shall, however, be maintained in the office in the name of each subscriber in which credits and the interest earned thereon from the Bank (on fixed deposits and fluctuating amount) shall be entered. The account shall be opened and operated upon by the Financial Advisor / Chief Accounts Officer of the Board.

Rates of Subscription

3. (i) The monthly subscription at the rate of 8% per cent of the salary or presumptive pay of each officer will be compulsory, but a subscriber may at his option subscribe at higher rate. The amount of subscription so fixed may be:-

- (a) reduced once at any time during the course of financial year.
- (b) enhanced twice during the course of financial year;
- (c) or reduced and enhanced as aforesaid.

(ii) The rate of subscription shall not be subject to variation and will be expressed in whole rupee,

Foreign Service

4. If an officer is lent temporarily to another employer or to foreign service, the subscription will be calculated on his assumed pay i.e. the pay which he would have drawn in the Board from time to time, had he not been so deputed.

Subscription during Leave & Suspension

5. (i) A subscriber shall subscribe monthly to the fund except during the period when he is under suspension. Provided that a subscriber may at this option not subscribe during any period of leave which either does not carry any leave salary or carries leave salary equal to or less than half pay or presumptive pay or half average salary.

(ii) The subscriber shall intimate his option not to subscribe during the leave referred to in the provision to Sub-Regulation (i) in writing before hand. Failure to make due and timely intimation shall be deemed to constitute an option to subscribe.

(iii) A subscriber who exercises the option of subscribing to the fund during leave with half or less than half pay or half average salary or leave without allowances or on re-instatement after a period passed under suspension the subscription at the minimum rate of 8% shall be calculated on half the pay or salary, as the case may be last drawn by the subscriber before he proceeded on such leave or was placed under suspension.

(iv) Subscription during training will be optional.

Realization of Subscription

6. (i) Subscription will be recovered by deduction from pay bills, but they be made by remittance in cash to concerned Banks when a subscriber is on leave without allowances and desires to subscribe during such leave.

(ii) If a Board servant fails to subscribe to the fund from the date on which he is required to subscribe under Regulation I., the total amount due to the fund on account of arrears of subscription shall, for purposes of recovery be treated alike with those of advances from G.P. Fund and recovery made at 6 ¼ percent of salary or presumptive pay in addition to usual monthly subscription.

(iii) Subject to the provision of this regulation the sum which accumulates to the credit of a subscriber, will when he quits the service becomes his absolute property, and will be handed over to

him unconditionally. In the following cases a subscriber may, however, be permitted to withdraw the deposits at his credit before the actual date of his retirement on the condition laid down:-

(a) A subscriber proceeding on leave preparatory to retirement, at any time, between the date of his proceeding on leave and the date of retirement, subject to the condition that he may be required to employ should he return to duty at the end of his leave, to repay to the fund the whole amount withdrawn by him with interest thereon at the prescribed rates.

(b) A subscriber who obtains a medical certificate of incapacity for further service, at any time between the date of his obtaining such certificate and the date of retirement.

(iv) In the event of subscriber's death before retirement or after retirement but before the money has been handed over:-

(a) It will be paid to his widow or widower and children in accordance with any request that he may have submitted in the prescribed form, which request must state the persons to whom sums intended for the benefit of minors are to be paid or it will be handed to such trustees as the subscriber may appoint by will to administer, for the benefit of his widow or widower and children, the funds standing at his credit at the time of his death.

(b) Failing such a request it will be divided in equal shares between his widow or widows and children, to the exclusion of adult sons and of married daughters whose husbands are alive, any sum due to minor being paid to the minor's benefit, or failing a legal guardian to any person, who in the opinion of the officer whose duty it is to make payment is entitled to receive it on the minors behalf.

(c) Failing a widow and children entitled to payment under (b) above, it will be distributed among other persons in accordance with any request submitted by the subscriber in the prescribed form; and

(d) If no such request has been submitted, it will be paid to the legal representative of the deceased, as determined by a civil court, having competence to pass order in this respect, provided that if the sum remaining at the credit of the

depositor does not exceed Rs. 500/= it may be paid to such person or persons as the office making the payment considers to be entitled thereto, provided also that an indemnity form is furnished.

Note:- 1. For the purpose of these Regulations the term "family" means the wife or wives and children of a subscriber and the widow or widows and the children of a deceased subscriber.

Exception: Widowed mother, however, be permitted to be notified as G.P Fund beneficiary.

Note:- 2. A husband may be permitted to make a special application for the exclusion of his wife from the benefits of the fund, if she has been judicially separated from him. In the absence of such an application the widow shall be treated like an ordinary widow of her husband and the sums at the credit of her husband should be divided in accordance with the provision of Regulation 6 (iv) (b).

Note:- 3. In all cases where a request is submitted under clause (c) above, the subscriber shall be called upon to state whether he has a wife or children. In case he has a wife or children a request under clause (c) shall not be entertained.

Note:- 4. In respect of female subscribers the provisions of this Regulation should be applicable mutatis mutandis.

Note:- 5. Shall there is no guardian appointed by the court, payment may be made to a Hindu widow on behalf of her minor children, without requiring her to execute any indemnity bond, unless the circumstances of any particular case justify such a precautionary measure.

Note:- 6. Where the natural guardian is a Hindu widower the payment of provident fund moneys on behalf of his minor children shall be made to him irrespective of the amount involved without production of the guardianship certificate or any indemnity bond, unless, there is anything concrete to show that the interests of the father are adverse to those of the minor children.

(v) Any declaration submitted by a subscriber is revocable at any time. On a subscriber's marriage or re-marriage any declaration already submitted by him shall forthwith become null and void and unless a revised declaration is received the deposits in the fund

shall be dealt with under Regulation 6 (ii) (b) or (ii) (d) of the General Provident Fund Rules, as the case may be.

(vi) The Board will not be bound by or recognize any assignment, or encumbrance executed or attempted to be created by any officer during his service, but will recognize to the extent shown in sub-regulation (ii) (a) above any arrangement, which a subscriber may make for the disposal by will of the funds standing at his credit.

(vii) The sum at the credit of the subscriber is not liable to forfeiture on dismissal or on conviction by a criminal court, except for an offence for which the penalty of forfeiture of the whole of the offenders property is proscribed by law.

(viii) (a) If a Board employee who is a subscriber to the C.P. Fund is permanently transferred to pensionable service under Board rules:-

- (1) The amount of subscription with interest thereon standing to his credit in C.P Fund at the date of transfer shall be transferred to his credit in the fund.
- (2) The amount of Board contribution with interest thereon standing to his credit in such C.P. Fund A/C shall be repaid to Board and credited to Board account and
- (3) He shall in exchange be entitled to count towards pension such part of period during which he contributed to such C.P. Fund as the Board may determine.

(b) Subject to the condition specified herein withdrawals may be sanctioned by the authorities competent to sanction an advance, at any time after the completion of 25 years of service (including broken periods of service, if any) of a subscriber or within five years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the fund for one or more of the following purposes:-

- (i) building or acquiring a suitable house for his residence including the cost of the site or reconstructing or making additions or alterations or repairs to a house owned or acquired by a subscriber repaying any outstanding amount on account of loan including the loans under Government Housing Scheme.

(ii) for marriage of a son or a daughter of the subscriber or any other female relation dependent upon him.

Provided that the sum withdrawn from the amount standing to his credit in the fund shall not ordinarily exceed one half of such amount or 12 months pay, whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limited upto 3/4th of the balance at his credit in the fund having due regard to (i) the status of the subscriber and (ii) the amount to his credit in the fund.

(iii) A Competent authority may sanction a non-refundable advance at any time within six months of the date of retirement of a Board servant for acquisition of farm or business premises

Interest

7. (i) Interest shall be credited to the account of a subscriber with effect from the first day in each year at the rate of 10.5% per annum.

(ii) Interest shall not be credited to the Account of a Muslim subscriber, if he informs the Secretary that he does not wish to receive it, but if he subsequently asks for interest it shall be credited with effect from the first day of the year when he asks for it.

Advance from the Fund

8. The appropriate sanctioning authority may sanction the payment to any subscriber of an advance not exceeding six months pay from the sum at his credit for one or more of the following purposes:-

(a) to pay expenses incurred in connection with the illness of a subscriber, a member of his family, or a person wholly dependent upon him.

(b) To pay for the educational expenses in connection with the special and technical training outside the state of himself, a member of his family or a person wholly dependent on him.

(c) To pay expenses in connection with marriage, pilgrimage, outside the state, funerals or ceremonies (such as circumcision, Zunar bandi; tonsuring, etc. which by the religion of the subscriber, it is incumbent upon him to perform

and in connection with which it is obligatory that expenditure should be incurred) of himself, a member of his family, or a person dependent upon him.

- (d) to meet the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against him in respect of any act done or purporting to have been done by him in the discharge of his duty, the advance in this case being available in addition to any advance admissible for the same purpose from any other source.

provided that the advance under this clause shall not be admissible to a subscriber who institutes legal proceeding in any court of law either in respect of any matter un-connected with his official duty or against Board in respect of any condition of service or penalty imposed upon him.

- (e) to meet the cost of his defence where the subscriber is prosecuted by Board in any court of law or where the subscriber engages a legal practitioner to defend himself in any inquiry in respect of any alleged official misconduct on his part.
- (f) to meet the cost of repairing or making additions or alternations to a house already owned by him or building or acquiring a suitable house for his residence including the cost of the site or repaying any outstanding amount on account of loan expressly taken for this purpose from the Board provided that no final withdrawal from the fund has been made to the subscriber for this purpose.

Note:- 1. There is no objection to the grant of advance for the purpose indicated above, to a Board servant during the period of suspension.

Note:- 2. Advance though not confined rigidly to the objects laid down in clauses (a) to (f) above will be made with due regard to the principles contained in these regulations

Note:- 3. An advance shall not except for special reasons to be recorded in writing be granted to any subscriber in excess of the limit laid down in Regulation 8 or until repayment of the last installment of any previous advance.

Note:- 4. The term special reasons does not mean that the sanctioning authority can sanction an advance for objects other than those specified in regulation 8. (a) to (f). The objects for which an advance can be granted are confined to those in that Regulation special reasons are to be given for sanctioning an advance exceeding the normal limit of six months pay, or for sanctioning an advance before payment of the last installment of the previous advance.

Recovery of Advance

9. (I) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, such number shall not be less than twelve, unless the subscriber so elects, or in any case more than twenty four. A subscriber may, at his option, repay more than one installment in a month. Each installment shall be a number of whole rupee, the amount of advance being raised or reduced if necessary, to admit of the fixation of such installments.

(ii) Recoveries will be made monthly, commencing from the first payment of a full months pay after the advance is granted, but no recovery will be made from a subscriber while he is on leave of any kind.

(iii) No recovery shall be made except with the subscriber's consent while he is on leave or in receipt of subsistence allowance and may be postponed, on the subscriber's written request, by the sanctioning authority during the recovery of an advance of pay granted to the subscriber, except in the case of Board servants working in Move office, who can avail the concession only once in a period of three years.

(iv) The installments will be paid by compulsory deductions from pay and will be in addition to the usual subscription.

(v) Recovery of advance during training may be postponed.

(vi) There is no restriction imposed on the number of advances which may be granted to a subscriber from G.P. Fund accumulations.

Where there is an advance running, it should be consolidated when a second advance is sanctioned under Regulation 8, Note 3, and

subsequent installments for recovery of advances should be fixed with reference to the consolidated amount.

Note:- 1. Recovery of advances in excess of 6 months pay will be made in not more than forty eight installments.

Note:- 2. Recovery of G.P Fund advances from class (iv) employees of the Board will be optional for the duration of war, natural calamity and predicament and six months afterwards.

B. LIFE INSURANCE OF THE MEMBERS OF THE STAFF OF THE BOARD

1. Members of the Staff of the Board necessarily be required to undergo life Insurance with any one of the prescribed life Insurance Companies.

2. Payment of premium on the life Insurance Policy on the life of the subscriber shall be made out of his monthly salary.

3. Except in the case of Group insurance, where the Board is to make payment of 50% of the premium due in the case of each subscriber the Board will not make any payments on behalf of the subscriber to Insurance Companies or take steps to keep the policy alive. The subscriber himself will be responsible in this respect.

4. A subscriber who desires to withdraw any amount from his G. P Fund for payment of premium shall apply for it in writing to the Secretary and shall attach to the application premium warrant, well before the date of payment

5. The receipt of the payment of the premium from the Insurance Company concerned shall, if the premium is made direct by the subscriber, be submitted by the subscriber to the Secretary as soon as it is received by him.

6. Subscriber is allowed to take any loan on the policy, as per rules and regulations of the concerned Insurance Company.

C. JANTA PERSONAL ACCIDENT INSURANCE or any of such Schemes may be introduced by the Board for its employees on such terms and conditions as the concerned Insurance Company may prescribe from time to time.

Appendix – 1

THE JAMMU AND KASHMIR STATE BOARD OF SCHOOL EDUCATION, JAMMU SETTING AND MODERATING OF QUESTION PAPERS

S. No. ITEMS	REVISED RATE
1. Secondary School Examination	8. Sweeper
	i) Rs. 100/- per paper (Languages, Addl. Optional).
	ii) Rs. 200/- per paper of non-language subjects.
2. Hr. Sec. Exam. Part- I & II	iii) Rs. 50/- per language for translation into other languages.
3. Diploma in Elementary Education Examination	200/- per paper
4. Moderation of Question Paper.	125/- per paper
5. Preparation of detailed Value Points.	60/- per paper
<u>CONDUCT OF EXAMINATION</u>	
1. Superintendent	50/- per paper
2. Deputy Superintendent	Rs. 80/ + Rs. 20/- and T.A and DA. per session of Examination, inclusive of conveyance.
3. Assistant Superintendent	Rs. 50/- per Session
4. Supervisor	
i) Teacher	Rs. 40/- per Session
ii) Master/School Lecturer	
5. Daftari	Rs. 35/- per Session. Rs. 45/- per Session.
6. Chowkidar	
	Rs. 20/- per Session
7. Waterman/woman (one per centre)	

Rs. 13/- per Session

Rs. 15/- per Session

Rs. 13/- per Session

9. Contingent Charges: -

Thread, Sutli, Needles, Bucket, Tumbler, Gum, Sealing wax, Setting of Urinal, Stationery articles such as pins, tags, pencil, etc.

10. Seating arrangement / plan

11. Carriage of Stationery to and fro: -

i) Excluding Muffasil area

ii) Muffasil
Admissible under rules.

12. Carriage of sealed packets of answer books from, Centre to Board/Post office/ Police Station/ Collection Centre.

13. Carriage of sealed packet of answer books from Muffasil centre to Board Office.

14. a) Inspection fee for inspector not below the rank of Section Officer for Secondary School Examination

b) Inspection fee for Inspector/ Vigilance squad not below the rank of the Assistant Secretary and equivalent for the Higher Secondary Part-I and Part óII Examinations.

15. Academic Inspection fee for affiliation/ informal assessment record.

16. Postage.

17. Amanuensis

Rs. 125/- in lump-sum per centre subject to the production of certificate of expenditure by the Superintendent

Rs. 20/- for full examination.

Rs. 60/-

Rs. 100/-

Rs. 10.00 per day Session of Examination

Rs. 20/- Per day of examination plus actual Bus fare.

Rs. 70/- per Session of Examination per individual, plus conveyance/ T.A./D.A as admissible under rules.

Rs. 70/- per session of examination per individual, plus conveyance /TA/DA as admissible under rules

Actual expenses incurred.

Rs. 18/- for helper per session of Examination

Note: - Pony charges will be allowed at such places only where admissible under rules on production of a certificate from the Tehsildar of concerned area to the effect that the pony had actually been engaged and at approved rates.

Actual Bus fare and T.A and D.A as admissible under rules will be allowed only for journeys beyond 13 Kms.

18. Laboratory/ Tabla assistant Rs. 25/- per Session of Exam.

19. Laboratory bearer Rs. 15/- per Session of Exam.

Appendix – 2

SCHEDULE OF AUTOMATIC DEDUCTION FOR FAILURE TO RETURN THE FOLLOWING DOCUMENTS TO THE ADDITIONAL/ JOINT SECRETARY WITHIN 10 DAYS FROM THE TERMINATION OF THE THEORY/ PRACTICAL EXAMINATION.

S. No.	Nature of Irregularity	Deduction (if not returned)	Office to whom to be Returned
1.	List of candidates	Rs. 10.00	Examination section.
2.	Memorandas of absentees Memo with office cop to be Returned within one week after The last day of the examination	Rs. 30.00	Secrecy section.
3.	Certificate regarding opening of Parcels of question papers.	Rs. 10.00	Supervisory
4.	Empty cloth bags / cloth lined Envelope and inner covers from which the Question papers have been removed with seals intact.	Rs. 40.00	Forms section
5.	Roll No. slip collected from the candidates.	Rs. 10.00	Examination section.
6.	Attendance sheets (to be returned Within one week)	Rs. 40.00	Secrecy section.
7.	Certificate regarding reading out Rules for direction of the candidates.	Rs. 20.00	Supervisory section.
8.	Report about blank answer books received, utilized and returned	Rs.30.00	Forms section.
9.	General report regarding conduct of the examination	Rs.10.00	Supervisory section.
10.	Books of instructions for Superintendent	Rs.10.00	Form section.
11.	Forms No. II in superintendent file.	Rs.10.00	Forms section

12. Supervisory and other bills.	Rs. 10.00	Supervisory section.
13. Brass seal/ Rubber stamp file	Rs. 200.00	Forms section
14. Absentee memo for per mistake	Rs. 01.00	Secrecy section
15. Absentee memo for examination Per mistake	Rs. 01.00	Examination section
16. To furnish accurate copies of the Seating plan date wise.	Rs. 05.00	Examination section.
17. To despatch a copy of the question paper to the Board along with the answer books.	Rs. 50.00	Secrecy section.
18. To get the certificate of opening the correct envelope of question paper signed by himself, the Dy. Supdtt., the supervisor and others before the start of the exam. each day.	Rs. 50.00	Examination section.
19. To check the correct Roll No. on the Answer scripts.	Rs. 20.00	
20. To check the correct Serial No. of the Answer book on the attendance sheet.	Rs. 20.00	
21. To check the correct signature of the Candidate on the attendance sheet.	Rs. 20.00	
22. Copy of Account of distribution of Answer Books and continuation sheets to the code Officer/ Secrecy wing.	Rs. 100.00	
23. Wrong opening of sealed envelope containing question papers on a day other than the one it is meant for.		Cost of setting of a fresh question paper, its printing and distribution together with the recovery of envelope containing the paper originally set for the purpose with a penalty of Rs.500/-

Note : - The same amount will be recovered from the candidates concerned for omission of 19 and 20 above.

EVALUATION

1. Failure by the sub examiner to submit to the Head examiner the best installment of ten answer books or by Head examiner to communicate approval of the standard to the Sub examiner within the prescribed time limit. Rs. 10.00 per day
2. Failure of the examiner to submit the documents, such as award rolls, answer books, report regarding the general character of answer books marked by him / her, to the Head examiner within the time prescribed in the instructions. Rs. 05.00 per day for first 5 days and Rs. 20.00 per day thereafter.
3. Any omission, error, mistake e.g., Rs. 02.00 per mistake or omission.
 - a) Failure to sign each page of the award rolls.
 - b) Failure to sign / initial the corrections made in the award rolls an answer books.
 - c) Difference of marks in words and figures in the award rolls.
 - d) Failure to fill in the columns on the top of each page on the award rolls.
 - e) Erasing entries in the award rolls.
 - f) Writing marks for more than one candidate in the space provided for one candidate
 - g) Any other deviation from the instruction issued.
 - h) Failure to sign each answer book.
 - i) Failure to record the identification mark by the Sub Examiner on the title page of the answer book and the award rolls.
4. Failure to despatch the marked answer books in accordance with the instructions laid down by the Board in time. Rs. 50.00 for each Examination
5. For leaving any question or part of the question the Head / Single / Sub Examiner and character of the result is Not reported by the checking assistant. Rs. 100.00 where the Unmarked by Effected and Rs.50.00 where The result remains unaffected

- but the Division is affected.
Rs. 10.00 per mistake/
omission.
6. a) Wrong transfer of marks from inside to the title page of the answer script or from the answer script to the award rolls.
 - b) Wrong Sub Grand total of question on the title Page of answer book.
 - c) Failure to fill the award rolls as per instructions.
7. In case any other mistake affecting the result of a candidate is detected either by the authorities of the Board or by the result publishing committee / computing agency after the declaration of the result, the examiner concerned as well as the checking assistant will be liable to be disqualified for a period of two to five years.
8. **CODING ETC.**
- a) To leave a script / continuation sheet uncoded. Rs. 100.00 per script uncoded.
 - b) i. Codes not affixed at two places (main script and code slip). Rs. 10.00 per mistake.
 - ii. Variation of code on main script and code slip. -----do-----
 - iii. Wrong transcription of Roll No. to the code file. -----do-----
 - iv. Wrong code on the script. -----do-----
 - v. To leave a code number without Roll No. in the code file. Rs. 10.00 per mistake
 - vi. Wrong transcription of marks from the scripts. -----do-----
3. a) Code slips not removed. Rs. 05.00 per mistake
 - b) Roll. No on continuation sheets, map or graph not torn off. -----do-----
4. Code slips not arranged serially in bundles. Rs. 10.00 per bundle.
5. Incomplete check sheet / proforma. Rs. 10.00 each sheet/
proforma.
6. Loss of keys of lock of the trunk or room; Scissors, Numbering machine or any other article of permanent nature. Double the cost of the item to be recovered.
7. Any other mistake which will not affect the result of the candidate. Rs. 01.00 per mistake
8. Any other mistake which will affect the result of the candidate. Rs. 50.00 per mistake

9. Leakage of a code.

Will be treated as breach of trust and disqualification for a period of two to five years with forfeiture of remuneration/s after a thorough probe.

Appendix – 3

Rate of Remuneration to Evaluators & Code Officers.

S.No.	PARTICULARS	RATES
1.	<u>CODING OF ANSWER – SCRIPTS</u>	
	a) Remuneration	Rs. 200/- per 1000 answeró books (without objective paper) Rs. 260/- per 1000 answer-books (with objective papers)
	b) Conveyance	Rs.20/-per 800 answer-books
II.	<u>HELPER TO THE CODE OFFICER</u>	
	a) Remuneration	Rs. 80/- per 1000 answer-books. (without objective paper) Rs. 90/- per 1000 answer-books. (With objective paper)
	b) Conveyance	Rs. 12/- per 800 answer- books.
	c) Coding of Scripts for Re-Evaluation	Rs. 0.60 per script subject to minimum of Rs.50/-
III.	<u>EVALUATION OF ANSWER-BOOKS</u>	
	a) Sec. School Examination	Rs. 4/- per answer-book
	b) Sec. School Examination (Science óII)	Rs. 2.65/- per answer-book
	c) Hr. Sec. Part-I & II	Rs. 4.50 per answer- book
	d) Conveyance	Rs. 20/- per 30 copies per day
	e) Checking óAssistant	Rs. 180/- per thousand answer-books / scripts subject to a minimum of Rs. 25/-
IV.	<u>PRACTICAL EXAMINATION</u>	
	a) Sec. School Examination	Rs. 2/- per candidate.

	b) Hr. Sec Part-I & II	Rs. 2.50/- per candidate.
	c) Conveyance	Rs. 20/-
V.	<u>HEAD EXAMINER (PRACTICAL TEST)</u>	For revision of scripts of Candidates having obtained 75% or above marks or have failed.
	a) Sec. School Examination	Rs. 1/- per candidate.
	b) Hr. Sec. Part ó I & II Exams	Rs. 2/- per candidate.
VI	INSPECTION OF PRACTICAL CENTRE.	Rs.60.00 per session plus conveyance
VII	MARKS FILE PREPARATION	Rs. 0.10 per answer book.
VIII.	SERUTINY OF MARED ANSWER BOOKS By subject expert.	Rs. 4.00 per answer book.

Note :- Evaluators as are called for evaluation from beyond 13 kms shall be paid T.A / D.A or conveyance as admissible under rules.

THE JAMMU AND KASHMIR STATE BOARD OF SCHOOL EDUCATION

Schedule 6B

Rates of Fee for various services rendered by the Board

<u>1. SECONDARY SCHOOL EXAMINATION</u>	<u>RATE OF FEE</u>
A. Class IX (Rs. 15/- to School & Rs. 75/- Board)	Rs. 90/-
B. Class X	
i. Regular	Rs. 260/-
ii. Private /Re-appear /Addl. Subjects English only / Completion case, etc.	Rs. 260/-
<u>2. HIGHER SECONDARY EXAM. PART –I (CLASS XI)</u>	
I. a) Regular candidates (under CCE Scheme): (Rs. 120/- to Board & Rs. 70/- to School.	Rs. 190/-
b) Regular with (additional subjects) (Rs. 80+ Rs. 120 out of Rs. 190/- to Board & Rs.70/- to School)	Rs. 270/-
II Private candidates of Higher Sec. Exam. Part-I (Class XI Conducted by Board) Higher Sec. Examination Part 6II (Class XII) Regular and Private candidates.	
i. Regular	Rs. 260/-
ii. Regular with Addl. Subjects.	Rs. 350/-
iii. Private / Re-appear / Addl. Subject / English only / Completion case, etc.	Rs. 260/-
<u>3. DIPLOMA IN ELEMENTARY EDUCATION EXAM.</u>	
i. Regular	Rs. 320/-
ii. Private / Re-appear	Rs. 320/-
<u>4. CERTIFICATE COURSE IN PHYSICAL EDUCATION EXAMINATION</u>	
i. Regular	Rs. 320/-
ii. Private / Re-appear	Rs. 320/-

5. SCHEDULE OF LATE FEE FOR RECEIPT OF ADMISSION FORMS:

- i. For Ist count of 15 days from the last date fixed for submission of admission form and fee (without late fee) Rs. 120/-
- ii. For 2nd count of 10 days from the last date fixed for submission of Admission form and fee with late fee of Rs.120/- Rs. 220/-
- iii. For the third count from the last date fixed for submission of form and fee with late fee of Rs. 220/- upto 30 days before the commencement of a particular examination (subject to prior sanction of late entertainment by the Chairman) Rs. 400/-

6. OTHER FEES: -

- i. a). Re-evaluation Answer-scripts Rs. 160/- (per script)
- b). Checking of his/her answer-scripts by a candidate. Rs. 75/- (-do-)
- ii. Re-checking of answer-books of Sec. School Examination (Re-evaluation not allowed) Rs. 75/- (-do-)
- iii. Communication of result in advance, under rules. Rs. 300/-
- iv. Amendment under rules on account of omission, error on the part of candidate. Rs. 140/-
- v. Verification of result particular for admission to a higher course, to be made under rules. Rs. 75/-
- vi. Registration fee (per candidate) Rs. 150/-
- vii. Renewal of Registration fees (per candidate) Rs. 20/-
- viii. Eligibility fee (per candidate) Rs. 200/-
- ix. Fee for creation of a special centre for theory under rules (this fee is not chargeable from the candidates of Leh, Kargil, Keran and Gurez areas) Rs. 300/-
- x. Fee for conduct of special Pract. Exam. Rs. .350/-
- xi. Fee for change sought in writing in date/ session of

practical Examination.	Rs. 80/-
xii. Fee for change of subject under rules	Rs. 100/-
xiii. Fee for allowing Private candidate to perform practicals in a recognised Institution (to be charged prior to issue of permission letter).	Rs. 100/-

7. FEES FOR ISSUANCE OF VARIOUS CERTIFICATES:

i. Fees for processing of case under rules for correction/change in name, sub-caste and date of birth of candidate.	Rs. 350/-
ii. Fee of issuance of qualification certificate (Diploma) with revised particulars	Rs. 350/-
iii. Fee for issuance of Duplicate Diploma (qualification certificate)	Rs. 450/-
iv. Fee for issuance of Qualification Certificate (By Hand)	Rs. 20/-
v. Provisional Certificate	Rs. 100/-
vi. Date of birth Certificate	Rs. 100/-
vii. Certificate of Particulars	Rs. 100/-
viii. Inter Board/ university Migration Cert.	Rs. 150/-
ix. Duplicate Migration Certification	Rs. 150/-
x. Inter school migration certificate	Rs. 120/-
xi. Duplicate inter school migration certificate	Rs. 120/-
xii. Duplicate Merit Certificate	Rs. 120/-
xiii. Duplicate Marks/ Regn /Admission Card	Rs. 80/-
xiv. Marks Certificate with revised particulars	Rs. 80/-
xv. Permission fee for öReservation Caseö	Rs. 80/-

8. FEE FOR AMANUENSIS PAYABLE BY:

- | | |
|-------------------------------------------------------------------------------------------------------------------|-----------|
| i. Blind candidates, Lepers and such candidates as are more than 50% Physically handicapped (of permanent nature) | No FEE |
| ii. Others | Rs. 150/- |

NOTE:

Blind candidates, Lepers and such candidates as are more than 50% Physically handicapped (of permanent nature) are exempt from payment of permission cum admission fee for appearing in a particular examination of the Board. They will be provided services of amanuensis, wherever necessary free of charges).

9. INSPECTION FEE FOR RECOGNITION OF THE INSTITUTIONS:

I. Ist Inspection Hr. Sec. Schools High Schools Primary Schools

Govt. Pvt. Govt. Pvt. Govt. Pvt.

Rate of fee Rs.1200/- Rs.1800/- Rs.800/- Rs.1500/- Rs.600/- Rs.1000/-

II. Recognition in New subject / Stream.

Rate of fee Rs.1200/- Rs.1800/- --- --- --- ---

III. Recognition in New subjects

Rate of Fee. Rs.1200/- Rs.1800/- Rs.900/- Rs.1200/- --- ---

IV. Periodical Inspection

Rate of Fee Rs.1200/- Rs.1800/- Rs. 900/- Rs. 1100/- Rs. 900/- Rs.1000/-

V. Inspection of science lab. Pract.

Rate of fee Rs. 1200/- Rs. 1800/= Rs. 800/- Rs. 1000/- ---- ---- ----

VI. INSPECTION OF HOSTEL

- | | |
|--------------------------|----------------------------|
| a) First Inspection | |
| Rate of fee | Rs. 1200/- Rs. 1800/- |
| b) Periodical Inspection | |
| Rate of fee | Rs. 1200/- Rs. 1000/- |

10. VERIFICATION OF CERTIFICATES

- i. Verification of Qualification Certificate Rs. 100 per exam. per candidate.
- ii. Verification of Qualification Certificate (s)
in respect of Members of Defence Services
and Para Military Forces. Rs. 50/- per exam. Per candidate.

THE JAMMU AND KASHMIR STATE BOARD OF SCHOOL. EDUCATION.

APPENDIX _ _ _ _ 4

APPLICATION FOR RECOGNITION / AFFILIATION
OF/ IN _____

Name of the Institution : _____

Date from which a new class/
Subject /(s) is introduced _____

QUESTIONNAIRE

(Conditions that an Institution is required to satisfy)

Question

**Answer by the Head of the
Institution or the Management
In the case of aided Institutions.**

-
- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) Whether it guarantees a satisfactory standard of educational Efficiency for the purpose for which affiliation recognition is sought, and that it is established on a permanent bases. | (e) Whether the pay of, its teachers is sufficient to attract and retain competent persons and that reasonable security of tenure is guaranteed to every teacher unless he is |
| (b) Whether its financial resources are such as to make due provision for its continued maintenance. | |
| (c) Whether it satisfies a demand for higher education in a particular locality or for a particular community or denomination. | |
| (d) Whether the rules fixing the fees to be paid by the students have not been so framed as to involve such competition with any existing college or Institution in the same neighbourhood as would be harmful to the interests of education. | |
-

- filling a temporary vacancy or is on probation.
- (f) Whether it is under proper management and is suitably organised.
- (g) Whether the Buildings and play grounds are suitable and sufficient
- (h) Whether the furniture and equipment are adequate.
- (i) Whether the provision for the residence of students is satisfactory.
- (j) Whether it has suitable arrangements for health and recreation of its students which will include the following.
- i/ - Proper sanitary arrangements;
- ii/- Medical inspection of its students at least once in a year;
- iii/- Physical education of its students consisting of outdoor games or physical exercises.
- (k) Whether it is prepared to furnish such reports, returns and other Information as the Board may require.
- (l) Whether provision has been made for a suitable Library.
- (m) Whether, when affiliation/ recognition is sought in any branch of experimental science, that arrangements have been made for imparting instructions in that branch of science in a properly equipped laboratory or museum.
- (n) Whether the institution seeking recognition in any course of instruction in experimental science satisfies the following conditions.: -
- i/- For every 20 students in the S.S.E. and 15 in the Hr. Sec. Exam Part-I and Part-II performing practical work at one and at the same time in a science subject a Demonstrator is provided;
- ii/- Separate laboratories are provided in each branch of science and that each of them is suitably equipped.
- iii/- Sufficient and suitable apparatus and materials are provided for carrying out of experimental work.
- (o) Whether the Institution shall observe the rules laid down by the Board regarding the admission of students of affiliated Institutions and the residence and discipline of students in affiliated Institutions.
- (p) Whether the Institutions shall annually report to the Secretary the arrangements made for instruction in the various courses of study in respect of which it has been affiliated / recognised.
- (q) Whether the Institution

shall from time to time, as required by the Regulation, furnish to the Secretary returns in the form prescribed

for such returns and shall maintain the registers prescribed for affiliated / recognised Institutions.

(r) Whether all changes in the management and staff of the Institution shall be communicated to the Secretary within a month, along with the details of arrangements made and qualifications of persons appointed.

(s) Whether the qualifications of teachers in the Institutions are those provided under the Board Regulation.

(t) Whether the appointment of staff of the college / Institution is

made on contract bases, which embody the following points, besides such other points as each Individual Institution may think fit to include in its own form of agreement.

i/- Salary and grade shall be definitely stated;

ii/- the age of superannuation shall be stated in the agreement, and in the case of institutions other than those maintained by the Government, it shall not be less than 58 years;

iii/- Subscription to the contributory provident fund which should be at least 8.33% of the salary from the Management and as much from the teacher;

iv/- Probationary period is not less than two years and not exceeding three years;

v/- Whole time services of the members of the staff shall be at the disposal of the institution except when special permission is obtained for activities unconnected with the school.

vi/- The grounds on which services can be terminated shall only be the following: -

1. Wilful neglect of duty;
2. Misconduct, including disobedience to the orders of the Head of the institution.
3. Breach of the terms of the contract;
4. Physical or mental unfitness;
5. Incompetence:
provided that
the plea of
incompetence
shall not be
used against
the members
of the staff
concerned
after he has
put in five

years service after confirmation,

6. Abolition of the Post;

vii/- There shall be three months notice on either side for terminating the contract or in lieu of such notice, a payment of thrice the monthly salary then being earned by the teacher except when termination of service takes place under sub-clause 1, 2, or 3, of clause vi above.

viii/- Provision of a Tribunal consisting of the Chairman of the Board, a judicial officer not below the rank of a District judge nominated by the Government and a person (not connected with the Institution concerned) nominated by the Chairman from the Board, shall be made to settle disputes arising in connection with termination of services under sub-clause 6 above. The Tribunal shall have power to enquire into facts. The decision of the tribunal shall be final and binding on both the parties and no suit shall lie in any civil court in respect of the matters decided by the Tribunal.

(u) Whether no whole time teacher is appointed in the Institution on a salary of less than Rs.1250/- per month.

(v) Whether the maximum number of students in a class or section does not exceed 15 for purposes of instruction/ lectures in the class room.

(w) Whether the institution shall place its play grounds, gymnasias, swimming pools, buildings, halls, hostels, libraries, Laboratories, furniture, equipments, staff, etc. at the disposal of the Board for holding refresher courses, conducting examination, imparting academic and physical instructions, arranging tournaments and staging co-curricular activities, or for any other purpose, connected with or incidental to the discharging of its duties and obligations by the Board; besides the activities mentioned above.

(x) Whether fee for recognition / affiliation has been paid, if so mention the Board Receipt / Voucher No _____(one copy of the receipt should be attached.

(Note :- No application for recognition / affiliation can be considered unless fee as mentioned below is paid)

INSPECTION FEE FOR RECOGNITION OF THE INSTITUTIONS:

I.	Ist Inspection	Hr. Sec. Schools		High Schools		Primary Schools	
		Govt.	Pvt.	Govt.	Pvt.	Govt.	Pvt.
	Rate of fee	Rs.1200/- -	Rs.1800/-	Rs.800/-	Rs.1500/-	Rs.600/-	Rs.1000/-
II	Recognition in New subject/ Stream.						
	Rate of fee	Rs.1200/- -	Rs.1800/-	--	--	--	--
III	Recognition in New subjects						
	Rate of Fee	Rs.1200/- -	Rs.1800/-	Rs.900/-	Rs.1200/-	--	--
IV	Periodical Inspection						
	Rate of Fee.	Rs.1200/-	Rs.1800/-	Rs.900/-	Rs.1100/-	Rs.900/-	Rs.1000/-
V.	Inspection of Science Lab. Pract.						
	Rate of Fee.	Rs.1200/-	Rs.1800/-	Rs.800/-	Rs.1000/-	---	---
VI.	Inspection of Hostels						
a). First inspection							
	Rate of fee	Rs.1200/-	Rs.1800/-				
b). Periodical inspection							
	Rate of Fee	Rs.1200/-	Rs.1000/-				

(y) Whether the text books prescribed by the board for various classes (Ist to 12th) have been adopted by the institution.

(z) 1. Whether it shall keep open to inspection by such person or persons as the Board may depute for this purpose.

2. Whether the Middle and Primary Sections of the

School continue to be recognised by the Government (Education Department) and that permission has been granted by the Government for opening new class/ classes. If so, furnish a copy of the Government Order/ sanction.

3. Whether the Rules and Regulations issued by the Education Department of the state, so far as they are not inconsistent with the provisions of the Act and the Regulations of the Board are duly followed.
4. Whether it does not prepare and send up candidates for a rival examination of any other Board, University or Examining Body when an examination of the Same nature and similar standard is held by the Board;
5. Whether it has provided accommodation at the rate of nine square feet of floor for each student in a class room;
6. Whether it has limited the admission into any class or section of a class for which there is accommodation in the class room, subject to a maximum of 45 students in each class or section of class.
7. Whether it has provided workshops for vocational and technical education
8. Whether the strength of the staff of the institution in accordance with the staff category (according to its roll) to which it belongs.
Schools with roll of 500 and above ó Category A
Schools with roll of 300 to 499 ó Category B
Schools with roll of 150 to 299 --- Category C
Schools with roll of below 150 --- Category D
9. Besides submitting replies to the above questionnaire the institution concerned shall be required to enclose the following statements.
 1. No of students on roll in the class as under: -
 - a) Total No.
 - b) Enrolment Class-wise

c) Enrolment
Section-

wise of each class
d) Enrolment subject- wise.

2. A copy of the timetable.
3. Staff statement showing the qualification mentioning the subjects taken and divisions secured in all the University/Board examinations passed, pay, grade and Teaching work entrusted.
4. No. of books in the library (subject-wise)
5. A list of equipment and furniture
6. A list of Science apparatus and equipment subject-wise including Geography and Music
7. A plan of the school building and laboratories
8. Financial statement in case of private institution (A copy of the bank balance in the name of institution or the management duly attested by the Manager of the Bank be attached).
9. Causes of delay, if any, in submission of the case.

Note: - No application for recognition / affiliation can be considered unless it is submitted through the Director of Education

**Signature of the head of the Institution
(Designation Stamp to be affixed)**

No.
Date

Forwarded and recommended
Signature of the Director of Education
(with Designation Stamp)

THE JAMMU AND KASHMIR STATE BOARD OF SCHOOL EDUCATION

APPENDIX _ _ _ _ 5

(Ref. 20 Ch. VIII)

INSTRUCTIONS FOR INSPECTORS

1. Inspectors shall, after writing their report on the basis of the questionnaire enclosed, make brief, clear cut and precise recommendations as to what action should be taken by the Board and what requirements are to be met by the school/ institution inspected and within what period.
2. Inspectors shall make it clear whether the recognition (if recommended) should be given temporarily, if so, for how long; or on a permanent basis. Period of recognition should also be recorded in the inspection report.
3. The subject or subjects in which recognition is recommended should be mentioned.
4. The inspector or inspectors shall fix the date for inspection of the Institution well in advance so that an intimation to the institution is given at least two weeks earlier than the date fixed for the inspection.
5. The inspection of the institution concerned shall be conducted by the inspector or inspectors within two months from the date of intimation of appointment.
6. The inspector/s shall specifically state whether the list of books prescribed by the Board have been adopted by the institution. If not, the reasons there for together with a list of books, other than those prescribed by the Board, should be furnished with the inspection report.
7. The inspector or inspectors shall report whether the teaching staff of the institution inspected is sufficient in number and adequately qualified in the subjects they teach. The minimum qualifications of teachers (subjectwise) prescribed by the Board are given as under: -

<u>Class</u>	<u>Subject</u>	<u>Minimum Qualification.</u>
Secondary School (10 th Class)	English	B.A, B.Ed;
	Mathematics	B.A. with Maths as one of the subjects in the Degree Class.
	Social Science	B.A. with History or Geography as one of the subjects.
	Classical/Modern Indian Language.	B.A with Language concerned as an elective subject; OR Honours in the subject plus Matriculation; OR High proficiency in the subject plus Matriculation.
	Drawing and Design or Arts and Design.	Matriculation with a Diploma or a Certificate of a Technical Institution

recognised by a University or Government or a Board of Tech. Education and that the course leading to the Diploma or the Certificate having a study of drawing included in it as main topic.

Science
Physics)
Chemistry
Life science

B.Sc. (with Physics and
Chemistry/Biology) as the case may
be

A Craft other than
Gardening.

Diploma or a Certificate of a
recognised Technical Institution
(with a practical training course of
one year in the relevant Craft)

Music.

One of the following
Diplomas, preferably with Matricula-tion: -
a) Sangeet Visharad of Bhatkanda
University, Lucknow
b) Sangeet Visharad of Gundharve
Mahavidyalaya Bombay
c) Sangeet Prabhakara of Prayag
Sangeet samati, Allahabad
d) Final Examination in Music of Snaker
Gandherva Vidyalaya, Gawalior.

Higher Secondary
Examination
and Part-II

1. Arts)
2. Science)
3. Social
Science)
4. Commerce)
5. Stenography:

Masterø Degree in the subject
concerned of an Indian University or Part-I
a Degree of a Foreign University
recognised as equivalent thereto.

Bachelorø Degree of an Indian University
and Diploma in Stenography.

Note : - Notwithstanding the above requirement about qualifications of teachers, an institution of Category -Dø shall have three trained Graduates on its teaching staff; provided that an Institution of -Aø -Bø or -Cø shall have one additional trained Graduates on its teaching staff for every group of forty five students on its rolls. Further, such institutions as undertake the teaching of Science subjects, shall provide one science Teacher for every group of forty-five science students.

8. As prescribed under the Board Regulation the categorization of the Educational Institution in the State is an under : -

- a) Schools with a roll of 500 students and above. ---Category A
- b) Schools with a roll of 300 to 499 students. ---Category B

- c) Schools with a roll of 150 to 299 students. ---Category C
d) Schools with a roll of below 150 students. ---Category D
9. An Educational Institution applying for recognition in any experimental science subject shall, as provided in the Board Regulations, be required to fulfil the following conditions: -
- i/- That the number of students assigned to a single teacher in practical work of a subject at one time does not exceed 20 in the S.S.E and 15 in the Hr. Sec. Exam. Part-I and Part ó II
 - ii/- That suitable laboratories in each branch of experimental science are provided and each of them is adequately equipped.
 - iii/- That workshops etc., are provided wherever vocational and technical education is given
10. The Inspector shall report whether the Institution has provided accommodation at the rate of 9 sq. feet of floor space for each student in the class room and that suitable arrangements have been made for health and recreation of its students which will include the following?
11. In addition to the T.A and D.A. and conveyance as under rules, remuneration at the rate of Rs. 75/- shall be paid to each inspector appointed to conduct inspection of an Institution :-

CHAPTER-XXIV

EMPLOYEES BENEVOLENT FUND

1. Title:- These rules shall be called J&K State Board of School Education Benevolent Fund Scheme ó 1997.

2. Patron:- The chairman Board of School Education will be the patron of the fund.

3. Member of the Fund:- Any official serving in the Board or is on deputation is eligible for membership of the fund. Persons seeking membership of the fund shall fill in the prescribed application form before they are enrolled as members of the fund. The membership of the fund shall commence after subscription by any member for a continuous period of six months and shall continue till he subscribes to it. Any person who donates a sum of Rs 300/= or more shall be enrolled as a life member of the fund.

4. Object:- The object of creating a Benevolent Fund in the board is to render assistance to the staff members in times of need and distress. The scheme will provide an opportunity of self help to the employees by making voluntary contribution to the fund. The relief under the scheme will be given on consideration of each individual case on merits.

5. Administration:- The affairs of the fund shall be administered by a governing body which shall consist of the following office bearers:-

1. President
2. Secretary
3. Treasurer and members representing each category of employees.

6. President:- The Chairmen of the Board shall be ex-officio president of the governing body.

7. Secretary:- The Secretary of the Board shall be the ex-officio Secretary of this body.

8. Treasurer:- The Chief Accounts Officer of the Board shall be the treasurer and auditor of the fund.

9. Member of the Governing Body:- Following shall be the members of the governing body.

- i. One member from officerø cadre.

ii. One member from Ministerial staff (upto S. Oø level)

iii. One member from technical staff i.e Drivers, Electricians conductors and Dak Runners etc.

iv. One member from class-IV employees i.e orderlies, jamadars, Sweepers and Security staff etc.

10. The first batch of members as mentioned above shall be nominated by the president for a period of one year from the date of inauguration of the fund and thereafter they shall be elected from the members of the respective categories working in the Board. The procedure of the elections may be such as the president may from time to time prescribe.

In case where adequate numbers of nominations are not forthcoming from the respective categories of the staff members in the board office, the president may fill up the vacancies by nomination. A member so nominated shall be deemed to be an elected representative for the purpose of this rule. An elected member of the body shall hold office for two years unless he/she is removed by the president or demits office. A member who demits office shall be eligible for re-election any time but the one removed by the president shall be ineligible for re-election for a period of two years unless the president permits him/her to stand for re-election early. In case a vacancy arising in the governing body in place of an elected representative is not likely to exceed a period of 6 months, the president may fill the vacancy by co-option of a representative of similar category, if that course is considered appropriate. In other cases such a vacancy shall invariable be filled up through by election. The by-election shall be from amongst the members of the fund belonging to the category to which the vacancy pertains. A co-opted member or the one elected in a by-election shall hold office for the residual term.

11). Functions:- the functions of the governing body shall be to enlist members, collect subscription and donations, maintain accounts and to administer the fund in conformity with the rules and also under the directions of the board. The governing body may add, delete alter or amend rules as may be felt expedient with the approval of the Board.

12). Powers:- the governing body shall have full powers to provide loan/relief upto Rs.5000/- in case involving death or dire distress in the following manner:-

i. Upto Rs. 5000/- in lump according to the merit of each case and

ii. Upto Rs. 100/- per month for a period not exceeding 18 months on the merit of each case.

In other cases where financial assistance of more than Rs. 5000/= is required, the approval of the board would be necessary.

Assistance under this scheme shall be given in conformity with the objects of the fund and the general directions issued by the governing body from time to time with a view to provide incentive for membership of the fund. Benefit under this scheme shall be restricted to only those, who have been members of the fund for atleast a year and to those who are life members subject to monetary limits and other conditions prescribed by the governing body from time to time. The governing body shall be fully and finally competent to incur expenditure on approved schemes upto the extent of unspent balance.

13). Meetings:- the governing body shall meet any time when necessary.

14). Quorum:- The president, Secretary and three other members of the governing body will form the quorum for its meetings. The body may act notwithstanding vacancies in the body remaining unfilled. The governing body shall take decisions by the majority of the members present and the president shall have only a casting vote in case of equality of votes.

The President may also appoint a sub-committee for the administration and execution of the objects of the fund.

15). Functions of secretary:- The secretary shall exercise all such powers and do all such acts as may be required for the proper conduct of the ordinary current administrative business of the fund under the directions of the governing body/president without prejudice to the generality of the above and he/she shall:-

- a. be responsible to the governing body for the discharge of all his/her duties to be performed by him/her.
- b. arrange for the meetings of the governing body and bring to its notice all matters requiring consideration.
- c. conduct correspondence on behalf of the governing body;
- d. receive all appeals for grants from members;
- e. record minutes of the meetings of the governing body;
- f. operate the current account, saving Bank Account and the term deposit accounts in the name of the fund jointly with any one of the office bearers authorised in this behalf vide rule (20).
- g. draft the annual report of the fund

16. Functions of treasurer:-

- a. The treasurers shall be responsible to governing body for the proper conduct of all matters relating to the finance of the fund.
- b. He/she shall be responsible for the proper maintenance of the account of amounts received, payments made and supply of relevant information relating to the fund.
- c. He shall remit promptly into the bank all moneys received on behalf of the fund unless otherwise directed by the governing body/ president.
- d. He/ she shall operate the current account, saving bank account and term deposit accounts in the name of the fund, jointly with anyone of the office bearers authorised in this behalf vide rule (20)
- e. He /she shall bring to the notice of the governing body / president immediately all matters relating to the finances of the fund that require attention and particularly any irregularity noticed by him /her.

17. President of the Meeting:- The president or in his/her absence the Secretary or in the absence of both of them any other member of the governing body authorised in this behalf by the president shall preside over the meetings and shall exercise a casting vote in the case of equality of votes.

18. Final Authority:- The board will be the final authority of the fund and all actions taken by the governing body will be reported to the Board. The decision of the board on all matters referred to it shall be final.

19. Finance:- The fund will be financed by subscriptions and donations from its members or from voluntary donations from the retired employees of the board or from grant-in-aid if any sanctioned by the government or any other body.

20. Subscription:- The subscription from the members shall be deducted from the salaries of the subscribers from their salary bills every month at the rates specified below. The deductions so made shall be credited to the account of the fund in the bank:-

- i. Class IV employee Rs. 10/= P.M.
- ii. Ministerial Employees (upto S.O&S level) Rs. 20/= -do-
- iii. Assistant secretary and above Rs. 30/= -do-

All moneys received from the employees shall be kept in the name of J&K State Board of School Education Benevolent Fund in the saving bank account with J&K Bank Ltd. Extension Counter Rajpora Road Board Complex Jammu.

Disbursements from these funds shall be made in accordance with the rules of the fund and the directions of the governing body. The accounts of this fund including

deposit account opened in terms of rule (25) shall be operated jointly by any two of the following office bearers of the fund.

1. President
2. Secretary
3. Treasurer

21. Monthly Account:- The monthly accounts of the fund shall be maintained by the treasurer who shall place them before the governing body of the fund for consideration at its next meeting. Annual accounts of the fund should be made upto 31st March each year. The president of the governing body shall get the annual accounts audited by Assistant Secretary / Deputy Secretary (Audit) under the supervision of Chief Accounts Officer. The report of the auditor and the annual accounts of the fund should be considered by the governing body before 31st May each year and the audited accounts submitted to the Board at its next meeting.

22. Voting:- All matters shall be decided by a majority of votes of the members present at voting. In case of an equality of votes the presiding officers shall have a casting vote.

23. Investments:- Any moneys not required for the immediate use of the fund, may be lodged in fixed deposit account /call deposit /short term deposit /cash certificates of the J&K Bank limited located in board complex .

24. Property of the Fund:- All property acquired by the fund and all money or income accruing to the fund shall be held in trust by the governing body for the general purposes of the fund.

25. Instructions:- The governing body may issue directions from time to time subject to the general directives if any, issued by the board for the day to-day working of the fund.