

MAHARASHTRA STATE  
BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION  
PUNE 411 010



THE  
MAHARASHTRA  
SECONDARY AND HIGHER SECONDARY  
EDUCATION BOARDS REGULATIONS, 1977

(as amended up to 31st October 1990)

*Regulations made by the*  
MAHARASHTRA STATE  
BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION  
PUNE

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# INDEX

## PART I

<b>Reg. No.</b>	<b>Subject</b>	<b>Page</b>
1	Short Title, Commencement and Application	6
2	Definitions	7
3	Meetings of the Boards	8
4	Other Powers and Duties of the Chairman	9
5	Other Powers and Duties of a Divisional Chairman	10
6	Other Powers and Duties of the Secretary	11
7	Other Powers and Duties of a Divisional Secretary	13
8	Committees of the State Board and Divisional Boards	16
9	Executive Council	17
10	Academic Council	21
11	Finance Committee	23
12	Examinations Committee	23
13	Boards of Studies	25
14	Standing Committee	27
15	Examination Committee	29
16	Travelling and other allowances admissible to the Members of the State Board and Divisional Boards and their Committees	31
17	Procedures for sanction of Text-books	34
18	Categories and Duties of Staff of the State Board	38
19	Staff Selection Committee	57
20	Service Conditions of staff of the State Board	58
21	Disciplinary action against Staff of the State Board	61
22	Board's Provident Fund	63

<b>Reg No.</b>	<b>Subject</b>	<b>Page</b>
23	Pension Fund	66
24	Provident Fund for Board Servants appointed to Temporary posts	67
25	Board General Provident Fund for those Board Employees who have opted for Pension Scheme	68
26	Preparation of Annual Budget Estimates	68
27	Annual Accounts	69
	FORM—I	70
	FORM—II	71
	FORM—III	72
	FORM—IV	76
<b>PART II</b>		
28	Procedure for Recognition of Institutions by Divisional Boards	78
29	Schools eligible to send up candidates for Examinations	84
30	Syllabi	85
31	Qualifications of paper-setters, translators, chairmen of panels of paper-setters, moderators, senior examiners and examiners	85
32	Disqualifications of paper-setters, translators, chairmen of the panel of paper-setters moderators and examiners.	87
33	Appointment of paper-setters, translators, moderators, examiners	88
34	Withholding of or reduction in the remuneration payable to paper-setters, moderators, translators, examiners.	89
35	Examinations	89
36	Centers and dates of Examination	89
37	Mode of Examination	90
38	Subjects of Examination	90
39	Medium of Examination	91
40	Syllabi in subjects of Examination	91
41	Eligibility of Regular Candidates	91

Reg. No.	Subject	Page
42	Eligibility of Private Candidates	94
43	Eligibility of Ex-students	97
44	Cancellation of admission to the Examination	98
45	Permission to reappear at the Examination	98
46	Application for the Examination	100
47	Examination Fee	102
48	Refund of Examination Fee	103
49	Admission to the Examination Hall	104
50	Arrangements for the conduct of the examination	105
51	Assessment of Practical Work	105
52	Standard for passing in a subject	106
53	Standard for obtaining the Secondary School Certificate	109
54	Exemption	110
55	Publication of results	110
56	Supply of Marks	111
57	Verification of marks obtained by a candidate in a subject	112
58	Grades of Certificate	112
59	Award of Certificates	113
60	Migration Certificate	113
61	Supply of a copy of the Certificate	114
62	Award of Prizes and Scholarships	114
63	Copyright of Question Papers	114
64	Provisional Certificate	114
65	The scale of remuneration and travelling allowance to examiners etc.	115
	FORM—I	125
	FORM—II	128
	APPENDIX—I	129
	APPENDIX—II	138

<b>Reg. No.</b>	<b>Subject</b>	<b>Page</b>
	<b>APPENDIX—III</b>	<b>143</b>
	FROM—I Medical Certificate for Blind Candidate	152
	FORM—II Medical Certificate for Deaf Candidate	153
	FORM—III Medical Certificate in respect of on Orthopaedically (Physically) Handicapped or Spastic Candidate	154
	<b>PART III</b>	
66	Procedure for Recognition of junior colleges	156
67	Conditions of Recognition	157
68	Power to Grant and to Refuse Recognition	158
69	Recognitions : Withdrawal of...	159
70	Appeal	160
71	Channel of correspondence	160
72	Eligibility to present candidates at the Higher Secondary Certificate Examination	160
73	Supply of Information and Report; Syllabus, Results etc.	161
74	Syllabus	161
75	Qualifications of paper-setters, translators, moderators, senior examiners and examiners	162
76	Disqualifications of paper-setters, translators, chairman of the panel of paper-setters, moderators and examiners	164
77	Appointment of paper-setters, translators, moderators and examiners	164
78	Withholding of or reduction in the remuneration payable to paper-setters, moderators, translators and examiners	165
79	Eligibility for admission to junior colleges	166
80	Eligibility Certificate	168
81	Migration Certificate for Admission	168
82	Examinations	168
83	Centres and Dates of Examination	168
84	Mode of Examination	169
85	Subjects of Examination	169
86	Medium of Examination	169

<b>Reg. No.</b>	<b>Subject</b>	<b>Page</b>
87	Syllabi in subjects of examination	170
88	Eligibility of Regular Candidates	170
89	Eligibility of Private Candidates	172
90	Eligibility of Repeater Candidates	174
91	Cancellation of admission to the Examination	175
92	Permission to Re-appear at the Examination	176
93	Application for the Examination	177
94	Examination and other Fees	179
95	Refund of Examination Fees	180
96	Admission to the Examination Hall	181
97	Arrangements for the Conduct of the Examination	182
98	Assessment of Practical Work	182
99	Standard for passing in a subject	183
100	Standard for obtaining the Higher Secondary Certificate	184
101	Exemption	184
102	Publication of Results	184
103	Supply of marks	185
104	Verification of marks obtained by a candidate in a subject	186
105	Grades of Certificate	187
106	Award of Certificates	187
107	Migration Certificate	188
108	Supply of a copy of the Certificate	188
109	Award of Prizes and Scholarships	188
110	Copy-right of question papers	189
111	Provisional Certificate	189
112	The scale of remuneration and travelling allowance to examiners etc.	190
	APPENDIX—I	202
	APPENDIX—II	205
	APPENDIX—III	206
	APPENDIX—IV	214
	Scheme of Examination of H. S. C. ( Vocational Courses )	215

# REGULATIONS

EDUCATION & YOUTH SERVICES DEPARTMENT

Mantralaya Annexe, Bombay.

Dated the 11th July, 1977

## MAHARASHTRA SECONDARY & HIGHER SECONDARY EDUCATION BOARDS ACT, 1965

No. SSC 1377/1708/XX-XXI-In exercise of the powers conferred by Sub-Section (3) of Section 36 of the Maharashtra Secondary and Higher Secondary Education Boards Act, 1965 (MAHXXLI of 1965), the Government of Maharashtra hereby sanctions the accompanying Maharashtra Secondary and Higher Secondary Education Boards Regulations 1977, in supersession of the Maharashtra Secondary Education Boards (Revised Course) Regulations 1974, and the Maharashtra Secondary Education Boards Regulations (Part II), 1976 -

### 1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- (1) These Regulations may be called the Maharashtra Secondary and Higher Secondary Education Boards Regulations, 1977.
- (2) These Regulations shall be deemed to have come into force on the 15th day of June, 1977.
- (3) These Regulations shall apply to the Secondary School Certificate examination under 10 years Education Pattern and to the Higher Secondary Certificate examination to be held in October 1977 and thereafter under the 10 + 2 stage of education.
- (4) These Regulations shall consist of three parts namely :
  - Part I : Regulations common to the Secondary School Certificate and Higher Secondary Certificate examinations.
  - Part II : Regulations pertaining to the Secondary School Certificate examination
  - Part III : Regulations pertaining to the Higher Secondary Certificate examination



# PART - I

## GENERAL

### 2. DEFINITIONS

In these Regulations unless the context otherwise requires :-

- ( a ) "Act" means the Maharashtra Secondary and Higher Secondary Education Boards Act, 1965;
- ( b ) "Chairman" means the Chairman of the Maharashtra State Board of Secondary and Higher Secondary Education;
- ( c ) "College" means a college conducted by or affiliated to a University established by law in the State of Maharashtra;
- ( d ) "Committee", means a Committee or a Council or a Board of Studies or such other body as may be appointed by a Board under Section 23 of the Act;
- ( e ) "Deputy Director" means the Deputy Director in the Directorate of Education or in the Directorate of Technical Education or of the Region, as the case may be;
- ( f ) "Director" means the Director of Education, or the Director of Higher Education, or the Director of Technical Education, or the Director of Agriculture, or the Director of Art, as the case may be;
- ( g ) "Divisional Chairman" means the Chairman of a Divisional Board;
- ( h ) "Divisional Secretary" means the Secretary of a Divisional Board;
- ( i ) "Education Officer" means the Education Officer of a Zilla Parishad or the Educational Inspector, Greater Bombay, the Inspectress of Girls' Schools or any other Officer who is entrusted with duties similar to those of the Education Officer by a competent authority, as the case may be;
- ( j ) "High School" means an institution which provides courses in general education leading to the Secondary School Certificate Examination .

- ( k ) “Higher Secondary Certificate Examination” means a Common Public Examination conducted by the Divisional Board on behalf of the State Board, at the end of the Higher Secondary Education course i.e. at the end of Second Year of the Junior College throughout the State;
- ( l ) “Management” means an Association, Body or a person having a general and financial control over a secondary school or junior college. In the case of a Government Institution, it means the Government Department concerned and in the case of secondary schools or junior colleges managed by local bodies, Zilla Parishad, a Municipal Council, a Municipal Corporation or a Cantonment Board having general and financial control over secondary school(s) or junior college(s);
- ( m ) “Principal” means the head of a junior college and by whatever other name or style designated ;
- ( n ) “Region” means educational region recognised as such by the Department for the purpose of administration Pertaining to education in the State; and for which a Deputy Director has been appointed by the State Government;
- ( o ) “Relative” means the applicant’s wife, husband, son, daughter, brother and sister ( including step-son, step-daughter, step-brother and step-sister );
- ( p ) “ Secondary school year or Junior college year ” means the academic year commencing from June or July and ending by May or June every year as the case may be;
- ( q ) “ Secretary ” means the Secretary, Maharashtra State Board of Secondary and Higher Secondary Education.

### 3. MEETINGS OF THE BOARDS

- ( 1 ) Subject to the provisions of section 16 of the Act, the State Board and each Divisional Board shall meet on such date or dates as the Chairman or the Divisional Chairman concerned, may decide.
- ( 2 ) ( i ) The meetings of the State Board may be held anywhere in the State of Maharashtra as the State Board may decide;
- ( ii ) The meetings of a Divisional Board may be held anywhere within its respective Division.
- ( 3 ) The mode of calling the meetings of the State Board and of each of the Divisional Boards and the procedure to be followed at the meetings shall be in accordance with the bye-laws framed by the State Board under section 38 of the Act.

#### 4. OTHER POWERS AND DUTIES OF THE CHAIRMAN

Subject to the provisions of the Act and the Regulations, the Chairman shall also perform the following duties and exercise the following powers namely :

( 1 ) It shall be the duty of the Chairman :—

- ( i ) to convene all meetings of the State Board and its Committees;
- ( ii ) to preside at all meetings of the State Board and its Committees, except the Boards of Studies;
- ( iii ) to attend and to participate suo-motu in any meeting of a committee or sub-committee of the State Board or the Divisional Boards,

( 2 ) The Chairman shall have power :—

- ( i ) to convene an emergency meeting of the State Board or of any of its Committees, at any time, if he considers such a meeting necessary;
- ( ii ) to sanction for payment, travelling allowance bills of the members of the State Board and its Committees and the Gazetted Officers in the State Board's Office;
- ( iii ) subject to the budget provisions sanctioned under section (31) of the Act, to sanction the purchase or hire of stores, forms, stationery, furniture or other equipment required for office of the State Board, or to enter into a contract for the purposes of the Act and the Regulations, if the cost of each purchase or hire or the expenditure involved in a contract exceeds Rs. 200/— but does not exceed Rs. 2000/-—;
- ( iv ) to write off irrecoverable sums due in respect of stores, priced publications and unserviceable articles of dead stock etc; provided that the amount of dues in each such case does not exceed Rs. 500/—;
- ( v ) ( a ) to grant leave, other than special disability leave to the Divisional Chairmen, Secretary, Divisional Secretaries, and Joint and Assistant Secretaries of the State Board;
- ( b ) to grant all kinds of leave other than casual leave to non-gazetted officers and staff working in the State Board's office and to non-gazetted officers and servants working in the office of any Divisional Board when such leave exceeds four months.
- ( vi ) to appoint, promote, transfer, censure, fine or reduce any employee of the State Board or withhold for a specified period an increment in salary due to him, and in case of gross negligence, misconduct or inefficiency, to h

or order the holding by a competent officer of an inquiry against any employee of the State Board and to retire, remove or dismiss him from service, subject to the provisions of Regulations 19, 20 & 21;

- (vii) to give effect to the decisions of the Executive Council and to exercise general control over the affairs of the State Board and the Divisional Boards. He shall be responsible for the discipline of the State Board in accordance with the Act and Regulations;
- (viii) ( a ) to call for reports, returns and other information from the Director and other officers of the Department as per needs of the Board;
- ( b ) to call for reports, returns and other information from the Divisional Chairmen, Divisional Secretaries and secondary schools or junior colleges as per needs of the Board.
- ( ix ) to arrange for and direct the inspection of and exercise general supervision and control over the working of the Divisional Boards and periodic inspection of the accounts thereof and issue instructions for maintenance of their efficiency and proper observance of the Act, Regulations, and Bye-laws, and each Divisional Chairman shall comply with such instructions and in case of disregard of such instructions, to recommend to the Executive Council such other steps as he deems proper;
- ( x ) to visit, inspect secondary schools and junior colleges whenever necessary.

## 5. OTHER POWERS AND DUTIES OF A DIVISIONAL CHAIRMAN

Subject to the provisions of the Act and the Regulations, and overall control of the Chairman, each Divisional Chairman shall also perform the following duties and exercise the following powers, in so far as matters relating to his Divisional Board are concerned :—

- ( 1 ) It shall be the duty of each Divisional Chairman :—
  - ( i ) to convene all meetings of the Divisional Board and its Committees;
  - ( ii ) to preside at all meetings of the Divisional Board and its committees;
  - ( iii ) to make, in consultation with the Standing Committee and the Examination Committee, all arrangements for the conduct of the examinations to be held by the Divisional Board;
  - ( iv ) to exercise general control over the affairs of and be responsible for the discipline of the Divisional Board in accordance with the Act and the Regulations;
  - ( v ) ( a ) to call for reports, returns and other information from the Regional Deputy Director and Education officers as per needs of the Board;

( b ) to call for reports, returns and other information from the heads of secondary schools or junior colleges as per needs of the Board.

( 2 ) Each Divisional Chairman shall have power :—

- ( i ) to convene an emergency meeting of the Divisional Board or of any of its committees at any time if he considers such a meeting necessary;
- ( ii ) to sanction for payment, travelling allowance bills of the members of the Divisional Board and its Committees and of the Gazetted Officers in the Divisional Board's office, for journeys undertaken by them in connection with the work of the Divisional Board;
- (iii) subject to the budget provisions sanctioned under Section 31 of the Act, to sanction the purchase or hire of stores, forms, stationery, furniture or other equipment required by the Divisional Board or to enter into a contract for the purposes of the Act and the Regulations if the cost of each purchase or hire or the expenditure involved in a contract exceeds Rs. 500/- but does not exceed Rs. 1000/-
- ( iv ) ( a ) to grant all kinds of leave including special disability leave upto 4 months but excluding casual leave and make temporary officiating arrangements in leave vacancies of employees other than Class IV servants of the State Board posted to the Divisional Board's Office;
- ( b ) to grant casual leave to Gazetted Officers in the Divisional Board's office;
- ( v ) to decide doubtful cases of admission of candidates to the examinations submitted by the Divisional secretary;
- ( vi ) to write off irrecoverable sums due to the Divisional Board, in respect of stores, priced publications, statement of marks and unserviceable articles of dead-stock, if the amount of such dues in each case does not exceed Rs. 300/—

*Note*—Action taken by the Divisional Chairman under sub-clause (iv) or ( vi ) above shall be reported to the Chairman.

(vii) to visit, inspect secondary schools or junior colleges whenever necessary.

## OTHER POWERS AND DUTIES OF THE SECRETARY

Subject to the provisions of the Act, Regulations and Bye-laws and overall control of the Chairman, the Secretary shall also perform the following duties and exercise the

following powers :

( 1 ) It shall be the duty of the Secretary :—

- ( i ) to issue notices convening meetings of the State Board and its Committees as directed by the Chairman and to keep accurate and clear minutes and reports of all such meetings;
- ( ii ) to act as Secretary of all the Committees of the State Board ( except the Boards of Studies ) and to attend and participate in the discussions at the meetings of such Committees and supply such information and answer such questions as may be called for or put at such meetings;
- ( iii ) to be the custodian of the common seal, buildings, records, library and such other properties, movable and immovable, vesting in, held by or under the control of the State Board and to arrange for the maintenance of a proper inventory and ensure proper care and upkeep of the same;
- ( iv ) to report to the Examiner, Local Fund Accounts, Maharashtra State, Bombay, every case of loss of the State Board's property of a value exceeding Rs. 200/-;
- ( v ) to conduct all correspondence of the State Board under the authority of the Chairman;
- ( vi ) to take action on the minutes and reports of the State Board and its Committees, whenever necessary, subject to any directions given by the Chairman;
- ( vii ) to function as Treasurer of the State Board and to receive all fees and other dues payable to the State Board and all sums intended for the State Board and to credit all such moneys, without delay, to the State Board's appropriate account in the Bank and to keep proper accounts of all sums received by him in his capacity as Secretary and of expenditure of all moneys of the State Board for which such moneys have been granted or allotted;
- ( viii ) to arrange for the preparation and submission of the annual, revised or supplementary budget estimates of income and expenditure of the State Board, and the annual accounts of receipts and expenditure of the State Board, in accordance with the provisions of the Act and the Regulations;
- ( ix ) to arrange for the preparation, printing and publication of the annual report of the State Board;
- ( x ) to supervise the State Board's library and forward it advised by the Chairman to Conveners of Boards of Studies, books received from the Divisional Boards or the Department or from the authors or publishers and at the request of the Conveners, circulate the same among the members of the Boards of Studies;
- ( xi ) to issue prospectuses or circulars, notices, etc. relating to curriculum and text-books prescribed or sanctioned for the examinations held under the authority of the State Board.

7.2) The Secretary shall have power—

- ( i ) to sign pay bills of the employees of the State Board, working in his office and to pass for payment all travelling allowance bills, other than those of the members of the State Board and its committees and the Gazetted officers of the State Board working in the State Board's office;
- ( ii ) ( a ) to grant casual leave to Board's employees in category ' A ' and ' B ' in the State Board;
- ( b ) to grant leave other than special disability leave to the Class IV servants of the State Board working in his office and to appoint substitutes in their places;
- ( iii ) subject to the budget provisions sanctioned under Section 31 of the Act, to sanction the purchase or hire of stores, forms, stationery, furniture and other equipment required for the State Board's office or to enter into a contract for the purpose of the Act, if the cost of each such purchase or hire or the expenditure involved in a contract does not exceed Rs. 500/- ;
- ( iv ) to supply, on request, free of charge, priced publications of the State Board for official use, to Government and Semi-Government bodies and to Universities or educational or public bodies and to eminent visitors to the State Board's office;
- ( v ) to supervise, control and co-ordinate the work of his subordinate officers and staff in the State Board's office;
- ( vi ) to determine and assign the duties to be performed and powers to be exercised by the Joint Secretary and the Assistant Secretary in the State Board's office, under general or special orders of the Chairman.

## 7. OTHER POWERS AND DUTIES OF A DIVISIONAL SECRETARY

Subject to the provisions of the Act, Regulations and Bye-laws and overall control of the respective Divisional Chairman, each Divisional Secretary shall also perform the following duties and exercise the following powers, in so far as the matters relating to his Divisional Board, are concerned :—

- ( 1 ) It shall be the duty of each Divisional Secretary :—
  - ( i ) to issue notices convening meetings of the Divisional Board and its Committees as desired by the Divisional Chairman and to keep accurate and clear minutes and reports of all such meetings;
  - ( ii ) to act as Secretary of all the Committees of the Divisional Board and to attend and participate in the discussions at the meetings of such committees and answer such questions and supply such information as may be put or called for at such meetings;

- (iii) to be the custodian of the common seal, buildings, records, library and such other properties, movable and immovable, vesting in, held by or under the control of the State Board and committed to his charge as Divisional Secretary and to arrange for the maintenance of a proper inventory and to ensure proper care and up-keep of the same;
- (iv) to report to the Chairman of the State Board each case in which irrecoverable sums due to the Divisional Board, in respect of stores, price publications, statements of marks and unserviceable articles of deadstock etc. are written off and to carry out such directions as may be issued in the behalf;
- (v) to conduct all correspondence of the Divisional Board under the authority of the Divisional Chairman;
- (vi) to take action on the minutes and reports of the Divisional Board and its Committees, whenever necessary, subject to any directions given by the Divisional Chairman;
- (vii) to function as treasurer of the Divisional Board and receive all fees and other dues payable to and all sums received on behalf of the State Board and to credit all such moneys, without delay, to the State Board's appropriate account in the Bank and to keep proper accounts of all sums received by him in his capacity as Divisional Secretary and of all expenditure for which such moneys have been granted or allotted.
- (viii) to submit to the State Board required information for the preparation of the Board's annual, revised or supplementary budget estimates and the annual accounts of the income and expenditure of the Divisional Board;
- (ix) to arrange for the preparation and submission of the annual report of the Divisional Board, to the State Board;
- (x) to supervise the Divisional Board's library;
- (xi) to arrange for preparation and submission of reports, returns and other information as may be called for by the State Board;
- (xii) to make all necessary arrangements for the conduct of the examinations to be held by the Divisional Board, in accordance with the directions of the Standing Committee, Examination Committee and the Divisional Chairman;
- (xiii) to arrange for the tabulation of the marks in various subjects and the preparation of the result sheets;



- (xiv) to issue, on behalf of the State Board, certificates (in the form prescribed by the State Board) of having passed the Board's examinations, to successful candidates;
  - ( xv ) to furnish the Education Department, annually, with a list of schools and junior colleges recognised by the Divisional Board, specifying the period and subject or subjects in which recognition has been granted.
- (2) The Divisional Secretary shall have power —
- ( i ) to sign pay bills of the employees of the State Board working in the Divisional Board's office, and to pass for payment all travelling allowance bills, other than those of the members of the Divisional Board and its Committees and the Gazetted Officers working in the Divisional Board's office;
  - ( ii ) ( a ) to grant casual leave to the Board's employees working in categories ' A ' and ' B ' in the Divisional Board;
  - ( b ) to grant leave other than special disability leave to the Class IV servants working in the Divisional Board's office and to appoint substitutes in their places;
  - ( iii ) to decide cases of admission of candidates to the examinations conducted by the Divisional Board;
  - ( iv ) subject to the budget provisions sanctioned under section 31 of the Act, to sanction the purchase or hire of stores, forms, stationery, furniture and other equipment required for the Divisional Board's office or to enter into a contract for the purposes of the Act, if the cost of each such purchase or hire or the expenditure involved in a contract does not exceed Rs. 500/-;
  - ( v ) to supply on request, free of charge, priced publications of the Board, for official use, to Government and Semi-Government Bodies and Universities or Educational or Public Bodies and to eminent visitors to the Divisional Board's office;
  - ( vi ) to supervise, control and co-ordinate the work of his subordinate officers and staff in the Divisional Board's office;
  - ( vii ) to determine and assign the duties to be performed and powers to be exercised by the Joint and Assistant Secretaries in the Divisional Board's Office, under general or special orders of the Divisional Chairman.

## 8. COMMITTEES OF THE STATE BOARD AND DIVISIONAL BOARDS

- ( 1 ) No person who does not reside within the territorial jurisdiction of the State Board shall ordinarily be appointed as a member of any of the Committees of the Board.
- ( 2 ) The appointment of the members of the Committees shall be made at a meeting of the State Board or Divisional Board, as the case may be. Any casual vacancy shall be filled in by the State Board or the Divisional Board at its meeting held immediately after the occurrence of the vacancy and the member so appointed shall hold office from the date of the meeting for the remaining term of the Committee.
- A member of a Committee of the State Board or the Divisional Board who absents himself from three consecutive meetings of the Committee, except without the leave of absence granted by the Committee, shall cease to be a member and his office shall thereupon be vacant.
- ( 3 ) The term of office of all Committees of the Boards, except the Boards of Studies shall be not more than two years, and that of the Boards of Studies shall be not more than four years, calculated from the date on which the respective Committees are constituted.
- ( 4 ) The Chairman or the Divisional Chairman shall be the Chairman of respective Committees of the State Board and the Divisional Board concerned, except the Boards of Studies whose Convener shall be appointed at the meeting of the State Board.
- ( 5 ) The Secretary or the Divisional Secretary shall be the Secretary of all Committees ( except the Boards of Studies ) appointed by the State Board or the Divisional Board, as the case may be, and shall attend and participate in the discussions at all such meetings and answer such questions and supply such information as may be put or called for in such meetings.
- ( 6 ) No person other than the Chairman or a Divisional Chairman shall ordinarily be a member of more than three of the following Committees, namely :
- ( i ) Committees of the State Board—
- ( a ) Executive Council, ( b ) Academic Council, ( c ) Finance Committee,  
( d ) Examinations Committee;
- ( ii ) Committees of a Divisional Board—
- ( a ) Standing Committee, ( b ) Examination Committee.

- ( 7 ) No person shall be a member of more than two Boards of Studies.
- ( 8 ) The quorum for each Committee appointed by the State Board or a Divisional Board shall not be less than a majority of the members constituting it.
- ( 9 ) The procedure in other respects, at the meetings of the Committees of the Boards shall be governed by the Bye-laws framed under section 38 of the Act from time to time.
- (10) The meetings of any of the Committees appointed by the State Board and the Divisional Boards, shall ordinarily be held at the Head-quarters of the respective Boards. Such meetings may, however, be held at such other place as may be determined by the Chairman or the Divisional Chairman, as the case may be.
- (11) Each Committee of the State Board or a Divisional Board may appoint such sub-Committees as it considers necessary to advise it upon any matter relating to it and define their constitution, functions, terms and tenure. The number of members on each of such sub-committees shall not exceed five.
- (12) Any item of business before a committee of the State Board or a Divisional Board may, at the discretion of the Chairman or the Divisional Chairman concerned, be decided by a circular or disposed of by correspondence.

## **COMMITTEES OF THE STATE BOARD**

### **9. EXECUTIVE COUNCIL**

- ( 1 ) Subject to the control of the State Board, the Executive Council shall be the executive authority of the State Board and shall consist of the Chairman and nine other members elected by the State Board as under :-
- ( i ) One member to be elected by the State Board from amongst the Ex-officio members referred to in section 5 (1)-Class-A: ( excluding the Chairmen of Divisional Boards )
- ( ii ) One member to be elected by the State Board from amongst the elected members referred to in section 5 (1)-Class-B.

- (iii) Five members to be elected by the State Board from amongst nominated members referred to in section 5 (1)-Class C (i), (ii), (iii) and (iv) out of which at least 2 shall be representatives of junior colleges;
  - (iv) One member to be elected by the State Board from amongst the other nominated members referred to in section 5 (1)-Class C (v);
  - (v) One member to be elected by the State Board from amongst all the members of the State Board, irrespective of their Class.
- (2) Subject to the provisions of the Act and the Regulations, the Executive Council shall have the following duties and functions, namely :--
- (i) to determine the form, provide for the custody and regulate the use of the common seal of the State Board;
  - (ii) to transfer and accept transfer, hold, control, administer and deal with any property, movable and immovable and funds of the State Board and to enter into contract on behalf of the State Board provided that no transfer of immovable property shall be made without the previous sanction of the State Board ;
  - (iii) to manage and regulate the finances, accounts and investments of the State Board;
  - (iv) to invest, subject to the provisions of the Act, any moneys belonging to the State Board, including any unapplied income, in any of the Securities authorised by the Indian Trusts Act, 1882, or, in the purchase of immovable property in India, with the like power of varying such investments or to place in fixed or call deposit in any Scheduled Bank, any portion of such money, not required for immediate expenditure;
  - (v) to accept, receive, hold, control, administer and deal with any fund, bequests, donation, endowments, trusts and other transfers of any property, or interest therein or right thereto, placed at the disposal of the State Board, for specific purposes;
  - (vi) to consider the annual, revised or supplementary budget estimates and the annual accounts of income and expenditure of the State Board and the recommendations of the Finance Committee of the State Board thereon and to submit them to the State Board;

(vii) to recommend the number of Joint Secretaries and Assistant Secretaries to be appointed by the State Government under section 21(5) of the Act, for the offices of the State Board and the Divisional Boards;

(viii) to sanction :—

(a) the number of posts of officers and servants to be employed by the State Board under section 22(1) of the Act, within the several categories and cadres specified in Regulation 18 (i)(a) and to suspend, hold in abeyance or abolish any such posts;

(b) the payment of special pay and other allowances at such rates and subject to such conditions as it may deem fit in respect of :—

i) specialised nature of duties or additional duties performed by employees of the State Board;

ii) duties performed on Sundays and holidays by the employees of the State Board;

iii) duties performed by the employees of the State Board, beyond normal hours;

iv) any remunerative jobs done by employees of the State Board, outside their office hours;

(ix) subject to the budget provisions sanctioned under section 31 of the Act, to sanction the purchase or hire of stores, paper, forms, stationery, furniture or other equipment required for the State Board's office, after calling for tenders and to scrutinise them when received or enter into a contract for the purposes of the Act;

Provided that it shall not be necessary to call for any tender if the value of stores, paper, forms, stationery, furniture or other equipment required or the expenditure involved in the contract is less than Rs. 1,000 or if the above articles are urgently required or the work in respect of which the contract is entered into needs to be urgently carried out or if the Executive Council does not think it advisable to call for tenders for reasons recorded by it;

(x) to enter into, vary, carry out and cancel on behalf the State Board a contract for the provision of buildings and supply of materials for proper discharge of duties assigned to it by the Act and the Regulations.

- ( xi ) to write off irrecoverable sums due in respect of stores, priced publications, statements of marks and unserviceable articles of dead-stock if the amount of the dues in each case exceeds Rs. 500/-, but does not exceed Rs.2000/-;
- (xii) to advise generally the Chairman on any matter connected with the work of the State Board which it deems fit or which the Chairman may refer to it;
- (xiii) to report to the State Board upon any matter concerning which its views which may be invited by the State Board or in respect of which it considers that it should tender advice to the State Board;
- (xiv) to make recommendations to the State Board concerning the framing or amendment of Regulations and Bye-laws of the State Board after considering the recommendations, if any, of the Divisional Boards, and the other Committees of the State Board;
- ( xv ) to institute and make provision for the grant of scholarships, medals, prizes and other rewards and to prescribe conditions therefor;
- (xvi) ( a ) to accept, reject, or refer back any proposal, recommendation or report from the Academic Council of the State Board;
- ( b ) to accept, reject, refer back or modify any proposal, recommendation or report from the Finance Committee, Examinations Committee or other Committees of the State Board;
- (xvii) to recommend to the State Board, for approval, rates of travelling allowance and remuneration to paper-setters, moderators, examiners, translators and others after taking into consideration the recommendations of the Divisional Boards and the other Committees of the State Board, if any;
- (xviii) to lay down the procedure and specify the penalties to be followed by the Divisional Boards, in dealing with cases of use of unfair means by persons seeking admission to or appearing at the examinations conducted under the authority of the State Board;
- (xix) to authorise such advance as it may from time to time consider necessary, to remain in the hands of the Secretary, to meet legitimate petty expenditure;
- ( xx ) to get prepared on behalf of, and to recommend to the State Board, text books for all standards including the final standard, for sanction subject

to such conditions, if any, as it may deem fit, after taking into consideration the recommendations of the respective Boards of Studies and the Academic Council.

## 10. ACADEMIC COUNCIL

( ) The Academic Council shall consist of :-

( i ) The Chairman:

( ii ) The Chairmen of the Divisional Boards;

( iii ) One member to be elected by the State Board from amongst the ex-officio members referred to in section 5(1)-Class A; ( excluding the Chairmen of the Divisional Boards );

( iv ) Five members to be elected by the State Board from amongst members referred to in section 5(1)-Classes B and C out of whom one shall be from Class B-(i), one from Class C-(i), two from Class C-(ii) ( of whom one shall be a teacher from junior college ) and one from Class C-(v);

( v ) Conveners of the various Boards of Studies.

( 2 ) The Academic Council shall be the chief academic body and shall have the right to advise the State Board on all academic matters.

( 3 ) Without prejudice to the generality of the foregoing provision, the Academic Council shall have the following duties and functions, namely :-

( i ) to formulate guiding principles for determining curricula and syllabi for the entire secondary and higher secondary course;

( ii ) to consider and submit its recommendations to the Executive Council on the curricula and detailed syllabi prepared by the respective Boards of Studies for all Standards of Secondary and Higher Secondary education;

( iii ) to consider observations or recommendations of the respective Boards of Studies or both on the question paper set at the preceding two examinations of Secondary School Certificate and Higher Secondary Certificate examinations conducted by the Divisional Boards. ;

- ( iv ) to get prepared on behalf of and recommend to the State Boards, text-books for all standards of secondary and higher secondary education for sanction, through the Executive Council, subject to such conditions, if any, as it may deem fit, after taking into consideration the recommendations of the respective Boards of Studies;
- ( v ) to recommend to the Executive Council standard requirements in respect of staff, building, furniture, equipment, stationery and other things required for secondary schools or junior colleges after taking into consideration the recommendations of the Divisional Boards, if any;
- ( vi ) to recommend to the State Board measures to promote physical, moral and social welfare of students in institutions recognised by the Divisional Boards and the conditions of their residence and discipline;
- (vii) to consider and submit its recommendations to the Executive Council on the following matters pertaining to the final examinations after receipt of the recommendations of the Boards of Studies, namely :-
  - ( a ) the total number of compulsory and optional subjects;
  - ( b ) proposals for introduction of new subjects and exclusion of existing subjects;
  - ( c ) the formation of groups of subjects and the alteration of such groups;
  - ( d ) the number of question papers to be set in each subject;
  - ( e ) the maximum and minimum marks, time, duration and standard length for written, oral or practical tests in different subjects or groups of subjects;
- (viii) to conduct statistical and other research for the purposes of evaluation and reform of curricula, instructions and examination system;
- ( ix ) to co-ordinate the work of the Boards of Studies and to scrutinize their recommendations in regard to various matters with which each Board of Studies is concerned.



## 11. FINANCE COMMITTEE

( 1 ) The Finance Committee shall consist of—

- ( i ) the Chairman;
- ( ii ) the Divisional Chairmen;
- ( iii ) three members to be elected by the State Board from amongst the nominated members referred to in section 5 ( 1 ) Class-C;

( 2 ) The Finance Committee shall act as an advisory body on all matters concerning the finances of State Board and Divisional Boards.

( 3 ) The duties and functions of the Finance Committee shall be as under :—

- ( i ) to prepare and submit to the Executive Council with its recommendations the annual, revised or supplementary budget estimates and the annual accounts of income and expenditure of the Boards;
- ( ii ) to make recommendations to the Executive Council on all matters relating to the finances of the Boards
- ( iii ) to examine every proposal of new expenditure and to advise the Executive Council thereon;
- ( iv ) to review and report periodically to the Executive Council on the financial position of the Boards;
- ( v ) to devise generally means for effecting economy, without impairing efficiency;
- ( vi ) to consider proposals for fixation of pay-scales for new posts and revision of pay-scales and advise the Executive Council thereon;
- ( vii ) to advise the State Board regarding the determination of the annual and other sums to be paid to the Divisional Boards every year as provided for by section 30 of the Act.

## EXAMINATIONS COMMITTEE

(1). The Examinations Committee shall consist of —

- ( i ) The chairman;
- ( ii ) The Divisional Chairmen;
- ( iii ) One member to be elected by the State Board from amongst the elected members referred to in section 5 ( 1 ) Class-B;
- ( iv ) Two members to be elected by the State Board from amongst the nominated members referred to in section 5 ( 1 ) Class-C—( i ) of whom one shall be from secondary school and one from junior college;
- ( v ) Two members to be elected by the State Board from amongst the nominated members referred to in section 5 ( 1 ) Class-C—( ii ) of whom one shall be from secondary school and one from junior college;
- ( vi ) One member to be elected by the State Board from amongst the nominated members referred to in section 5 ( 1 ) Class-C—( iii ), ( iv ) and ( v ).

- ( 2 ) Subject to the provisions of the Act and the Regulations, the Examinations Committee shall have the following duties and functions, namely :-
- ( i ) to consider and forward its observations to the Academic Council on any proposal to amend the scheme of the final examination as set out under the Regulations;
  - ( ii ) to recommend to the Executive Council, the rates of travelling allowance, remuneration or honoraria for various items of work connected with the final examination;
  - ( iii ) to recommend to the Executive Council qualifications and disqualifications of, and rates of remuneration payable to paper-setters, moderators, translators, examiners etc. after considering the recommendations of the Divisional Boards, if any;
  - ( iv ) to recommend to the Executive Council, general principles to be followed by the Divisional Boards, in regard to the preparation of panels and appointment of paper-setters, moderators, translators, examiners etc.;
  - ( v ) to review generally the results ( after they are declared ) of the final examinations conducted by the Divisional Boards and submit its observations to the Academic Council;
  - ( vi ) to recommend to the Executive Council suitable forms of certificates and provisional certificates to be issued to successful candidates and statement or memorandum of marks to all candidates in respect of the final examination;
  - ( vii ) to fix dates and programme for the final examinations to be conducted by Divisional Boards;
  - ( viii ) to fix dates for :-
    - ( a ) submitting applications by the heads of secondary schools or junior colleges to the Board's office for secondary or higher secondary examinations without late fee and with late fee;
    - ( b ) declaration of results of Secondary School Certificate examination and Higher Secondary Certificate examination conducted by the Divisional Boards.
  - ( ix ) to recommend to the Executive Council schedule of punishment to be followed by the Divisional Boards in dealing with the cases of paper-setters, moderators, examiners, translators and others appointed for the conduct of the examinations whose work is found unsatisfactory on account of negligence, serious mistakes and lapses in complying with the instructions issued;
  - ( x ) to prepare norms for the consideration of the Executive Council for the opening and closing of the centres for the examination to be conducted by Divisional Boards;

- (xi) to prepare and recommend to the Executive Council general guide line for the conduct of final examination by Divisional Boards to ensure proper co-ordination and uniform procedure;
- (xii) to prepare and recommend to the Executive Council common conventions for the preparations of the panels of paper-setters, moderators, examiners etc. to be followed by the Divisional Boards, and instructions to paper-setters, moderators etc. ensuring uniformity in assessment and moderation of answer-books;
- (xiii) to prescribe the form of application to be filled in by the candidates seeking permission to appear at the final examination and other forms required for efficient conduct of examination held by the Divisional Boards;
- (xiv) to recommend to the Executive Council revision of rates of travelling allowance, remuneration or honourarium for various items of work connected with the final examination by the Divisional Boards.

### 13. BOARDS OF STUDIES

(1) The State Board shall constitute Boards of Studies for different subjects or groups of subjects, as may be considered necessary from time to time.

(2) Each Board of Studies shall ordinarily consist of not less than seven members and more than nine members (of whom atleast two shall be representatives of secondary schools and two of junior colleges teaching the respective subject to the top class of a secondary school or junior college) at least for two years during preceeding four years as the State Board may decide. Of the remaining members, one shall be a member of the State Board and the others of an outstanding merit in the subject. On each Board of Studies so formed there shall be at least one representative from each Divisional Board, provided the subject is taught in the secondary school or junior college under its jurisdiction: Provided, however, in the case of Boards of Studies if formed for more than one subject, there shall be atleast one representative from a secondary school and one from junior college for each of the subjects for which such a Board of Studies is formed:

Provided further that each member of the Boards of Studies shall have studied that subject for graduation or post graduation in the respective subject.

*NOTE I:* The condition regarding qualification may be relaxed in respect of a member of the State Board if a member with the required qualifications is not available

*NOTE II:* The condition of having studied the subject for graduation or post graduation may be relaxed in the case of a subject wherein a person with required educational qualification is not ordinarily available in Secondary Schools and/or Junior Colleges. In such case an experienced person possessing a Diploma or a Certificate in that subject shall be considered eligible for the purpose of appointment as a member of the concerned Board of studies.

- ( 3 ) The Convener and members of each Board of Studies shall be appointed by the State Board :

Provided that, the State Board shall appoint Conveners for each Board of Studies only such person as has the post graduate qualification and teaching experience in the respective subject or one of the subjects when the Boards of Studies are constituted for groups of subjects.

- ( 4 ) Any two or more Boards of Studies may, with the consent of the Chairman, and shall when so required by the State Board, meet and act in concurrence and render a joint report on any matter with which they are severally and jointly concerned. In such cases the quorum of the joint meeting will be the majority of the members of the Boards of Studies meeting jointly. The Chairman of the joint session shall be elected by the meeting.
- ( 5 ) Unless specially permitted by the Chairman, not more than three meetings of any Board of Studies shall be held during one year.
- ( 6 ) All proceedings of a Board of Studies shall be treated as confidential, and in particular, the discussion on the merits and demerits of text-books shall not be divulged.
- ( 7 ) It shall be the duty of a Board of Studies to consider and make recommendations to the Academic Council in respect of the subjects with which it is concerned regarding—
- ( i ) the curricula and the detailed syllabi for all standards of Secondary and Higher Secondary Education;
  - ( ii ) the standard and quality of the question papers ( and model answers, if any ) set at the final examinations of Secondary and Higher Secondary Education conducted by the Divisional Boards during the preceding two examinations after due scrutiny;
  - ( iii ) the preparation or recommendation of the text-books in conformity with the syllabus and after considering the reports of the reviewers, for all standards of Secondary and Higher Secondary Education, and the suggestions for conditions, if any, as it may deem fit;
  - ( iv ) the recommendations of the Divisional Boards regarding—
    - ( a ) the formation of groups of subjects and the alteration of such groups;
    - ( b ) the number of question papers to be set in each subject;
    - ( c ) the maximum and minimum marks, time, duration and standard length for written, oral or practical tests.
  - ( v ) any matter, relating to the subject or subjects within its purview, referred to it by the Executive Council, Academic Council or other authorities of the State Board;
  - ( vi ) the panel of reviewers as required under Regulation 17

- ( 8 ) A Board of Studies may bring to the notice of the appropriate authorities of the State Board, any matter connected with the final examination, the courses of studies laid down therefore, the text-books prepared or prescribed and other connected matters of academic importance.

#### COMMITTEES OF THE DIVISIONAL BOARDS

#### 14. STANDING COMMITTEE

- ( 1 ) Subject to the control of the Divisional Board, the Standing Committee shall be the executive authority of the Divisional Board, and shall consist of the Divisional Chairman, and other members elected by the Divisional Board as under—
- ( i ) One member to be elected by the Divisional Board from amongst the ex-officio members referred to in section 6 ( 1 ) Class-I;
  - ( ii ) Five members to be elected by the Divisional Board from amongst the nominated members referred to in section 6 ( 1 ) Class-III of whom at least two shall be representatives of the junior colleges.
- ( 2 ) Subject to the provisions of the Act and the Regulations, the Standing Committee shall have the following duties and functions, namely—
- ( i ) to regulate the expenditure of the sums paid to the Divisional Board by the State Board as annual and other allotments under section 30 of the Act;
  - ( ii ) subject to budget provisions sanctioned under section 31 ( 2 ) of the Act, to sanction the purchase or hire of stores, paper, forms, stationery, furniture or other equipment required for the Divisional Board's office, after calling for tenders and to scrutinize them when received or enter into a contract for the purposes of the Act :  
 Provided that it shall not be necessary to call for any tender, if the value of stores, paper, forms, stationery, furniture or other equipment required or the expenditure involved in the contract is less than Rs. 1,000, or if the above articles are urgently required or the work in respect of which the contract is entered into, needs to be urgently carried out or if the Standing Committee does not think it advisable to call for tenders, for reasons recorded by it;
  - ( iii ) to enter into, vary, carry out and cancel, on behalf of the Divisional Board contracts for the supply of materials, for the proper discharge of duties assigned to the Divisional Board, by the Act and the Regulations;
  - ( iv ) to write off irrecoverable sums due in respect of stores, priced publications statement of marks and unserviceable articles of dead-stock, if the amount of such dues in each case does not exceed Rs. 1000/-;

*Note*- Action taken under this sub-clause shall be reported by the Standing Committee to the Chairman from time to time.

- ( v ) to advise generally the Divisional Chairman on any matter connected with the work of the Divisional Board, which it deems fit or which the Divisional Chairman may refer to it;
- ( vi ) to report to the Divisional Board upon any matter concerning which its views may be invited by the Divisional Board or in respect of which the Standing Committee considers that it should tender advice to the Divisional Board;
- ( vii ) to accept, reject, modify or refer back any proposal, recommendation or report from the Examination Committee of the Divisional Board;
- ( viii ) to appoint paper-setters, translators, chairman of the panel of papersetter for moderating a question paper, moderators and examiners on the recommendations of the Examination Committee;
- ( ix ) to consider the recommendations of the Examination Committee and grant or withdraw recognition to secondary schools or junior colleges in accordance with the provisions of concerned regulations;
- ( x ) to deal with cases of use of unfair means by persons seeking admission to or appearing at the final examinations, according to the procedure laid down by the State Board;
- ( xi ) to call for an information from any secondary school or junior college recognised by it, to ensure maintenance of academic standard and to call for special reports and information, either on being referred to by the State Board or on its own initiative, from the Regional Deputy Director of Education concerned on secondary schools and junior colleges recognised by it, not maintaining the required academic standard, and to recommend to the Divisional Board, withdrawal of recognition granted by it and recommend to the Director of Education or the Director of Technical Education, as the case may be, withdrawal of recognition granted under the Secondary Schools Code or the Government Order issued from time to time in respect of the Junior Colleges also, in cases of poor academic results and grave academic irregularities;
- ( xii ) to authorise such advance, as it may from time to time consider necessary to remain in the hands of the Divisional Secretary to meet legitimate petty expenditure.

## 15. EXAMINATION COMMITTEE

( 1 ) The Examination Committee shall consist of the Divisional Chairman, and other members as under :—

- ( i ) one member to be elected by the Divisional Board from amongst the *ex-officio* members referred to in section 6 ( 1 ) Class-I;
- ( ii ) seven members to be elected by the Divisional Board from amongst the nominated members referred to in section 6 ( 1 ), Class-III, of whom there shall be one teacher and a principal representing the junior colleges, two teachers and two headmasters representing secondary schools referred to in section 6 ( 1 ), Class-III ( i ) & ( ii ) and one member referred to in section 6 ( 1 ), class-III ( iv ).

( 2 ) Subject to the provisions of the Act and the Regulations, the Examination Committee shall have the following duties and functions namely :

- ( i ) to order the conduct of the final examinations in conformity with the Regulations;
- ( ii ) to scrutinize all applications received for examinership, moderatorship etc. in all the subjects and to recommend to the Standing Committee a list of all persons who are held eligible under the Regulations for appointment as moderators, examiners etc. and also to give a list of persons recommended for appointment as paper-setters, translators, indicating therein preference, if any;
- ( iii ) to appoint conductors, deputy conductors, invigilators, scrutinizers, tabulators and chairman or deputy chairman or co-ordinator as the case may be, for the conduct of practical examinations of higher secondary education as prescribed;
- ( iv ) to consider and forward its observations to the Standing Committee, on any proposal to amend the scheme of the final examination, as set out under the Regulations;
- ( v ) to fix the centres and sub-centres for the final examination conducted by the Divisional Board as per norms prescribed by the State Board;
- ( vi ) to consider and make recommendations to the Standing Committee on all matters relating to the grant or withdrawal of recognition of secondary schools or junior colleges in accordance with the procedure prescribed under concerned Regulation;

- ( vii ) to declare, on the date prescribed by the Examination Committee of the State Board, the results of the final examination conducted by the Divisional Board and to award such prizes, medals and scholarships as may be sanctioned by the State Board from time to time;
- ( viii ) to forward to the State Board, for information, immediately after the declaration of the results, a list of successful candidates in the order of merit and of those to whom scholarships, medals, prizes and other rewards are awarded by the Divisional Board in respect of the final examination conducted by it;
- ( ix ) to consider and decide all other matters arising out of the conduct of the final examination held by the Divisional Board;
- ( x ) to report upon any matter concerning which its views may be invited by the Standing Committee or the Divisional Board or in respect of which the Examination Committee considers that it should tender advice to the Standing Committee;
- ( xi ) to submit annually a report to the Standing Committee on the final examination conducted by the Divisional Board;
- ( xii ) to evaluate generally the performance of students in all examinations in secondary schools including the final examinations and make necessary recommendations to the Divisional Board in that behalf;
- ( xiii ) to require institutions recognised by the Divisional Board and by the Education Department, to extend their co-operation in the conduct of the final examination held by the Divisional Board and to consider and recommend to the Standing Committee the cases of institutions to withdraw the privileges of the Board which fails to place at its disposal the facilities required to conduct the final examinations of secondary and higher secondary education after giving it a reasonable opportunity of showing cause why such order should not be made;
- ( xiv ) to forward to the Examinations Committee of the State Board, abstract of the results of the final examination conducted by the Divisional Board;
- ( xv ) to devise general means for effecting economy without impairing the efficiency of the Divisional Board;
- ( xvi ) to enquire into the complaints regarding the alleged leakage of question papers, mass copying or such other reasons at a centre and to decide whether the examination to be held or already held in a subject



paper at a centre should be cancelled and a re-examination should be held in one or more subjects or paper in a centre of the examination. The decision of the Examination Committee shall be reported to the Divisional Board at its next meeting.

#### 16 TRAVELLING AND OTHER ALLOWANCES ADMISSIBLE TO THE MEMBERS OF THE STATE BOARD AND DIVISIONAL BOARDS AND THEIR COMMITTEES.

When a member of the Board or 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 or Divisional Secretary for transaction of any business connected with the Board, or whenever such member is called upon to undertake a journey for any other work of the Board, he shall be paid travelling and other allowances in accordance with the following regulations:-

- (i) A member shall be paid one 1st class fare each way.
- (ii) When a member travels by air with the special prior permission of the Chairman or Divisional Chairman, as the case may be, he shall be paid the actual fare each way. In case a member travels by a steamer, he shall be paid double the single fare of the highest class on the steamer.
- (iii) When a member performs different parts of his journey by rail, steamer etc., fares will be calculated for each such part in accordance with sub-clauses (i) and (ii) above.
- (iv) Whenever the journey is performed by the member, by road, the kilometrage allowance will be paid as follows :-
  - (a) If he travels by a motor vehicle plying regularly for the conveyance of passengers (i.e. public conveyance like State Transport etc.) he shall be paid actual cost of single seat.
  - (b) If he travels by his own car, on his making a declaration to that effect, Rs.2.50 per km(petrol) and Rs.1.50 per km(diesel).
  - (c) If he travels by hired car, on his making a declaration to that effect and on production of voucher, the actual cost of hiring the conveyance in whole or in part subject to a limit of Rs.2.50 per km(petrol) and Rs.1.50 per km(diesel):
  - (d) If he travels by a borrowed car, on making a declaration to that effect and on production of voucher, he will be paid the expenses actually paid by him subject to the limit of Rs.2.50 per km. (petrol) and Rs.1.50 per km. (diesel).

Provided that if a person travels by any of the modes of travel mentioned in sub-clauses (b), (c) and (d) of clause (iv), he shall then obtain permission of the Chairman or the Divisional Chairman for that journey between stations connected by rail.

- (e) Deleted.
- (v) Whenever a person has to attend one or more meetings of the Board or of its Committees on consecutive days, only one travelling allowance shall be payable.
- (vi) When concession fares are available, the actual cost of travelling shall be paid at the concessional rates.
- (vii) Whenever a member travels by rail, the travelling allowance is to be calculated by the shortest route unless otherwise sanctioned by the Chairman or Divisional Chairman, as the case may be :

Provided that the members of the Board coming to Pune from Manmad and vice versa shall be permitted to travel via Kalyan.

- (viii) Whenever a member has claimed travelling allowance for any part of the journey from any public authority, the said part shall be excluded from total distance.
- (ix) In all cases, 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 to the actual place of duty

Provided that the members of the Board who are members of Parliament, shall be paid travelling allowance from and to the place of their duty, even if it may be outside the State.

- (x) In addition to travelling allowance, members shall be entitled to receive a daily allowance at the rate of Rs.60/- for Pune, Bombay, Nagpur, Aurangabad, Nashik and Amravati and Rs.50/- for other places on following basis :-

Daily allowance at full rate shall be admissible for every 24 hours of absence; payment for fraction of 24 hours shall be as under :-

<b>Duration of absence</b>	<b>Daily allowance.</b>
(1) upto six hours	30% of the admissible rate.
(2) six hours to twelve hours.	50% of the admissible rate.
(3) more than twelve but upto 24 hours.	Full daily allowance.

- (4) more than twenty-four hours. One daily allowance at full rate for every 24 hours of halt. For a fraction of 24 hours at the end of halt, daily allowance will be calculated as indicated above.
- (xi) Daily allowance shall be held admissible on the above basis for the entire period of absence from headquarters. i.e. including the period taken for the journey. For calculating the period of absence, a grace period of two hours in the case of air journey and one hour in the case of railway or bus journey before the Scheduled departure and a similar grace period after the actual time of arrival of plane or train or bus shall be allowed. No such grace period shall be allowed for journeys performed in hired or owned or Government vehicle. Daily allowance payable for the journey period including grace period shall be at the ordinary rates.
- When halts both at ordinary place and places for which special rates have been prescribed are involved in one tour, the Daily Allowance at ordinary rate shall first be calculated for the entire period of absence. To this shall be added, the difference of Daily Allowance between special rate and ordinary rate admissible for the actual period of halt at the localities specified for special rate. For computing the difference between the two rates, for fraction of 24 hours, the percentages laid down in clause (x) namely, 30% for halt upto 6 hours and 50% for halt of 6 to 12 hours shall be applied.
- (xii) Local members including Government servants shall be paid a Conveyance Allowance of Rs.20/- for each meeting attended by them provided the total conveyance allowance for the day does not exceed Rs.30/-; similarly, other than local members who do not claim travelling allowance and daily allowance from the Board as the same has been drawn by them from any other Institution or on account of any other reason, they may be paid local conveyance allowance at the above rates, if they claim it.
- (xiii) Members of the Board or its Committees may be permitted to draw daily allowance, if, with the permission of the Chairman or Divisional Chairman as the case may be, 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.

- (xiv) A reasonable advance may be sanctioned by the Chairman or Divisional Chairman, as the case may be, to the members of the Board or other persons undertaking long journey or 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.
- (xv) As and when the travelling allowance and the cost of conveyance allowance of the servants of the State Government are revised, the travelling allowance and the cost of conveyance allowance of the members of the Boards shall be correspondingly revised.

## 17 PROCEDURES FOR SANCTION OF TEXT-BOOKS

- ( 1 ) Authors or publishers desiring to submit books for consideration as text-books for all or any Standard of a secondary school or a junior college (i.e. standards VIII, IX, X, XI and XII) will have to register their names with the Secretary of the State Board. The fee for such registration shall be Rs. 300 for each author or publisher for 3 years.

*Note :* (a) Book submitted by authors or publishers who have not registered their names as required under this clause will not be considered.

(b) Copies of circulars relating to the text-books issued by the State Board will be supplied to the authors and publishers who have registered their names with the State Board.

- ( 2 ) Authors or publishers applying for sanction of their books as text-books shall submit separate applications for each book together with an undertaking in such form as may be laid down by the State Board for each individual book, to the Secretary of the State Board.
- ( 3 ) Twelve printed copies of each book shall be submitted free of cost to the Secretary along with the application. These copies will not be returned.
- ( 4 ) Books submitted for consideration shall indicate over the signature of the author and publisher on the cover or title page of all the twelve copies of each book, such details as may be required by the State Board. Books on which the requisite particulars are not indicated, will not be considered.
- ( 5 ) ( i ) In the event of authors or publishers not being able to submit for scrutiny printed copies of the books as mentioned in clause (4) above, they may submit (free of cost) six clean typed copies of the book together with at least one set of illustration, if any, to be inserted in the book.
- ( ii ) In the event of any such book being considered suitable for sanction, the author or publisher shall, on receiving an intimation to that effect, submit

( free of cost ) to the Secretary before the specified date twelve printed copies of the book complete with all blocks, pictures, art plates, etc. and all the particulars, as required under clause ( 5 ) above and a fresh scrutiny fee of Rs. 100 per book.

( ii ) Printed copies of a manuscript or typed book shall be examined by a reviewer to check whether—

- ( a ) all suggested corrections and modifications have been properly and satisfactorily carried-out, and also whether all the printed matter is in accordance with the manuscript or typed copy of the book, and
- ( b ) the suitability of the book for according sanction No. and releasing for sale can be certified.

The State Board, on being satisfied that the printed copies of the book are suitable in all respects, may sanction it as a text-book.

( iv ) It shall always be competent for the State Board to reject the printed copies of the book without assigning any reasons and the author or publisher shall not be entitled to any claim or compensation on this account.

( v ) "It shall be competent for the State Board to reject any manuscript or printed copy of any book submitted by the author or publisher for considering the suitability thereof for sanction as a text-book, if the State Board on scrutiny of such a manuscript or a printed copy considers that the author or publisher has directly or indirectly tried to disclose or has disclosed his identity in any way in the body of the book, except on the cover or the inner title page."

( 6 ) In case an author or publisher has already published a ' cram ' book or guide or annotation book or any unauthorised book for use in schools, which is not required according to the syllabus, his books shall not be considered for sanction and if already sanctioned, they shall be removed from the sanctioned list.

( 7 ) An author of a book which is submitted for consideration -

- ( a ) for standards VIII, IX or X, should have obtained a University degree or passed an equivalent examination in the concerned subject and worked as a teacher in that subject for at least three years in a recognised secondary school; and
- ( b ) for standards XI or XII, should have obtained a post-graduate degree or passed an equivalent examination in the concerned subject and worked as a teacher in that subject for at least five years in a recognised junior college, a college or a recognised training Institute or should have written in that subject books which are recognised as of outstanding merit.

However, books written by an author who does not fulfil either of the conditions laid down in Sub-clauses ( a ) or ( b ) may be considered for

sanction, only after obtaining a previous permission from the Chairman of the State Board.

- ( 8 ) A review fee of Rs. 600/- per book shall be paid by the author or publisher simultaneously with the submission of a book to the Secretary.
- ( 9 ) An additional fee of Rs. 100/- and Rs. 50/- per book, for checking the answers of all problems in books of Mathematics and Science respectively, shall be paid by the author or publisher to the State Board, after receiving intimation about approval of the book for sanction.
- (10) Review fee once paid to the Secretary by the author or publisher shall not be refunded.
- (11) ( i ) Each Board of Studies shall prepare a panel of three times the number of Reviewers needed in the respective subjects and submit it to the Secretary. The Reviewers whose names are included in the panel shall be well-qualified in the subject and the language of the books which they have to review. Particulars regarding their qualifications, teaching experience etc., will also be indicated in the panels.
- ( ii ) The appointment of Reviewers shall be made by the Chairman from the panels submitted by the respective Boards of Studies.
- (iii) No person shall be appointed as a Reviewer, if--
- ( a ) he is a member of the State or Divisional Board;
  - ( b ) he is a member of any Board of Studies;
  - ( c ) he is an author or publisher of any book submitted for consideration as a text book;
  - ( d ) he is a person who has direct or indirect financial interest in the printing or publication of a book submitted for consideration.
- It shall be competent for the Chairman, to waive any of the above disqualifications except the disqualification mentioned at ( a ) above, in special circumstances, on the recommendations of the Board of Studies.
- (12) ( i ) Each Reviewer shall forward to the Secretary by such date as may be specified his report in an approved form, regarding the review of the books assigned to him, pointing out the merits and demerits of each book in detail and shall also express his definite opinion in respect of each book whether or not it is recommended for sanction, subject to conditions, if any.
- ( ii ) A Reviewer shall not ordinarily be assigned more than 10 books for review during a year.
- (iii) A Reviewer shall be paid the following fee per book, reviewed by him,
- (a) Book containing 100 pages or less. Rs. 100/-

(b) Book containing more than 100 Pages but not more than 200 pages.	Rs.	120/-
(c) Book containing more than 200 pages but not more than 300 pages.	Rs.	140/-
(d) Book containing more than 300 pages but not more than 400 pages.	Rs.	160/-
(e) Book containing more than 400 pages.	Rs.	180/-

(17) A Reviewer shall be paid the following additional fees per book for checking answers of all problems in books of Mathematics and Science and for preparing an errata in case of wrong answers.

(a) Book of Mathematics	Rs.	100/-
(b) Book of Science	Rs.	50/-

(v) Each book shall be reviewed ordinarily by three Reviewers, provided it shall always be competent for the Executive Council to relax the requirements in respect of the appointment of Reviewers, where scrutiny by the Board of Studies is considered sufficient by it or where, on account of some special circumstances to be recorded in writing, such appointment is considered unnecessary by it.

(vi) In regard to books of Mathematics and Science the answers of all problems in each of such books approved for sanction shall be arranged to be checked by a Reviewer (ordinarily the one by whom the original review of the book was made) and in case of errors, it will be incumbent for the author or publisher to provide an errata to the book concerned.

(vii) A Reviewer shall be paid Rs. 50/- for each book for examining the printed copies of a manuscript or typed book to check whether all corrections and modifications suggested have been properly and satisfactorily carried out, and also whether all the printed matter is in accordance with the manuscript or typed copy of the book and whether the suitability of the book for according Sanction No. and releasing it for sale can be certified, and if so, for furnishing such certificate.

(13) (i) The reports of Reviewers shall be considered by the respective Boards of Studies and their recommendations shall be placed before the Academic Council.

(ii) The Academic Council shall consider the recommendations of the Boards of Studies and submit its observations thereon to the Executive Council.

(iii) In taking the decision for sanctioning any text-book or extending sanction for any such book or for revision of such book, the State Board may

inter-alia impose conditions as regards all or any of the following matters, namely :—

- ( a ) Period of sanction;
  - ( b ) Price;
  - ( c ) Size, weight, quality of paper and printing standards;
  - ( d ) Modification in the contents of the book.
- ( iv ) The decision of the State Board in respect of books referred to it and the conditions, if any, imposed by it, shall be communicated by the Secretary to the authors or publishers concerned.
- ( 14 ) Authors or Publishers submitting books for consideration shall not be entitled to have either the copies of the reports of the Reviewers or the recommendations or observations of the Committees of the Board thereon and the reasons for rejecting the book shall not be communicated to them. Strict secrecy shall be maintained in respect of all matters relating to the appointment of Reviewers and their reports, the observations or recommendations of the various Committees or of any discussion at their meeting regarding the merits or demerits of the books.
- ( 15 ) It shall always be competent for the State Board, after calling upon the author or publisher to show cause why action may not be taken, to remove from the sanctioned list any text-book in case any deterioration, serious defect or deficiency is noticed later on in it or in the event of any breach of undertaking given by the author or publisher. The decision of the State Board in this respect shall be final.
- ( 16 ) Where the State Board has sanctioned a text-book for a specified period, it shall be competent for the Board to extend the period of sanction, from time to time after broad scrutiny by the Board of Studies or without any fresh review or scrutiny as it deems fit.  
However, in special circumstances to be recorded in writing, the State Board may extend the period of such sanction even beyond the total period of 3 years.
- ( 17 ) No sanction of the State Board will be necessary for use of any book as a supplementary reader or for inclusion in 'teachers' or 'pupils' libraries or for giving as prizes to pupils.

#### 18. CATEGORIES AND DUTIES OF STAFF OF THE STATE BOARD

- ( 1 ) The staff of the State Board shall be classified into the following categories and cadres and the scale of pay applicable to them shall be as follows :—



## (i) General Section :

I. Category 'A' Officers	Pay Scale
(a) Research Officer	: Rs. 2200-75-2800-EB-100-4000
(b) Evaluation Officer	: Rs. 2000-60-2300-EB-75-3200-100-3500.
(c) Accounts Officer	: Rs. 2000-60-2300-EB-75-3200-100-3500
(d) Superintendent(Senior)	: Rs. 2000-60-2300-EB-75-3200-100-3500
(e) Accountant(Senior)	: Rs. 2000-60-2300-EB-75-3200-100-3500
(f) Superintendent	: Rs. 1640-60-2600-EB-75-2900.
(g) Accountant	: Rs. 1640-60-2600-EB-75-2900
(h) Research Assistant	: Rs. 1640-60-2600-EB-75-2900
(i) Librarian	: Rs. 1640-60-2600-EB-75-2900

## II Category 'B' (B) Supervisory Clerical Staff and Driver's

(a) Asstt. Superintendent	: Rs. 1640-60-2600-EB-75-2900
(b) Deputy Accountant	: Rs. 1400-40-1600-50-2300-EB-60-2600
(c) Supervisory Clerk	: Rs. 1400-40-1600-50-2300-EB-60-2600
(d) Senior Clerk	: Rs. 1200-30-1560-EB-40-2040
(c) Asst. Accountant	: Rs. 1200-30-1560-EB-40-2040
(f) Confidential Assistant	: Rs. 1200-30-1560-EB-40-2040
(g) Stenographer	: Rs. 2000-60-2300-EB-75-3200

(Higher Grade)

(G.C.C. Examination passed with 110 and 40 w.p.m. in shorthand and Typewriting respectively in English or G.C.C. Examination passed with 100 and 30 w.p.m. in Shorthand and Typewriting respectively in Marathi)

(i) Stenographer	: Rs. 1400-40-1600-50-2300-EB-60-2600
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(Lower Grade)

(G.C.C. Examination passed with 100 and 40 w.p.m. in Shorthand and Typewriting respectively in English or G.C.C. Examination passed with 100 and 30 w.p.m. in Shorthand and Typewriting respectively in Marathi)

(i) Stenographer	: Rs. 1200-30-1560-EB-40-2040
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(Steno-Typist)

(G.C.C. Examination passed with 80 and 40 w.p.m. in Shorthand and Typewriting respectively in English or G.C.C. Examination passed with 60 and 25 w.p.m. in Shorthand and Typewriting respectively in Marathi)

(j) Junior Clerk	: Rs. 950-20-1150-EB-25-1500
(k) Library Clerk	: Rs. 950-20-1150-EB-25-1500
(l) P.B.X. Operator	: Rs. 950-20-1150-EB-25-1500 + Special pay Rs.40/-

(n) Wireman-cum-clerk	: Rs. 950-20-1150-EB-25-1500
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(n) Driver	: Rs. 950-20-1150-EB-25-1500
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**III. Category 'C'-Class IV Servants**

(a) Off-set Machine Operator	: Rs. 950-20-1150-EB-25-1400
(b) Plumber	: Rs. 950-20-1150-EB-25-1400
(c) Daftary	: Rs. 775-12-955-EB-15-1030-20-1150
(d) Naik	: Rs. 775-12-955-EB-15-1030-20-1150
(e) Peon	: Rs. 750-12-870-EB-14-940
(f) Sweeper	: Rs. 750-12-870-EB-14-940
(g) Mali	: Rs. 750-12-870-EB-14-940

**E.D.P. Section (Electronic Data Processing Section)****IV. Category 'A'-Officers**

(a) E.D.P. Manager	: Rs. 3200-100-3500-125-4625
(b) Dy.EDP Manager	: Rs. 2200-75-2800-EB-100-4000- + Spl.Pay Rs.100.
(c) Analyst Programmer	: Rs. 2200-75-2800-EB-100-4000
(d) Programmer	: Rs. 2200-75-2800-EB-100-4000
(e) Input Output In-charge	: Rs. 2000-60-2300-EB-75-3200-100-3500
(f) Operation In-charge	: Rs. 2000-60-2300-EB-75-3200-100-3500

**V. Category 'B'-Supervisory and Others**

(a) Librarian Media	: Rs. 1640-60-2600-EB-75-2900
(b) Shift In-charge	: Rs. 1640-60-2600-EB-75-2900
(c) Input Output Supervisor	: Rs. 1640-60-2600-EB-75-2900
(d) Assistant Programmer	: Rs. 1640-60-2600-EB-75-2900
(e) Console Operator	: Rs. 1400-40-1600-50-2300-EB-60-2600
(f) Sr.A.C. Operator	: Rs. 1400-40-1600-50-2300-EB-60-2600
(g) Control Assistant	: Rs. 1400-40-1800-EB-50-2300
(h) A.C. Operator (Junior)	: Rs. 1400-40-1800-EB-50-2300

- (ii) The pay-scales of the employees of the State Board, shall not be lower than those obtaining for the servants of the State Government of comparable category and when the pay-scales of the servants of the State Government are revised, the pay-scales of the employees of the State Board shall also be correspondingly revised.

**( 2 ) Duties ( General Section )**

- ( i ) The Research Officer's duties will be to carry out academic and statistical research relating to secondary education in general and final examination conducted by the Divisional Boards and prepare the draft of the annual report of the State Board and carry out such other duties as may be entrusted to him by the Secretary from time to time.

- ( ii ) The Evaluation Officer will undertake, organise, direct and supervise the Board's projects for Examination Reforms. His duties will be to work with the Curriculum and Text Book Committees of the Board in so far as evaluation is concerned, to initiate research projects, surveys and experiments in collaboration with the Divisional Boards, Universities, Departments of Education, Colleges of Education and Secondary Schools, to work out technical details regarding the introduction of object-wise based test-items in external examination, to prepare and publish test-items and other useful material for circulation to Schools; to develop a pool of test-items for use of Paper-Setters in setting question papers; to prepare translations of relevant and significant material from other languages; to organise and conduct evaluation work-shops for paper-setters, examiners, teachers, teacher educators etc. and to carry out any other duties assigned from time to time.
- ( iii ) The Accounts Officer will be responsible to establish and maintain a system of Budgetary and Financial Control governing the allocation and use of Board's funds, cash flow analysis, working capital requirements, capital expenditure etc. to keep up-to-date accounts of all the financial transactions of the Board, to report the facts to the Finance Committee, Executive Council, and the Board in the manners prescribed and make suggestions concerning the future operations; to conduct primary check of all financial transactions; to prepare annual and revised budget estimates; to maintain accounts of the property of the Board; to carry out project reports with regard to capital expenditure relating to new expansion plans; to forecast the financial requirements of the Board and to devise ways and means of meeting them either through the internal funds or through external borrowing; to prepare a uniform system of accounts for all the Board's Offices; to arrange for and carry out periodical inspection of accounts of the Divisional Board's Offices and to carry out any other duties assigned.
- ( v ) The Superintendent ( Senior ), Accountant ( Senior ), Superintendent Accountant, Assistant Superintendent, Supervisory Clerk, Deputy Accountant, shall carry out such supervisory duties and other duties as may be allotted to them by the Secretary or Divisional Secretary as the case may be.
- ( vi ) The duties of the Research Assistant in the office of the State Board will be to assist the Research Officer in carrying out academic and in statistical research relating to secondary education in general and in preparing the Annual Reports, News Letter of the State Board, etc. and to carry out such other duties as may be assigned to him from time to time.
- ( vii ) The duties of the Research Assistant in the office of the Divisional Board will be to supply statistical data and to undertake research projects as directed and to carry out such other duties as may be assigned to him from time to time.

(vii) (a) The duties of the Librarian will be

- (1) to invite at the commencement of each financial year, the offers for the books from the prospective booksellers and Publishers regarding their terms and conditions and rates of trade discount subject to which the books will be supplied to the Library throughout the year.
- (2) to check and ensure that the books called for and received from the approved book seller are in order in respect of (a) authors name, (b) title (c) price (d) editor (e) publisher and (f) No of pages, and they are properly brought on charge.
- (3) to maintain Accession Register of the books purchased by the Library in the prescribed form. The entries of the books purchased shall be made in this register from the bills and title pages of the books presented by the booksellers, by giving simultaneously the accession number to the books.
- (4) to verify and check the bills of books purchased for the Library with reference to the Accession Register and record Certificate in the prescribed form on the bills before passing them to the Accounts Section for payment.
- (5) to undertake every year the Physical verification of the books stocked in the Library and to record Certificate in the prescribed form.
- (6) to place the report of missing books with full details including price etc. to be written off alongwith certificate before the Executive Council and verify every year before 31st June all the Dead Stock articles and other equipment in the Library and shall record a certificate in the prescribed form.
- (7) to be responsible for the safe custody of books and articles in his charge and to take such steps as may be necessary to safeguard against any misuse, theft, damage or otherwise tampering with the books, deadstocks articles etc. in the Library.
- (8) to carry out such other duties and follow such other instructions assigned/given to him by the Chairman and Secretary from time to time.

(viii) The Assistant Accountant, Senior and Junior Clerks or Operators will carry out under supervision of the heads of their respective sections or branches such clerical and other duties as may be entrusted to them by the respective heads of sections and by the Secretary or Divisional Secretary from time to time.

(ix) The Confidential Assistant and the Stenographers will generally assist the officers of the Board and carry out such work as may be entrusted to them from time to time.

(x) The Off-set Machine Operator will be responsible for the proper up-keep and maintenance of the machines entrusted to his charge and carry out the printing work on the machine with utmost care and secrecy.

- (xi) The Driver will be responsible for cleaning and up-keep of the vehicle. He shall drive the vehicle with utmost care and caution, and carry out such further instructions as may be issued to him by the Secretary or Divisional Secretary from time to time.
- (xii) The Daftary will be responsible for maintenance of all records and files entrusted to his charge and issuing the same when required by the officers and he shall carry out such further instructions as may be issued to him by Secretary or Divisional Secretary.
- (xiii) The Naik will be responsible for allocating and supervising the work of all peons, boy peons and sweepers and carrying out such other duties as may be entrusted to him by the Secretary or Divisional Secretary.
- (xiv) The Peons will be entrusted with any of the following duties :-
- ( a ) Carrying office files, registers, office stationery, stores, furniture, dead-stock articles, parcels, trunks, boxes, answer-books, bundles etc. from one section to another within their respective offices as well as to the Post Office, Railway Station, S. T. Stand, Banks, Treasury, Centres of Examination, Examiners, Moderators etc. as per instructions issued to them from time to time.
  - ( b ) Keeping vigilant watch over the office premises and ensuring that the Board's property, documents, records etc. are not removed outside the office premises without proper authorisation.
  - ( c ) Sweeping and cleaning the office premises and furniture and storing drinking water,
  - ( d ) Attending duties in shifts during day or night as may be fixed by the officer.
  - ( e ) Carrying out such further instructions as may be issued to them by the Secretary or Divisional Secretary from time to time.
- ( xv ) Sweeper's duties will be to clean the bath rooms, urinals, latrines and maintain them in perfect sanitary condition and he shall carry out such instructions as may be issued by the Secretary or Divisional Secretary.
- (xvi) Mali's duties will be to look after the day to day upkeep, maintenance and development of the garden in the office premises and he shall carry out such instructions as may be issued to him from time to time by the Secretary or Divisional Secretary.
- ( 2 ) ( i ) Duties—( E. D. P. Section. )

(1) **EDP Manager :**

- (i) To function as the Head of the Computer Division
- (ii) To define the scope of the Computer Department giving each of the responsible subordinates precise and documented directives;
- (iii) To note the needs for organisational revision and to plan its execution;
- (iv) To formulate short, medium and long term economic and operational plans on development of staff and on methods of automatic data processing designed to fit in with the corresponding plans for organisational revision;
- (v) To formulate plans for training the personnel under his command;
- (vi) To interpret the policies and objectives of the top management and to translate them into plans for development of the information systems;
- (vii) To co-ordinate the activities of the Systems Analysts with those of the Programmers when new automated procedures are adopted;
- (viii) To co-ordinate the operational activity of the Computer Centre with the work of testing and correcting new processes;
- (ix) To ensure that the operational procedures of the Computer Centre produce the best results obtainable from the processing methods installed;
- (x) To ensure that the Computer time is fully and most advantageously utilised.
- (xi) To be in touch with the outside organisations intending to buy the Board's Computer time and to organise and plan the procedures and the time-schedules for their processing jobs;
- (xii) To take part in meetings of the management to keep uptodate the problems and developments in the organisation;
- (xiii) To take part in conferences, seminars and to pay visits to other organisations to keep uptodate on techniques of automatic data processing;

(2) **Dy. EDP Manager**

- (i) To interpret the directives of the EDP Manager and to translate them into work plans to be entrusted to Analysts/Programmers, documenting them formally in

terms of the resources employed and time limits of the completion of various stages;

- (ii) To be the Chief of Analysts/Programmers;
- (iii) To set up work groups sorting out the tasks of systems/analysis/programming as required and nominating a group head as operationally responsible for each project;
- (iv) To suggest to the Analysts/Programmers the principal lines on which the work should be carried out, giving where necessary his own solution to particularly difficult computer problems;
- (v) To plan and to take part in the training of Analysts/Programmers;
- (vi) To check documentation of projects personally to prepare reports on the progress of the work to be submitted to the EDP Manager;
- (vii) To take an active part in maintaining liaison between the Analysts and the organisational units for which mechanisation is proposed, planned in course of study or already in operation;
- (viii) To co-ordinate the activities of the programming staff, assessing the specialised abilities possessed by each to estimate the time required for testing programmes and to make arrangements for carrying out the tests;
- (ix) To work closely with the EDP Manager in drawing up work load schedules for the electronic data processing machinery;
- (x) To propose to the EDP Manager new plans for organisational revision and automation of office or outside work, detailing the objectives, methods, time elements, advantages and costs;
- (xi) To keep himself upto date professionally on techniques of organisation and automatic data processing by means of study of books and specialised reviews and participation in courses and seminars.
- (xii) To establish standard procedures for writing and format documentation of programmes and to ensure that the programmers adhere to them;
- (xiii) To study and to suggest to the EDP Manager plans for the revision of the programmes with a view to improving the efficiency of use of the processing machines;

- (xiv) To evaluate the suitability and desirability of using specific programming techniques (machine language, subordinate etc) taking into account the computer used, the nature of processing to be carried out and the skill of the personnel available;
- (xv) To ensure that all programmes are well documented and maintained upto date in a proper and systematic way.
- (xvi) To ensure that cards for various programmes, subroutines etc. are kept properly and their use controlled systematically.
- (xvii) To organise and record the minutes of the Steering Committee and other Sub-Committees.

**(3) Analyst Programmer :**

- (i) To look after and maintain System Design and the program for the existing Systems with all the necessary documentations made up- to-date.
- (ii) To undertake system development work under the guidance and directions of the Dy EDP Manager for the modifications of existing systems or new additional systems.
- (iii) To prepare program specifications for the modification of existing program for writing new programs and to give them to the Programmers/Asstt. Programmers for writing actual programs.
- (iv) To check and approve the programs written by the Programmers/Asstt. Programmers.
- (v) To do periodical reporting to the Dy.EDP Manager on the assignments entrusted to him/her.
- (vi) To prepare exhaustive test data for testing the programs.
- (vii) To ensure that the documentation, for all the programs, the systems Flow Charts are according to the standard laid down and up-to-date all the time.
- (viii) To be in charge of the Computer Manuals, periodicals and other literature and to ensure that the Manuals are kept upto date by incorporating all the amendments received from the Company from time to time and that systematic



Registers are maintained for :

- (i) Accession.
- (ii) Issue and Return.
- (ix) To master all the important and standard Software packages of DMS and others and prepare the Programmers and Asstt. Programmers for the same.
- (x) To keep abreast of all the latest techniques of systems designing and programming.
- (xi) To write programs for important and complicated jobs.
- (xii) To assess the performance of the Programmers and Asstt. Programmers and to submit quarterly report to the EDP Manager through the Dy.EDP Manager.
- (xiii) To prepare MSS for the formats of all the Pre-printed Stationery Items and approve the Art Plates sent by the Presses concerned.
- (xiv) To ensure that the Records (Files) are prepared and kept for
  - (i) Specimens of Continuous Stationery Forms for each year and
  - (ii) Specimens of all output Reports for each Examination arranged in the sequence.

#### **Programmer**

- (i) To report to the Dy.EDP Manager.
- (ii) To write Computer Programs as per specification given by the Analyst-Programmer/Dy.EDP Manager in the programming Language required by the Board's EDP Division and carry out the necessary testing and compilations until the programs are ready for actual runs.
- (iii) To prepare document and implement existing and proposed systems and procedures which utilize directly or indirectly computer time.
- (iv) To amend and replan systems and procedures in accordance with current organisation structure and policy.
- (v) To prepare, test and document computer programming from specifications prepared by himself or by other system analysts/programmers.
- (vi) To amend and/or rewrite programmes to meet new specifications.

- (vii) To assist in the field of training and to collaborate in the analysis of particularly complex processing operations and in planning integrated programme systems.
- (viii) To carry out a continuous course of study to increase his own technical knowledge in the field of Computer Programming by consulting books and specialised reviews and taking part in courses and seminars.
- (ix) To officiate for Senior Systems Analyst for temporary periods, if required.

**(5) Input-Output In-Charge :**

- (i) To be overall In-charge of data preparation and Input/Output Sections.
- (ii) To ensure that the Input/Output sections and data preparation sections function efficiently and according to the procedures laid down.
- (iii) To study and suggest improvements in the working and procedures of I/O and data-preparation sections.
- (iv) To maintain an index with a set up specimens of various forms and instruction pamphlets, card-designs etc. required for facilitating the operations
- (v) To prepare new forms instructions, card-designs etc. for the new and additional jobs undertaken or revise existing jobs and get them approved by the Dy.EDP Manager/EDP Manager.
- (vi) To maintain discipline and punctuality.
- (vii) To ensure that an adequate pool of Punch and Verify Operators is always maintained by adding to the list of Punch Operators, new trainees found suitable during the monthly test conducted for them.
- (viii) To keep liaison with the Operations In-Charge for the delivery of Input data to and receiving the Output documents from the Operations In-Charge.
- (ix) To control stocks and orders for supplies of necessary stores and accessories.
- (x) To prepare the project work schedule and daily schedule of work from sections under him.
- (xi) To submit daily progress reports for the jobs carried out under his supervision to the EDP Manager through Dy.EDP Manager.

- (xii) To record up-to-date control information in the prescribed Register to ensure that the Output Reports received from the Computer Operations In-charge are checked against the control figures in the control Register and to report to the EDP Manager immediately about discrepancies or disparities observed.
- (xiii) To be the custodian of all the punch machines used for data preparation and Input-Output Operations and to ensure the periodical inspection thereof.
- (xiv) To maintain all correspondence files dealing with data preparation and Input/Output Operations.

**(6) Operations In-Charge (Computer)**

- (i) To define the budgetary requirements of Operations and control the department.
- (ii) To establish standards and procedures for Operations and keep them up-to-date.
- (iii) To keep liaison with other senior systems analysts and other departments to establish interface standards between Operations and Systems and Programming and line departments.
- (iv) To control the quality and efficiency of operations.
- (v) To advise on the operational costs and feasibility of proposed systems and applications.
- (vi) To assist in the overall planning of any computer project, and plan the Operations component in detail.
- (vii) To establish and control :
  - A data and quality control system
  - Programme and data file libraries.
- (viii) To ensure that jobs are scheduled in the most efficient way, in accordance with the requirements of user and the standards that apply in operations.
- (ix) To ensure that records of machine usage and service ability are kept .
- (x) To fix the hours when the equipment will operate.
- (xi) To arrange routine and stand-by maintenance and liaison with the supplier of the equipment.

- (xii) To select operations staff, direct their training, assign and supervise their work and review their performance.
- (xiii) To ensure that adequate supplies of stationery and consumable supplies are available.
- (xiv) To arrange and test reciprocal stand-by facilities for use in emergencies.
- (xv) To keep abstract of new techniques, hardware and software.
- (xvi) To assign duties to the operators and ensure that standard procedures are observed and the necessary records kept.
- (xvii) To remain responsible for computer room discipline and punctuality of staff.
- (xviii) To supervise the efficient operation of the Computer.
- (xix) To arrange smooth take over between shifts and start up the system at the beginning of the first shift.
- (xx) To train new staff in machine operation and ensure that all staff are adequately trained to this end and organise rotation of duties.
- (xxi) To revise daily work schedules as necessary.
- (xxii) To take appropriate action if a machine malfunctions or a programme terminates unexpectedly; this may include :
  - Calling the maintenance engineer;
  - Ensuring that stand-by procedures are observed.
  - Returning a programme or contacting the programmer.
- (xxiii) To keep liaison with Data Control and Media Libraries and is responsible for their activities during his shift.
- (xxiv) To vet new applications and review existing ones.
- (xxv) To review methods of work and standards and suggest improvements.
- (xxvi) To suggest improvements to software and commercial Programmes.
- (xxvii) To review the work load and consequent utilization of staff.

(xxviii) To implement improvements in the operation system.

(xxix) To assist in compilation of the operator's manual.

**(7) Librarian-Media**

(i) To control the organization of the library of magnetic tapes and discs.

(ii) To classify and catalogue files in accordance with their contents and use; affixes and up dates the identifying labels.

(iii) To keep files up-to-date, releasing redundant files as necessary.

(iv) To control the issue and receipt of all files, and updating of manufacturer's software.

(v) To maintain a record of each file's use and history.

(vi) To maintain backup on duplicate files.

(vii) To maintain a stock of media for new files.

(viii) To remain responsible for the security of all files.

(ix) To learn and keep abreast of Computer Operator's duties and responsibilities and work as Computer operator when necessary.

**(8) Shift In-charge**

(i) To be In-charge of one shift of Computer Operations.

(ii) To know and carry out all the duties enumerated for "CONSOLE OPERATOR".

**(9) Input/Output Supervisor**

(i) To supervise the efficient running of Data Control section.

(ii) To maintain discipline and punctuality of staff.

(iii) To check inconsistencies and breaches of standards in input and control documents and deal with them in accordance with determined procedures.

- (iv) To monitor and control the progress of work from users through the Data Preparation area and the computer room, and ensures deadlines are met.
- (v) To investigate errors in processing and check results for accuracy and completeness, correct errors, and resubmit jobs as appropriate, originate job control sheets for reruns.
- (vi) To receive jobs for data-preparation.
- (vii) To assemble jobs for data-preparation.
- (viii) To check accuracy of input documents and to record cases of inconsistencies or errors for notifying to the Branches concerned.
- (ix) To record control information.
- (x) To receive output reports from the Operations In-charge and arrange for distribution to the Branches concerned.

**(10) Asstt. Programmer**

- (i) To write Computer programme entrusted to him/her by the Analyst Programmer/Dy.EDP Manager.
- (ii) To prepare parameter cards for the readymade programmes, utility programs.
- (iii) To carry out compilations for the new or revised programs.
- (iv) To assist the programmer.
- (v) To improve the programming knowledge and ability.
- (vi) To maintain and keep up-to-date the computer manuals and periodicals in the EDP Division.
- (vii) To carry out any other duties assigned to him by the Dy.EDP Manager/EDP Manager.

**(11) Console Operator**

- (i) To organize and control the flow of work through the machine room.

- (ii) To supervise the operating staff.
- (iii) To check results of processing for errors. In the event of any malfunction of equipment to take appropriate action.
  - Abandon the run, and take the necessary details for the programmer
  - Send the job to Data Control for a decision.
  - Call the engineers
  - Notify the shift leader, who can then call in the programmer.
- (iv) To ensure Operations and to have a list of contacts in the event of failures of a live programme.
- (v) To note deficiencies in programme suites that affect Operations.
- (vi) To check in detail the operating instructions supplied with programmes.
- (vii) To check that equipment is used correctly.
- (viii) To check the quality and alignment of printer output.
- (ix) To assist the Liaison Officer in producing a weekly time analysis.
- (x) To train new operators.
- (xi) To order computer supplies.
- (xii) To complete the job control sheets, making the requisite comment.
- (xiii) To notify Data Control of the service ability of equipment so that schedules can be prepared.
- (xiv) To acquire a good knowledge of programme content and results.
- (xv) To keep a log of equipment malfunctions.
- (xvi) To set up jobs on the computer, operate the computer and its peripherals, and perform simple cleaning and maintenance.
- (xvii) To monitor computer output, and check it for acceptability.
- (xviii) To record machine utilization and keep the Computer log.
- (xix) To make an initial diagnosis of any malfunction of media, equipment, or programmes and report them to the Senior Operator.

- (xx) To provide the parameters required by standard software.
- (xxi) To check that input files and output media are as specified, and that the correct tapes are loaded as required.
- (xxii) To allocate output tapes, and keep the necessary records.
- (xxiii) To take the necessary action on console comments.
- (xxiv) To keep himself abreast of Tape Librarian's work and work as Tape Librarian when necessary.

**(12) Sr.A.C. Operators**

- (i) To be over-all in-charge of the A.C. Plants.
- (ii) To plan and prepare the Weekly Duties Chart for the A.C.Operators in consultation with the Operation In-Charge.
- (iii) To prepare and submit a plan for Earned Leave proposed to be given to the A.C. Operators during the year.
- (iv) To arrange and organise the periodical cleaning of Microfilters and Servicing to be done by the Maintenance Contractor.
- (v) To supervise the work of A.C. Operators and report the irregularities to the EDP Manager.
- (vi) To carry out all the duties of A.C. Operators enumerated under "A.C. Operators", whenever required to do so.

**(13) Control Assistant**

- (i) To work under the I/O Supervisor in the Data-Preparation Section.
- (ii) To assist the I/O Supervisor in organising and controlling the Data-preparation Operations.
- (iii) To check the Error Reports received from the Computer Room and to reconcile them after investigating each case thoroughly.
- (iv) To work as D.D.E. Operators.



- (v) To Punch & Verify Amendment, program and parameter cards.
- (vi) To assist Computer Console Operator whenever necessary.
- (vii) To carry out any other duties assigned by the EDP Officers.

#### **A.C. Operator (Junior)**

- (i) To check that the correct switches are on and the correct controls are operative.
- (ii) To check at every four hours the water-levels in the supply and cooling tower tanks and to take proper action whenever the level is low and to report the matter to the store branch through the EDP Manager.
- (iii) To take readings at every four hours from the Voltmeter, to take proper measures in case voltage is out of the limits and to report the matter to the EDP Manager and to the Store Branch in writing.
- (iv) To check at every two hours that the main parts of the system viz. Pumps, Condensers, Compressors and Blowers of the two A.C. Units which are operative are functioning quite satisfactorily and to take immediate remedial action, as soon as malfunction of any part is observed.
- (v) To check the humidifier and the fan to see that they give correct effect.
- (vi) To check at intervals the heaters in the ducting to ensure that they satisfy the requirements of the air-conditioning automatically. Whenever automatic controls fail, they should be watched carefully and operated manually and the matter reported to the Store Branch.
- (vii) To reset overloads with necessary remedial measures and to start the machinery correctly.
- (viii) To see that while the Computer System is working, 2 A.C. Plant Units are operative. When the computer is switched off, make sure that atleast one A.C. Unit is kept running satisfactorily. Ensure that no Unit is working continuously for more than 48 hours. Record for the purpose will be maintained and submitted to the EDP Manager for perusal.
- (ix) To see that all fire-fighting equipment is in order.

- (x) To visit the Alternator Room atleast once during the shift and to see that the machinery inside the room, particularly the Exhaust Fan is working properly and that no abnormal conditions exist then.
- (xi) To visit the Computer Room at least after every 4 hours to see that the Thermohydrograph is recording the temperature and the humidity properly.
- (xii) To maintain a Register showing the record of readings at every four hours of the Computer Room temperature.
- (xiii) To watch the indicator lamps and bells for out of limit warnings and to take immediate proper measures.
- (xiv) To change the thermohydrograph paper weekly and keep the record of the same.
- (xv) To change the condenser water pump weekly.
- (xvi) To drain the water from humidifier tank with interval of 2 days, when it is in operation.
- (xvii) To check the Manometer reading for velocity of Cooled Air and cleanliness of Microfilters.
- (xviii) To check that the compressor heaters are on, in the idle period.
- (xix) To see that periodical servicing to be done by the Voltas is actually done and ensure that the contract for the comprehensive maintenance is extended well in time.
- (xx) In the event of the major fault or break-down of any of the A.C. Plant Units, call for the assistance from the respective Engineer, on phone. The matter should be reported to the EDP Manager immediately.
- (xxi) To check up periodically all the electrical fittings and fixtures in the EDP Department and to attend to faults therein.
- (xxii) To maintain a daily diary of the jobs done and all eventualities during the day and submit it to the EDP Manager.
- (xxiii) To see that the cooling tower and supply water tanks are cleaned weekly.
- (xxiv) To see that the pot strainers and the air-filters are kept clean.
- (xxv) To clean the nozzles of cooling tower monthly.
- (xxvi) To do any other job entrusted by the EDP Manager.

## 19. STAFF SELECTION COMMITTEE

- ( 1 ) Appointment to posts under categories ' A ' and ' B ' under clause ( 1 ) of Regulation 18 may be made either by promotion or by direct recruitment.
- ( 2 ) Appointment by promotion shall be made by the Chairman from the select lists prepared by the Staff Selection Committee, in accordance with the rules framed by the State Board.
- ( 3 ) Appointment by direct recruitment shall be made by the Chairman from the lists or panels of candidates selected by the Staff Selection Committee, in accordance with the rules framed by the State Board.
- ( 4 ) The Staff Selection Committee shall consist of the Chairman, the Divisional Chairmen. The Chairman of the State Board shall preside over the meetings of the Staff Selection Committee. The Secretary of the State Board shall be the Secretary of the Staff Selection Committee.
- ( 5 ) Appointments to posts in category ' C ' under clause ( 1 ) of Regulation 18 shall be made by the Chairman and it shall be competent for the Chairman to delegate this power to a Divisional Chairman.
- ( 6 ) Notwithstanding anything contained in the provisions of clauses (1) to (3) above :-
- ( i ) The Chairman shall be competent to make temporary appointments to posts under categories ' A ' and ' B ' under clause ( 1 ) of Regulation 18 for a period of six months when no candidate on the select lists or panels of candidates is available.
  - ( ii ) The State Board shall be competent to appoint to any of the posts in categories ' A ' and ' B ' under clause (1) of Regulation 18 servants of the State Government obtained on deputation.
  - ( iii ) The Executive Council shall have the power to employ in the Board's service, retired or superannuated pensioners and to fix their salaries, allowances and other conditions of service, on their own merits, if their services are required in the interest of the State Board.
- ( 7 ) ( i ) All appointments by direct recruitment shall be made in the first instance on probation for a period of one year; provided that the period of probation may be extended by such further period as the Chairman may deem fit; but in no case shall the total period of probation exceed two years, however, in the case of Board's servants working in Technical Section, the said period may be extended upto three years.
- ( ii ) Service rendered in a time-scale post during the period of probation, shall count as service towards increments.
  - ( iii ) The Secretary or the Divisional Secretary concerned ( through the Divisional Chairman ) under whom the employee is working shall send to the Chairman at least a month before the expiry of the probation period or by such date as

may be fixed by the Chairman, a confidential report about the work and conduct of the employee on probation, with definite recommendation for his continuance or otherwise.

(iv) On receipt of such a report, the Chairman may either : —

(a) continue the employee in service.

or

(b) extend his probation period.

or

(c) terminate his service.

(8) No person shall be confirmed in a permanent post unless he produces a medical certificate of health in an approved form duly signed by a Civil Surgeon or a Registered Medical Practitioner from amongst the panel approved by the Chairman.

## 20. SERVICE CONDITIONS OF STAFF OF THE STATE BOARD

(1) The employees of the State Board may be required :—

(i) to appear for written and oral tests for the purposes of their continuance, confirmation or promotion;

(ii) to furnish such security and service bond as may be required by the State Board;

(iii) to undergo such training as may be required by the Chairman, subject to such conditions as may be determined by the State Board.

(2) (i) Employees shall rank for seniority in their respective grade according to the dates of their appointment in the corresponding scale and except in special cases to be decided by the Staff Selection Committee, a junior member may not ordinarily supersede senior ones either in grade or in status :

Provided that, a separate and independent seniority list shall be maintained for the staff in the E. D. P. Section for purposes of promotion.

(ii) When any post is filled in by direct recruitment, the seniority of the candidates selected at the same interview should be in the order in which they are ranked by the Staff Selection Committee, irrespective of the dates of their joining duties.

(iii) When a holder of any post in a time-scale is reduced to a lower grade, he shall be placed at the top of the latter, unless the authority ordering such reduction directs that he shall rank in such lower grade, next below any specified member thereof.

(3) (a) An employee who is confirmed in a permanent post may continue in service till he completes the age of sixty years.

(b) Notwithstanding anything contained in subclause (a) of this Regulation

the record of performance of each employee of the Board shall be reviewed first on the completion of 52 years and every year after the completion of 57 years of age by a Review Committee.

( i ) The Staff Selection Committee shall be a Review Committee for this purpose.

( ii ) The Review Committee shall have the absolute right in public interest to retire such employee by giving him a notice of not less than three months in writing where the Review Committee is satisfied that such employee is unfit to continue in the services of the Board.

( c ) An employee of the Board feeling aggrieved of the decision of the Review Committee may appeal to the Executive Council within a period of 30 days from the date of service of the said notice and the decision of the Executive Council on such appeal shall be final.

( 4 ) ( i ) Subject to the provisions of the service bond, if any, referred to in clause ( 1 ) ( ii ) above :

( a ) a permanent employee shall not leave or discontinue his service under the State Board, without giving a prior notice in writing to the Chairman of the State Board, of his intention to leave or discontinue the service. The period of notice shall be three months ( 90 days ) in the case of employee in categories 'A', 'B' and 'C'.

( b ) a temporary employee including an employee on probation shall not leave or discontinue his service under the State Board, without giving one month's ( 30 days ) prior notice in writing :

( c ) In case of breach by an employee of the provisions of sub-clauses ( a ) and ( b ) above, he shall be liable to pay to the State Board as penalty a sum equal to his basic pay at the time of the termination of his employment for the unexpired period of notice required of him, which sum may be recovered from any moneys due to him.

*Note :* ( 1 ) No leave except casual leave and leave on medical certificate will be granted to an employee who has given a notice of resignation,

( 2 ) Orders of the Chairman regarding the continuance or otherwise of the leave already granted will be necessary in the case of an employee who sends a notice of resignation while on leave.

( ii ) An employee before leaving the State Board's Service shall hand over the charge of his post to a duly authorised employee and shall return to the State Board all books, apparatus, furniture etc. issued to him for his official or personal use and shall pay up in full all the charges due from him for

occupation of residential quarters, water, conservancy and electricity charges etc. If he fails to do so, the Chairman shall have the power to recover the amounts due from him on account of these and other items from his last salary and from the State Board's contribution to his Provident Fund.

- ( 5 ) Persons selected for State Board's service shall ordinarily start on the minimum of the time-scale provided; however, it shall always be competent for the State Board to fix the starting pay of any deserving candidate at any subsequent stage in the time-scale including the maximum.
- ( 6 ) An increment shall be drawn as a matter of course unless withheld under specific orders of the competent authority concerned for misconduct or unsatisfactory work. In ordering the withholding of an increment, the competent authority concerned shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.
- ( 7 ) Where an efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be given to an employee without the specific sanction of the Chairman.
- ( 8 ) Normal office hours shall be fixed by the Chairman, for all employees; but in case it becomes necessary, employees shall have to work beyond office hours provided; however, employees who are detained after normal office hours under written orders of the Secretary or Divisional Secretary shall be entitled to over-time allowance at such rates and subject to such conditions as may be determined by the Executive Council, from time to time.
- ( 9 ) All employees shall be entitled to dearness allowance, house rent and other compensatory local allowances, at such rates as may be determined by the Executive Council from time to time, but such rates shall not be lower than those sanctioned by the State Government for its employees in corresponding grades, from time to time.
- (10) When an employee is required to do the work of an equal or higher post, in addition to his own duties, he shall be paid the salary of the post held by him plus special pay not exceeding 20 per cent of the pay which he would have drawn had he been appointed to the latter post.
- (11) ( i ) No employee of the State Board shall be transferred to foreign service without his consent.  
 ( ii ) A transfer to foreign service may be sanctioned by the Executive Council subject to such conditions as may be stipulated either by general or special order. An employee in foreign service is liable to be recalled at any time.
- ( 12 ) ( i ) The employees of the State Board shall be entitled to the same rates of travelling and daily allowances, travel concessions, medical aid etc. as prescribed for the corresponding categories of Government employees by the State Government from time to time.

- ( ii ) Whenever an employee is required to go to a place or places in the Municipal Corporation area, from the place of his duty or registered address on State or Divisional Board's business, he will be entitled to conveyance charges as per Government Orders in force from time to time.
- ( 13 ) ( i ) In all other matters such as leave, leave salary, travel concessions, medical aid, advance for purchase of conveyance, housing advance, maintenance and verification of service-books, fixation of pay etc. which are not covered by these Regulations, the provisions contained in the Civil Service Rules of the State Government shall be applicable to all employees of the State Board.
- ( ii ) For the purposes of sub-clause ( i ) above, the Chairman of the State Board shall have all the powers of a Head of Department and the Executive Council shall exercise all powers vested in the State Government, in so far as the employees of the State Board are concerned.
- ( 14 ) If any question arises as to the corresponding category of Government servants, the matter shall be referred to the Chairman and his decision shall be final.
- ( 15 ) "All employees on the permanent establishment of the Board and employees appointed hereafter shall opt "The Group savings linked Insurance Scheme" on the terms and conditions accepted by the state Board. The amount of monthly contribution towards the premium shall be deducted from the salary of each employee as per the rate laid down in the scheme and accepted by the Board.

## 21. DISCIPLINARY ACTION AGAINST STAFF OF THE STATE BOARD

- ( 1 ) Without prejudice to the provision of these Regulations, the following penalties may be inflicted on an employee of the State Board guilty of negligence, misconduct, unsatisfactory work or for any other good and sufficient reason :—
  - ( i ) Warning or censure;
  - ( ii ) Fine;
  - ( iii ) Withholding of increment or promotion, including stoppage at an efficiency bar;
  - ( iv ) Recovery from pay or such other amounts due to him, of the whole or part of any pecuniary loss caused to the State Board by negligence or breach of orders;
  - ( v ) Reduction to a lower post or grade or to a lower stage in his time scale of pay;
  - ( vi ) Compulsory retirement;
  - ( vii ) Removal from service ;
  - ( viii ) Dismissal.
- ( 2 ) ( i ) The penalties mentioned in sub-clauses (i) to (iv) of clause (1) above may be inflicted by the Secretary or Divisional Secretary on any employee in Cate-

gory ' C ' of Regulation 18 ( 1 ) working in the office of the State Board or Divisional Board concerned. An appeal against any penalty inflicted under this sub-clause shall lie to :—

( a ) the Chairman, if the penalty is inflicted by the Secretary;

( b ) the Divisional Chairman concerned, if the penalty is inflicted by a Divisional Secretary.

( ii ) The penalties mentioned in sub-clauses ( i ) to ( iv ) of clause ( 1 ) above may be inflicted by a Divisional Chairman on any employee of Categories ' A ' and ' B ' working in the Office of the Divisional Board concerned. An appeal against any such penalty inflicted by a Divisional Chairman shall lie to the Chairman.

( iii ) The penalties mentioned in sub-clauses ( i ) to ( iv ) of clause ( 1 ) above may be inflicted by the Secretary of the State Board on any employee of Categories ' A ' and ' B ' working in the office of the State Board. An appeal against any such penalty inflicted by the Secretary shall lie to the Chairman.

( iv ) No employee shall be subjected to any of the penalties mentioned in sub-clauses ( v ) to ( viii ) of clause ( 1 ) above, except by an order in writing signed by the Chairman and no such order shall be passed without a specific charge or charges being formulated in writing and given to the employee concerned and without giving him reasonable opportunity to answer them in writing or in person. His previous record of service shall also be taken into account. An appeal against such penalty inflicted by the Chairman shall lie to the Executive Council.

( 3 ) Every appeal shall comply with the following requirements :—

( i ) it shall be written in Marathi, Hindi or English;

( ii ) it shall be couched in polite and respectful language and shall be free from statements, allegations or insinuations not strictly relevant to the matter;

( iii ) it shall contain all material statements, explanations and arguments and shall be complete in itself;

( iv ) it shall specify the relief desired;

( v ) it shall be submitted through the proper channel.

( 4 ) An appeal may be withheld by the competent authority, if :—

( i ) it does not comply with the requirements of sub-clause ( 3 ) above;

( ii ) it is illegible and unintelligible;

( iii ) it repeats an appeal already rejected by the appellate authority and does not in the opinion of the competent authority disclose any new points



- or circumstances which make a reconsideration necessary;
- (iv) it deals with a matter which does not concern the employee personally;
  - (v) it is not preferred within one month of the date of the order against which the appeal is made;
  - (vi) it is addressed to an authority to which no appeal lies under this Regulation.
- (5) In every case in which an appeal is withheld, the competent authority shall communicate to the appellant the fact that his appeal has been withheld and the reasons for withholding it.
  - (6) An appeal which is not withheld under clause (4) above, shall be forwarded to the appellate authority with the comments of the competent authority as soon as possible.
  - (7) In all other matters not covered in these Regulations, the Conduct, Discipline and Appeal Rules of the State Government shall apply to the employees of the State Board
  - (8) For the purposes of clause (7) above, the Chairman of the State Board shall have all the powers of a Head of the Department and the Executive Council shall exercise all powers vested in the State Government, in so far as the employees of the State Board are concerned.

## 22. BOARD'S PROVIDENT FUND

- (1) In this Regulation, unless there is anything repugnant in the subject or context :—
  - (i) "a permanent employee" means an employee confirmed in a permanent post on which no other employee of the State Board has a lien.
  - (ii) "salary" includes personal allowances but does not include any acting or other allowances.
  - (iii) "Fund" means the Board's Provident Fund.

### (A) Admission to the Fund

- (2) Every whole-time permanent employee of the State Board other than :—
  - (i) one whose services have been lent by the State Government and
  - (ii) one who has opted for pension under Regulation 23, shall, as a condition of his service, become a subscriber to the Board's Provident Fund, from the month in which he is confirmed.
- (3) Any whole-time employee of the State Board temporarily appointed in the first instance and subsequently confirmed in a permanent post, shall be admitted to the benefits of the Board's Provident Fund from the date of his temporary appointment, provided there has been no break between the termination of the temporary appointment and the commencement of the permanent appointment. Provided, then in the case of an employee who is promoted to the higher scale, subscription of the Provident Fund shall be deducted in such case on the basis of his officiating pay.

*( B ) Contribution to the Fund*

- ( 4 ) Subscription to the Fund shall be at uniform rate of eight per cent of the salary of the subscriber rounded off to the nearest rupee. Such subscription shall be deducted monthly from the salary of the subscriber and the amount so deducted shall be paid to the Fund to the credit of the subscriber. An employee of the State Board on leave on full pay shall continue to pay his subscription, and may continue to do so, at his option, if on leave on less than full pay.
- ( 5 ) The State Board's contribution to the Fund shall be at the rate of twelve per cent of the subscriber's salary rounded off to the nearest rupee and shall be made in arrears at the beginning of the next month.

*( C ) Deduction from the Fund*

- ( 6 ) When the amount standing in the Fund to the credit of a subscriber who has been dismissed from the service of the State Board for what, in the opinion of the Chairman is misconduct, becomes payable, the Executive Council may direct that the whole or any part of the contributions of the State Board, and of any interest accrued thereon, be deducted from the amount standing to the credit of the subscriber, and be paid to the State Board.
- ( 7 ) When the amount standing in the Fund to the credit of a subscriber becomes payable, the Chairman may direct that any amount due under a liability incurred by the subscriber to the State Board, with interest thereon, be deducted from the amount standing to the credit of the subscriber, and be paid to the State Board.
- ( 8 ) When the amount standing in the Fund to the credit of a subscriber who has resigned his service in the State Board before completing three years, becomes payable, the Executive Council may direct that the whole or any part of the contributions of the State Board, and of any interest accrued thereon, be deducted from the amount standing to the credit of that subscriber, and be paid to the State Board.

*( D ) Payment from the Fund*

- ( 9 ) Subject to any deductions under clauses ( 6 ), ( 7 ) and ( 8 ) above, the amount standing in the Fund to the credit of a subscriber shall become payable :—
- ( i ) on the death of the subscriber before quitting the service, or
  - ( ii ) on the subscriber's ceasing to be in the service of the State Board.
- ( 10 ) A subscriber's account shall be closed :—
- ( i ) on the day after the date of his death; or
  - ( ii ) from the day on which he ceases to be in the service of the State Board;
- No contribution or interest shall be credited in respect of any period, after the date on which the account is closed.

*( E ) Loans to Subscribers*

- ( 11 ) Advances from the amount standing to the credit of a subscriber on account of his own subscription may, at the discretion of the Chairman, be granted to him, in the case of the illness of the subscriber or of members of his family or for any

other reason deemed sufficient by the Chairman. It shall be competent to the Chairman to delegate this power of granting ordinary advances only to the Divisional Chairman in such cases as may be laid down in the rules to be made under clause ( 18 ). Such loan shall be repaid with such interest as would have accrued if the sum had not been withdrawn, in such a number of monthly instalments, not exceeding twenty-four, ( and 36 instalments in Special Cases where the amount of loan exceeds three months' pay of the subscriber ), as the Chairman may fix, and shall be recovered by deductions from the salary paid to the subscriber. The first of such deductions shall be made from the first payment of a full month's salary after the subscriber has withdrawn the sum to be refunded. The amount of such instalments shall be fixed in round number and the last instalment shall cover the entire balance then to be refunded by the subscriber. But a subscriber may at his option, pay any additional sum above the amount of instalment fixed in round figures, provided, however, that the interest due may be recovered in two further instalments.

- (12) The Chairman and the Divisional Chairman may advance to a subscriber a sum not exceeding one-half of the subscription payable by him to the Fund, in the financial year in which the sum is paid, to meet payments towards insurance policies approved by the Chairman. Except when otherwise specified by the Chairman, such sum shall not be treated as repayable advance, and such policies shall be assigned by the subscribers to the Board.
- (13) The Chairman may grant to a subscriber a non-repayable advance for such other purposes as may be laid down in the rules to be made under clause 18.

*( F ) Declaration and withdrawal*

- (14) Each subscriber on joining the Fund, shall furnish a nomination in a specific form showing how he wishes the amount to his credit in the Fund to be disposed off on his death, provided that if he has a family or at any time after joining the Fund acquires a family, he shall be precluded from nominating a person who is not a member thereof. Such nomination may at any time be revoked by the subscriber and replaced by fresh nomination. A nomination will be operative only on being received by the State Board.
- (15) Subject to any deductions under clauses (6), (7) and (8) above, on the death of a subscriber, before quitting the service, the amount standing to his credit in the Fund shall become payable to his nominee or nominees in the proportion specified in the nomination made by the subscriber in accordance with the provisions of clause (14) above. On such payment being made, the State Board shall be absolved from all liability in connection therewith.
- (16) For the purposes of clauses (14) and (15) above, only the following persons

shall be held to constitute a subscriber's family, namely, his wife or ... and children and the widows and the children of deceased sons.

- (17) Every subscriber shall be bound by these Rules and shall sign an agreement in the specified form.
- (18) The Executive Council, may from time to time, make rules or issue such general or special directions as may be consistent with the Regulations as to :—
- (i) the conduct of the business of the Fund;
  - (ii) any matter relating to the Fund or the investments of sums at the credit of the Fund, or the privileges of the subscribers not herein expressly provided for; or vary or cancel any rules made or directions given by them.

### 23. PENSION FUND

- (1) In this Regulation, unless there is anything repugnant in the subject or context—
- (i) "Fund" means, the fund maintained by the State Board for the payment of pension and gratuity to :—

- (a) such of the Government servants serving under Maharashtra Secondary School Certificate Examination Board, Poona, immediately before the appointed day and are from the said day taken over and employed by the State Board, and have opted for the benefits of pension and gratuity; and

- (b) such of the employees duly appointed by and serving under the Vidarbha Board of Secondary Education, Nagpur, immediately before the appointed day and are deemed appointed by the State Board on the appointed day, under section 40 (2) (h) of the Act and were entitled to the benefits of pension and gratuity immediately before the appointed day.

5.

- (ii) "Bank" means a Government Savings Bank, the State Bank of India or any other Bank in which under any law, for the time being in force, trust money may be deposited.

- (2) The Fund shall consist of—

- (i) the balance of the moneys kept apart by the former Vidarbha Board of Secondary Education in previous years as a pension fund, together with the interest accrued thereon, if any;

- (ii) the monthly contribution made under clause (3) below;

- (iii) interest on the Fund investments and

- (iv) any other moneys which may accrue to the Fund.

- (3) The State Board shall at the beginning of each month, contribute to the Fund the average pay of the scales or appointment of the employees referred to in clause (1) (i) (a) and (b) above and duly pay the contribution into a bank

every month on or before the prescribed date, so that interest may, under the bank rules, accrue thereon. Average pay will be calculated in accordance with Rule 79 of the Financial Rules under Devolution Rule 37 (e).

- (4) On the retirement of an employee referred to in clause (1) above, the State Board shall pay from the Fund such amount of pension and gratuity as may be certified by the Accountant General as chargeable to the Fund, in accordance with the principles contained in Appendix 3, Account Code, Vol. I.
- (5) The employees referred to in clause (1) (i) above shall be entitled to pension and gratuity on the basis of Government servants permanently transferred to another service. The pension and gratuity will in no case be less than what it would have been had they continued in Government service. The pensionary liabilities between the Government and the State Board should be apportioned according to the principles contained in Appendix 3 of the Account Code, Vol. I and the pension claim regulated according to the rules of the State Government as they stand at the time of their retirement. Pensionary charges will be allocated between the Government and the Board according to the proportion of service rendered under Government and the Board.
- (6) The Fund shall be kept separate from the revenues of the State Board and shall not be utilized for any purpose except for the payment of pensions and gratuities and any purpose incidental thereto.
- (7) The Fund shall, from time to time, be invested in such securities of the Government of India or in such other securities including fixed deposits in a bank as may be approved by the State Government by a general or special order in this behalf. The account of the Fund shall be kept in Forms I and II appended to these Regulations in this part.

#### 24. PROVIDENT FUND FOR BOARD SERVANTS APPOINTED TO TEMPORARY POSTS

- (1) Employees of the State Board appointed to such temporary posts as may be specified in this behalf by the Executive Council from time to time shall, as a condition of their service, become depositors in the "Non-contributory Provident Fund for Temporary Board Servants", established by the Executive Council.
- (2) Subscription to the Fund shall be 8 per cent of the salary of the post rounded off to the nearest rupee, which subscription shall be deducted monthly from the salary of the depositor and the amount so deducted shall be deposited into the Fund to the credit of the depositor. An employee of the State Board appointed to such temporary post, on leave on full pay, shall continue to pay subscription to the Fund and may continue to do so, at his option, if on leave or less than full pay.
- (3) The depositor shall be entitled upon leaving the service of the Board to draw out and receive the whole sum standing to his credit in the Fund together with such

interest as may be earned thereon, subject to deductions referred to in clauses ( 6 ), ( 7 ) and ( 8 ) of Regulation 22,

- ( 4 ) In the case of illness of the depositor or any member of his family or in such other cases as may be specified by the Executive Council in this behalf, the Chairman may advance to the depositor a sum not exceeding one-fourth of the sum to his credit at the time, subject to such conditions regarding repayment as the Chairman may lay down.
- ( 5 ) If a subscriber to this Fund is subsequently appointed as permanent servant of the State Board, without any break in service, the State Board shall, as with effect from the date of his temporary but continuous appointment and in accordance with the provisions of Regulation 22, make a contribution to the Fund at the rate of 12 per cent of his salary.

## 25. BOARD GENERAL PROVIDENT FUND FOR THOSE BOARD EMPLOYEES WHO HAVE OPTED FOR PENSION SCHEME

- ( 1 ) Employees of the State Board, who have opted for pension and gratuity under any Regulations in force immediately before the commencement of these Regulations, shall, as a condition of their service, become depositors in the Board General Provident Fund, which shall be established from such date as may be fixed by the Executive Council.
- ( 2 ) For all matters, such as, mode of recovery and rate of contribution, interest, investment of the Fund, Grant of advance and its recovery, maintenance of accounts, nominations, final withdrawal, or the like, the Executive Council may, from time to time, issue general or special directions.
- ( 3 ) The directions given by the Executive Council shall not be less favourable than those contained in General Provident Fund. Rules made applicable to State Government Servants from time to time.

## 26. PREPARATION OF ANNUAL BUDGET ESTIMATES

- ( 1 ) The financial year of the State Board and the Divisional Boards shall begin from the 1st of August.
- ( 2 ) The State Board shall prepare before the 15th of June every year, the annual budget estimates of its income and expenditure incorporating therein the income and expenditure of the Divisional Boards for the next financial year in Form III appended to these Regulations in this part.
- ( 3 ) Each Divisional Chairman shall prepare before the 1st of May every year the annual budget estimates of its income and expenditure in Form IV appended to these Regulations in this part and shall forward them with the remarks of the Divisional Board to the State Board before the 1st of June every year.
- ( 4 ) The revised and supplementary budget estimates of the State Board incorporating therein the revised and supplementary budget estimates of its Division

Boards shall be prepared in such manner and before such dates as the State Board may lay down.

**27. ANNUAL ACCOUNTS**

The Divisional Chairman of each Divisional Board shall prepare annual accounts of its receipts and expenditure in such manner and forward it to the State Board along with the remarks of the Divisional Board before such date as may be laid down by the Chairman of the State Board.







*Budget estimates of the State Board of Secondary*

Head of Account Receipts	Budget Estimates for the year	Revised Estimates for the year 19 -19	Actual Receipts for the year	
			19 -19	19 -19
1	2	3	4	5
	Rs.	Rs.	Rs.	Rs.

Opening Balance :-

1. Cash in hand
2. Cash in Bank
3. Cash in transit
4. Investments

Total .....

**A. Revenue Section**

- I Examination fees
- II Fees for Statements of Marks,  
Migration / Duplicate Certificates
- III Royalty on Boards Selections
- IV Other Miscellaneous Receipts
- V Government Grants

Total .....

**B. Deposits and Advances Section**

- VI Deposits
- VII Advances

**C. Investments Section**

- VIII Investments during the year.
- IX Investments maturing during the year.

**D. Remittance Section**

- X Remittance Account between the State  
Board and the Divisional Boards :-
  - (a) Poona Divisional Board
  - (b) Nagpur Divisional Board
  - (c) Aurangabad Divisional Board.

26 (2)]

*and higher secondary Education for the year ending 31st July, 19*

Head of Account Expenditure	Budget Estimates for the year	Revised Estimates for the year 19 -19	Actual Expenditure for the years		Remarks
			19 -19	19 -19	
6	7	8	9	10	11
	Rs.	Rs.	Rs	Rs	

A. *Recurring Expenditure of the  
State Board*

1. Establishment charges :--
  - (a) Pay and allowances of  
Gazetted Officers
  - (b) Pay and allowances of Office  
Staff
2. Travelling Allowance to  
Members of the State Board  
and its Committees
3. Printing, Stores and Stationery.
4. Postage, telegrams and telephone  
charges
5. Sumptuary allowance
6. Other miscellaneous expenditure

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Total Recurring Expenditure of  
the State Board

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B. *Recurring Expenditure of the  
Divisional Boards*

7. Poona Divisional Board
8. Nagpur Divisional Board
9. Aurangabad Divisional Board

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Total Recurring Expenditure of  
the Divisional Boards

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Total Recurring Expenditure of  
the State Board and the  
Divisional Boards

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## FORM III

Head of Account Receipts	Budget Estimates for the year	Revised Estimates for the year 19 -19	Actual Receipts for the years	
			19 -19	19 -19
1	2	3	4	5
	Rs.	Rs.	Rs.	Rs

---

Grand Total

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Continued

Head of Account Expenditure	Budget Estimates for the year	Revised Estimates for the year 19 -19	Actual Expenditure for the years		Remarks
			19 -19	19 -19	
6	7	8	9	10	11
	Rs.	Rs.	Rs.	Rs.	
<b>C. Non-Recurring Expenditure—</b>					
10. Office Equipment					
11. Books and periodicals for Board's Library					
12. Land and Buildings					
<b>Total Non-Recurring Expenditure</b>					
<b>D. Investment Section—</b>					
13. Investments made during the year					
14. Investments maturing during the year					
Total.....					
<b>E. Remittance Section—</b>					
15. Remittance Account between the State Board and the Divisional Boards—					
(a) Poona Divisional Board					
(b) Nagpur Divisional Board					
(c) Aurangabad Divisional Board					
Total.....					
<b>F. For outstanding bills—</b>					
16. (a) State Board—					
(b) Poona Divisional Board					
(c) Nagpur Divisional Board					
(d) Aurangabad Divisional Board					
Total .. .					
<b>Closing balance—</b>					
(a) Cash in hand-----					
(b) Cash in Bank-----					
(c) Cash in Transit-----					
(d) Investments-----					
Total.....					
<b>Grand Total</b>					

FORM

( See Regulation

*Budget Estimates of the . . . . .*

Head of Account Receipts	Budget Estimates for the year	Revised Estimates for the year 19 -19	Actual Receipts for the years			
			19	-19	19	-19
1	2	3	4	5		
	Rs.	Rs.	Rs.	Rs		

*ANNUAL ALLOTMENT***I. Remittance Account**

Remittances of annual allotment  
from the State Board to the  
Divisional Board

**II. Deposits and Advances**

- ( a ) Deposits
- ( b ) Advances

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GRAND TOTAL

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IV

26 (3)

*Divisional Board, for the year ending 31st July, 19*

Head of Account Expenditure	Budget Estimates for the year	Revised Estimates for the year 19 -19	Actual Expenditure for the years		Remarks
			19 -19	19 -19	
6	7	8	9	10	11
	Rs.	Rs.	Rs.	Rs.	

A *RECURRING EXPENDITURE*

1. *Establishment Charges*
  - (a) Pay and Allowances of Gazetted Officers.
  - (b) Pay and Allowances of Office Staff.
2. Travelling allowance to members of the Divisional Board and its Committees.
3. Printing, Stores and Stationery
4. Postage, Telegrams and Telephone Charges.
5. Remuneration and Travelling Allowance of Paper-setters; Moderators, Conductors, Supervisors, etc.
6. Miscellaneous Centre Expenditure
7. Scholarships and Prizes
8. Rent of Hollerith equipment
9. Sumptuary Allowance.
10. Other Miscellaneous Expenditure.

Total Recurring Expenditure.

B *DEPOSITS AND ADVANCES*

11. (a) Deposits
- (b) Advances.

C *REMITTANCES*

Remittance from the State Board to the Divisional Board.

GRAND TOTAL

## **PART II**

### **( Secondary School Certificate Examination )**

#### **28. PROCEDURE FOR RECOGNITION OF INSTITUTIONS BY DIVISIONAL BOARDS**

- ( 1 ) A secondary school desiring to be recognised for the purpose of admission to the privileges of a Divisional Board shall, not later than 15th of July two years preceding the year in which it proposes to present candidates for a final examination conducted by that Divisional Board, apply for recognition to the Divisional Secretary concerned in Form I appended to these Regulations in this part :

Provided that, the Divisional Chairman concerned may, for special reasons to be recorded in writing, condone the delay, if the delay does not exceed six months.

Provided further that, where the delay exceeds six months, it may be condoned by the Divisional Board, in exceptional circumstances and according to the merits of each case.

- ( 2 ) An application for recognition shall set out in full details the following particulars and shall be submitted in triplicate :-

- ( i ) The name of the secondary school;
- ( ii ) The name of the managing body, secretary or correspondent along with a true copy of the resolution of the managing body;
- ( iii ) A copy of the constitution of the foundation society;
- ( iv ) Whether the school has been recognised by the Education Department and if so, the Standards for which it has been permitted to make provisions and the academic year in which it proposes to establish or has established the several Standards;
- ( v ) The qualifications, experience, scale of pay, terms and conditions of service of the teaching staff;
- ( vi ) The final Examination for which it desires recognition;
- ( vii ) The subjects of instruction for which the institution undertakes to make provision;
- ( viii ) The medium or media through which it proposes to impart instructions;
- ( ix ) The accommodation provided in class-rooms, and the number of pupils in each standard or division of a standard;
- ( x ) The provision made for health, recreation and discipline of pupils;
- ( xi ) The financial position of the school and the sources and the amount of income;
- ( xii ) The rates of fees charged and the provision, if any, for grant of educational concessions to poor pupils;



- (xiii) A copy of the certificate of registration of the Society or Trust if the school is run by a Society or Trust.
- ( 3 ) On receipt of this application, the Divisional Secretary shall forthwith forward two copies thereof to the Regional Deputy Director concerned for report and recommendation, indicating the date on or before which the report should reach the Divisional Board's office. The report and the recommendations of the Regional Deputy Director shall be placed before the Examination Committee by the Divisional Secretary.
- ( 4 ) Any other information which the Examination Committee may call for in connection with the application, shall be promptly supplied by the school through the Regional Deputy Director concerned.
- ( 5 ) In forwarding his report, the Regional Deputy Director concerned shall state whether, and in what subjects or on what conditions and for what period recognition should, in his opinion, be granted.
- ( 6 ) No secondary school which is not recognised by the Divisional Board concerned shall be permitted to present candidates for any final examination conducted by it.
- ( 7 ) No secondary school shall be recognised or continued to be recognised by a Divisional Board unless it fulfils the following requirements, namely :-
- ( i ) The standards V, VI and VII attached to the secondary school, if any, continue to be recognised by the Education Department.
  - ( ii ) The management is competent and reliable and is in the hands of a properly constituted authority or managing body and its financial stability is assured.
  - ( iii ) The school shall be open for inspection to the inspecting officers of the Education Department and to a person or persons authorised by the Divisional Board.
  - ( iv ) Adequate and suitable buildings, furniture, equipment etc. and suitably qualified teaching staff for the instruction and recreation of the pupils shall be provided by each secondary school in accordance with the requirements laid down under clause ( 12 ) of this Regulation.
  - ( v ) The education imparted in the school is, in the opinion of the Divisional Board, satisfactory in all respects, and the school does not employ any member notified as unsuitable for employment by the Regional Deputy Director or the State Board.
  - ( vi ) The school follows the curricula and the detailed syllabi approved by and uses text-books sanctioned or prescribed by the State Board, from time to time.
  - ( vii ) Admissions made in the various Standards are according to the rules and instructions of the Education Department.

- (viii) Promotions made from Standard to Standard are in accordance with the principles laid down by the Education Department.
  - (ix) The rates of fees, the pay scales, allowances and amenities provided are according to the instructions issued by the Education Department from time to time.
  - (x) The school maintains the registers and records prescribed by the Education Department in a proper manner.
  - (xi) The records, statistical returns and certificate given by the school or the management are trustworthy.
  - (xii) The school undertakes to make provision to the satisfaction of the Education Department, that the general rules of discipline as laid down by the Department from time to time are duly observed by the school-employees as well as by the pupils
  - (xiii) The management undertakes not to conduct unrecognised schools standards or classes in the premises of the school or elsewhere.
  - (xiv) The school shall not prepare and send up the same candidates for any other Examination of the same nature and of similar or higher standard as the final Examination conducted by the Divisional Board concerned.
  - (xv) The school shall not refuse admission merely on the ground that a pupil belongs to a particular community, caste or religion.
  - (xvi) The school shall comply with the provisions of the Secondary Schools Code of the State Government in so far as they are not inconsistent with the provisions of the Act and the Regulations.
- ( 8 ) ( i ) If satisfied that the school is deserving of recognition, the Standing Committee of the Divisional Board concerned shall direct the Divisional Secretary to enter its name upon the list of the recognised secondary schools to be maintained by him and the Divisional Secretary shall inform the school, under intimation to the Regional Deputy Director concerned, in which subjects, on what conditions, for what period and for what final examination it has been recognised.
- ( ii ) If, in any case, the recommendation of the Regional Deputy Director as to granting or not granting recognition to a school is not accepted by the Standing Committee, the reasons therefor shall be recorded and communicated to the Regional Deputy Director concerned and also to the Director and the Chairman of the State Board.
- ( 9 ) If a school desires to add to the subjects or media of instruction in respect of which recognition has been granted, the procedure specified by the foregoing clauses of this Regulation, shall, as far as it may be possible, be followed. The form of application for this purpose shall be Form II appended to these Regulations, in this Part.

- (10) The Regional Deputy Director shall forward to the Divisional Secretary copies of all communications from a recognised school, intimating changes in management and in the number, qualifications and the salaries of the teaching staff, the result of which, in his opinion, affects the fitness of the school for continued recognition by the Divisional Board.
- (11) ( i ) If the Regional Deputy Director is of the opinion that any school recognised by the Divisional Board, has for any reason ceased to meet the requirement of that Divisional Board, he shall make a report of the same to the Divisional Board. The Examination Committee of the Divisional Board shall consider such report and submit its recommendations to the Standing Committee.
- ( ii ) If the Standing Committee, after taking into consideration the report of the Regional Deputy Director and the recommendations of the Examination Committee, referred to in (i) above, decides that any action against the school is necessary, it shall call upon the school to show cause why such action may not be taken. The school shall thereupon submit its representation if any, to the Divisional Board, within such period as may be fixed by the Standing Committee. The Standing Committee shall have the power to extend the period so fixed.
- ( iii ) If, however, the Standing Committee decides not to take any action on the report of the Regional Deputy Director, the reasons therefor shall be recorded and intimated to him and also to the Director and the Chairman.
- ( iv ) If, after considering the representation received from the school, the Standing Committee is satisfied that the school is no longer fit for continuation of its recognition, it shall submit its recommendations in this behalf to the Divisional Board and the Divisional Board after due consideration at its next meeting shall, if satisfied, direct the Divisional Secretary –
- ( a ) to strike the name of the school off the list of recognised secondary schools and inform the management of that school accordingly, under intimation to the Regional Deputy Director, or
- ( b ) to issue a warning to the management that unless within a period fixed by it the school removes the defect or defects to which attention has been called, it will be struck off the list of recognised secondary schools or that its recognition will be withdrawn in respect of one or more optional subjects or media of instruction. The Divisional Board shall have the power to extend, from time to time, the period so fixed.
- ( v ) If, within the period fixed by the Divisional Board or within such further time as may be allowed by it, the school fails to satisfy the Divisional Board that it is conforming to its requirements, the Divisional Board shall direct the Divisional Secretary to strike the name of the school off the list or

withdraw recognition in respect of one or more optional subjects or media of instruction :

Provided that before taking such action, the Divisional Board shall call upon the school to show cause why such action may not be taken.

- ( vi ) The Divisional Board may, at a subsequent date, after receipt of a further report from the Regional Deputy Director and the recommendations of the Examination Committee and the Standing Committee thereon, reinstate a secondary school on the list of recognised secondary schools or if the recognition was withdrawn in respect of one or more optional subjects or media, restore it to the privilege of preparing candidates in such optional subjects or through such media of instruction, subject to such conditions and instructions as may be deemed necessary.
- ( 12 ) The following are the standard requirements of buildings, teaching staff and equipment of a secondary school. Where these requirements cannot be complied with the authorities submitting the application for recognition by a Divisional Board should explain in full details the special circumstances, reasons or local conditions owing to which such deficiency or deviation may be condoned —
- ( i ) The premises should be sufficiently healthy, well lighted and ventilated, with due provision for the safety of the pupils and with separate, satisfactory and adequate sanitary arrangements for girls in the case of a boy's school in which girls are admitted.
  - ( ii ) The rooms in which classes are held should provide requisite accommodation for all the pupils actually admitted in each class at the rate of not less than 0.74 sq. m. per pupil on the roll.
  - ( iii ) Admission to a division of a standard should be limited to the number of pupils for which there is accommodation in the class-room to a maximum limit of 60.
  - ( iv ) ( a ) Every secondary school should, as far as practicable, provide a playground within a reasonable distance from the school at the rate of about 0.4 hectare of land for every 250 pupils.
  - ( b ) Adequate and suitable furniture, equipment, appliances, library etc, for the instruction and recreation of the pupils attending the school, should be provided.
  - ( c ) ( i ) In a secondary school, where technical, science and vocational subjects are taught, well-equipped workshop, laboratory and equipment for practical work should be provided and the number of pupils assigned to a single teacher for practical work at any one time should not exceed the sanctioned strength of one division.

- (ii) The teaching staff of the school should be adequate and well qualified with regard to the size of the school, the alternative courses provided and the optional subjects taught therein. Trained teachers possessing a degree or any other equivalent qualification in the respective subjects which they teach, should be provided for the secondary school Standards.
- ( v ) The Standing Committee may relax any of the above requirements in special circumstances or conditions of individual secondary schools on the merits of each case.
- ( 13 ) ( i ) The head of a secondary school should act as a correspondent with the Education Department and the Divisional Board so far as educational and administrative matters are concerned and it shall be his duty to keep the managing body of the school in touch with the correspondence. The name and address of the head should be registered in the office of the Divisional Board and the Education Officer or Education Inspector concerned. However, for attending to financial matters, the management may, if it so desires, appoint a person other than the head, but who is a member of the School Committee, as the correspondent whose name and address should also be registered with the office of the Divisional Board and the Education Officer or Educational Inspector concerned.
- ( ii ) In case of a change in the head or the correspondent for financial matters, the name and address of the respective new incumbent shall be immediately reported by the management to the Divisional Board and the Education Officer or Educational Inspector concerned.
- ( 14 ) When recognition is refused to a school, which has applied for recognition for the first time or the Divisional Board has decided not to continue its recognition after the lapse of the period for which it was granted, the decision of refusal or discontinuance of recognition shall be communicated, stating the reasons therefor, to the correspondent of the school concerned before the commencement of the academic year in which the school is to admit pupils to the final Standard ( X ), for being sent up for the final examination conducted by the Divisional Board.
- ( 15 ) ( i ) When the management of a Secondary School is proposed to be changed, previous recognition of the Divisional Board shall be obtained for the proposed change.
- ( ii ) The transfer of a secondary school from one management to another shall be governed by the following rules :
- ( a ) Six months previous notice of the intended transfer shall be given to the Divisional Board.

- (b) The transfer should not be effected without the previous permission of the Divisional Board.
- (c) The Divisional Board may, at its discretion, dispense with the provision made in (a) above, but where the condition laid down in (b) above is not complied with the recognition of the school shall be deemed to have been withdrawn automatically from the date of change. In very special cases, however, the Divisional Board may at its discretion, waive the condition laid down in (b) above.

29. SCHOOLS ELIGIBLE TO SEND UP CANDIDATES FOR EXAMINATIONS

- ( 1 ) A recognised secondary school shall be eligible to send up candidates for the final Examination for which such recognition has been granted to it by the Divisional Board concerned, subject to such conditions as may be specified from time to time by that Divisional Board.
- ( 2 ) A recognised Secondary School
  - ( i ) shall supply to the Divisional Board concerned on or before such dates as may be fixed by the Divisional Board, such returns and information as may be required.
  - ( ii ) shall maintain such registers and records as may be required by the Divisional Board concerned from time to time.
  - ( iii ) shall afford all facilities and co-operation for the conduct of the final Examinations held by the Divisional Board.
  - ( iv ) shall carry out and observe such instructions as may be issued by the Divisional Board from time to time.
- ( 3 ) Deleted .....
- ( 4 ) The Divisional Boards shall supply to all secondary schools recognised by them, one copy each of the regulations and respective syllabi with amendments, one copy each of the bound sets of question papers of the Examination held in March or April with which the school is primarily concerned and a copy of the school results of the final examinations.
- ( 5 ) ( i ) All Secondary Schools recognised by the Divisional Boards shall pay registration fee as prescribed in item 12 of Regulation 47 to the Divisional Board concerned annually not later than the 10th August each year. On receiving such payment the school shall be eligible for the supply of publications mentioned in clause ( 4 ) above.
  - (ii) If the registration fee as required under sub clause (i) above, is not paid by the Schools by the prescribed date, the application of candidates for the

Secondary School Certificate Examination shall not be accepted by the Divisional Boards.

### 30. SYLLABI

- (1) The syllabus for Stds. VIII, IX and X should be the syllabus prepared by the State Board and approved by Government with amendments, if any, from time to time.
- (2) The syllabus for Secondary School Certificate examination will be the syllabus for Standard X only. While testing a candidate in the Practical Examination on the basis of the syllabus for Standard X, the journals completed by him in Std. X alone will be taken into consideration.
- (3) The syllabi referred to in clauses (1) and (2) above shall continue to be in force until duly replaced or amended by the State Board with the sanction of the State Government, and any amendments or changes made therein from time to time, shall be notified to the heads of the respective recognised secondary schools at least six months before the commencement of the academic year from which such amendments or changes are to be effective;

Provided that, the State Board may, in the interest of candidates, notify such amendments or changes any time during the academic year but not later than six months from the beginning of the academic year.

- (4) Notwithstanding anything contained in these Regulations, the State Board may in special circumstances direct the Divisional Boards to set at the final examination questions on the text books in any subject prescribed by any other examining body if a fairly large number of students appearing for the examination has studied those text-books.

### 31. QUALIFICATIONS OF PAPER-SETTERS, TRANSLATORS, CHAIRMEN OF THE PANELS OF PAPER-SETTERS, MODERATORS, SENIOR EXAMINERS AND EXAMINERS SHALL BE AS FOLLOWS—

- (1) A person to be appointed as paper-setter or moderator in a subject should fulfil the following conditions :—
  - (i) should ordinarily have offered that subject for the degree examination, if a Head-master or a teacher or a member of the teaching staff of a recognised Training Institution;
  - (ii) should ordinarily hold a Master's Degree in the subject, if a member of the teaching staff in a junior college or a college;
  - (iii) should ordinarily have at least 10 years' experience of teaching the subject to

- the top classes namely standard IX or X of a secondary school or any of the classes in a junior college or a college or recognised training institution;
- ( iv ) should ordinarily have experience as an examiner for at least five times at the Secondary School Certificate or Higher Secondary School Certificate examination held by any examining body in the State of Maharashtra during the preceding ten years;
- ( v ) should ordinarily be a person who has not been out of touch with the teaching of the subject to the top classes namely standards IX or X in a secondary school or any of the classes in a junior college or a college or recognised training institution for more than 3 preceding years;
- ( vi ) In addition to the above, a person to be appointed as chairman of the panel of paper-setters for moderating a question paper should ordinarily have experience of setting a question paper in the subject at least thrice during the preceding ten years.
- (2) No person shall ordinarily be eligible for appointment as an examiner in a subject unless :—
- ( i ) he holds a degree in that subject;
- ( ii ) if a member of the teaching staff of a junior college or a college, he has at least 5 years' experience of teaching that subject;
- ( iii ) he has at least 5 years' experience as a Demonstrator in that subject, if he has a Master's degree or degree in IIInd Class; and ten years' experience if he has a degree in pass class;
- ( iv ) he has the experience of teaching that subject to the top classes namely standards IX or X of a secondary school if a teacher or a member of the teaching staff of a training institution or to any classes of a recognised training institution for at least 5 years, if he is a trained graduate and for at least 10 years, if he is an untrained graduate;
- ( v ) he is not ordinarily out of touch with the teaching of that subject to the top classes namely standards IX or X in a secondary school or any of the classes in a junior college or a college or recognised Training Institution for more than 3 preceding years.

*Note :* ( a ) In the case of technical subjects, a person to be appointed under clauses (1) or (2) above should ordinarily have had experience of teaching the subject to the top classes namely standards IX or X in a secondary school or any of the classes in a junior college or a college, a Polytechnic or any other recognised Technical Institution :—



- ( i ) For 3 years—if he holds a degree in Engineering;
  - ( ii ) For 5 years—if he holds a diploma in Engineering.
- ( b ) A person who is not on the teaching staff of a College, recognised Secondary School or Training Institution, may be appointed under clause ( 1 ) or ( 2 ) above, if he is a person of recognised merit in that subject or is a member of the staff of any of Government's State level Institutes.
- ( 3 ) Notwithstanding anything contained in clauses ( 1 ) and ( 2 ) above and the notes thereunder, it shall be competent for the State Board;
- ( i ) to decide which other examination conducted by a rural institute or other examination bodies like the Rashtra Bhasha Samiti, Rashtra Bhasha Sabha or the like be held equivalent to a University degree purely for the purposes of this Regulation;
  - ( ii ) to relax the prescribed qualification or teaching experience or condone disqualifications, if any, for appointing the required number of examiners from year to year, if in any subject an adequate number of applicants or persons with the prescribed qualifications and teaching experience as mentioned in this Regulation are not available.

**32. DISQUALIFICATIONS OF PAPER-SETTERS, TRANSLATORS,  
CHAIRMAN OF THE PANEL OF PAPER-SETTERS, MODERATORS  
AND EXAMINERS SHALL BE AS FOLLOWS/**

- ( 1 ) A person shall be disqualified for being appointed as a paper-setter, translator, chairman of the panel of paper-setters, moderator or an examiner;
- ( i ) if a relative of his is sent up as a candidate for the final examination, a person appointed to work as an examiner only shall not be considered as disqualified under this sub-clause, if his relative has not offered the particular subject in which the person is appointed to work as an examiner;
  - ( ii ) if he is having or has had during the year any share in the working of a coaching class for Secondary School Certificate examination, either partly or wholly;
- Note :* Tuitions imparted in special classes organised by a school shall however not constitute a disqualification under this sub-clause;
- If he has or had during the year, imparted private tuition of any candidate appearing for the final examination either partly or wholly;
- ( iii ) if he is the author or publisher of or has any financial interest in the publication of any guide in or annotations on any subject prescribed for the secondary course;

- (iv) if he is a member of the State Board or Divisional Board or Boards of Studies or is serving in the office of the State Board or a Divisional Board;
  - (v) if he has been disqualified for appointment as a paper-setter, translator, examiner or moderator by any Statutory University or any Examination Board or at any examination held by or under the authority of the Government of Maharashtra;
  - (vi) if he himself is a candidate appearing for the examination.
- (2) A person shall be disqualified for being appointed as a paper-setter, chairman of the panel of paper-setters in a subject, if he is the author or publisher of or has any financial interest in the publication of a text-book prescribed for the final examination in such subject or a book covering substantially the syllabus prescribed for the final examination. However, the Writer appointed by the State Board for writing its text-books will not be disqualified.
- (3) The question whether a book is a guide or a book of annotations or a text-book of the nature referred to in clauses (1) and (2) above shall be decided by the State Board Chairman and his decision shall be final.

### 33. APPOINTMENT OF PAPER-SETTERS, TRANSLATORS, MODERATORS AND EXAMINERS

- (1) Applications for appointment as Paper-setters etc. shall ordinarily be invited by the respective Divisional Boards, in such manner and by such dates as may be determined by the State Board;
- (2) (a) All such applications shall be scrutinised by the Examination Committee for determining the eligibility or otherwise of each applicant for appointment as a paper-setter etc. in accordance with the qualification, teaching experience etc. prescribed under Regulation 31 and disqualifications prescribed under Regulation 32 and a list of all applicants eligible under the said Regulations shall be prepared and submitted by the Examination Committee.
- (b) The Examination Committee shall also recommend in such manner as may be determined by the State Board, names of suitable experts as the chairmen of panels of paper-setters (other than those who are applicants referred to in sub-clause (a) above) for setting and moderating the question papers, and arrange the panels of moderators, senior examiners and examiners prepared in such manner as may be determined by the State Board and approve them, with or without modifications and draw up panels of paper-setters, chairmen of the panels of paper-setters, and translators, in such manner as may be determined by the State Board and submit them to the Standing Committee.
- (3) The Standing Committee shall consider the Panels referred to above and appoint the requisite number of paper-setters, translators, chairmen of the panels of paper-

setters and examiners in such manner as may be laid down by the State Board.

34. WITHHOLDING OF OR REDUCTION IN THE REMUNERATION PAYABLE TO PAPER-SETTERS, MODERATORS, TRANSLATORS AND EXAMINERS

The Divisional Boards shall have the right to withhold in full or in part or reduce the remuneration earned by a paper-setter, moderator, translator, examiner etc. in case of :

- ( 1 ) ( a ) negligence or omission on his part in carrying out the work entrusted to him in accordance with the instructions given to him from time to time, such as mistakes or ambiguity in a question paper, failure to assess and mark the answer to a question or part thereof, discrepancy in totalling or transferring marks or delay or irregularity in submission of answer-books, mark-lists etc. or
- ( b ) his making a false declaration or statement either in the form of application for examinership etc. or any other document submitted to the Divisional Board in connection with his appointment.

35. EXAMINATIONS

- (1) The Divisional Boards shall conduct in the respective areas of their jurisdiction, the Secondary School Certificate examination, on behalf of the State Board, twice a year, in March or April and October or November : provided that it shall be competent for a Divisional Board to conduct a special examination or re-examination in one or more subjects or papers in a centre, of the examination at any time as the Examination Committee may decide according to the exigencies of the situation that may arise due to the leakage of question paper, mass copying or such other reasons at any time in an emergency.
- (2) The Divisional Boards shall conduct such other examinations as the State Board may, by Regulation, prescribe from time to time.

6. CENTRES AND DATES OF EXAMINATION

- (1) The examination shall be conducted at such centres as may be fixed by the respective Divisional Boards taking into consideration the norms fixed by the State Board and on such common dates as the Examination Committee of the State Board may determine. The centres so fixed and the common date of commencement of each examination shall be intimated by the Divisional Board to the heads of all secondary schools within its jurisdiction, ordinarily prior to the 1st of December of the preceding year for the examination to be held in March or April and prior to the 1st of July for the examination to be held in October or November :  
Provided that it shall be competent for the Divisional Board to conduct a special examination at any time in an emergency.

- (2) The candidate will ordinarily select the centre nearest to his school for the examination. However it shall be competent for the Divisional Chairman to direct the candidate to appear for his oral or practical examination or both at any other nearby centre at the candidate's own cost and the Divisional Chairman's decision in this behalf shall be final

### 37. MODE OF EXAMINATION

- (1) Candidates for the examination shall be examined by means of :
- (i) written question papers which they shall be required to answer in writing;
  - (ii) practical/oral tests as provided for in the syllabus for the respective subjects.
- (2) Practical and oral tests, except when otherwise specified, shall be carried out by the examiners appointed by the Divisional Board, in such manner as the Divisional Board may, from time to time, determine.
- (3) Wherever, practical work has been prescribed in the syllabus in any subject for the Examination, a record of such work done by each candidate offering the subject in the form prescribed by the Board shall be duly maintained and attested by the head of the secondary school concerned and the same shall be produced or forwarded for purposes of evaluation in such manner and according to such directions as may be issued by the Divisional Board from time to time.
- (4) Written test in a subject shall be, by means of question paper and the question paper in the subject shall be given to candidates simultaneously at every centre at which the examination is being held.
- (5) No question calling for a declaration of a religious belief on the part of a candidate shall be put at the examination and no answer or translation given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief.

### 38. SUBJECTS OF EXAMINATION

- (1) The examination shall be held in the subjects shown in Appendix 'I' and 'II' to these Regulations in this part.
- (2) The Examination for blind, deaf, dumb, physically handicapped and spastic candidates shall be held in the subjects shown in Appendix III to these Regulations in this part.

**Note:** (1) A bonafide foreign national residing in India for a temporary period i. e. not more than two academic years, will be allowed to offer any Modern European Language in lieu of Hindi, for which provision has been made in the syllabus if the student concerned asks for exemption from the study of Hindi. The language thus taken in lieu of Hindi should be different from the language offered, if any, under optional subjects;

- (ii) A **bonafide** foreign national migrated to India permanently and admitted in standards IX or X in this State shall be allowed to offer any Modern European Language or Modern Indian Language in lieu of Hindi, if he so desires, provided the language thus taken in lieu of Hindi is different from the language offered, if any, under optional subjects; and such request is made by him through the head of the school concerned;
- (iii) A **bonafide** foreign national admitted in Std. VIII or lower standard shall not be exempted from the study of Hindi.

### 39. MEDIUM OF EXAMINATION

Candidates appearing for the examination shall have the option to answer the question papers through the medium of English or of Marathi, Gujarati, Kannada, Urdu, Sindhi (Arabic or Devnagari Script) or Hindi. The script used for Marathi, Hindi, Sanskrit, Pali and Ardhamagadhi shall be Devnagari. No candidate shall be permitted to offer more than two media for the examination out of the aforementioned media.

*Note :* Candidates may also be allowed to answer the questions in Telugu medium on the following conditions.

(I) The candidates shall be provided question papers in any medium of his choice out of the following :

- (1) English      (2) Marathi      (3) Gujarati      (4) Kannada      (5) Urdu  
(6) Sindhi (Arabic)      (7) Sindhi (Devnagari)      (8) Hindi;

(II) The Board will not prepare books for various subjects in Telugu medium. However, the Board will allow Telugu Associations working in the field of education to translate Board's Text-Books in Telugu language.

### 40. SYLLABI IN SUBJECTS OF EXAMINATION

The syllabus in each subject for the examination, setting out the detailed courses of study prescribed, shall be made available in the office of the Divisional Board at such price as may be fixed by the State Board from time to time.

### 41. ELIGIBILITY OF REGULAR CANDIDATES

A candidate attending the final standard of a secondary school shall be eligible to appear for the Secondary School Certificate examination on fulfilling the following conditions :

- (1) (a) In the case of March or April Examination, he should have attended the final standard of one or more recognised high schools for not less than 75

per cent of the working days, separately in two different parts, viz. in the first part from the opening day of the academic year to the 15th of October and in the second part i.e. from 16th of October to the 15th of February next following :-

Provided that, a candidate who does not fulfil the requirement of the minimum attendance of 75 per cent, separately as stated above, and whose deficiency in attendance is not condoned and thus is not admitted to the examination or whose very application for admission to the examination is not forwarded by the head of the high school on account of likely deficiency in attendance or whose application was withdrawn under Regulation 46(8) shall make up the deficiency in attendance either;

A - during the first part of the next academic year, if he intends to appear for the examination in the following October; or

B - during the first or second or both parts of the next academic year, if he intends to appear at the examination in the following March.

- ( b ) The Divisional Chairman, may, for special medical reasons or circumstances beyond the control of the candidate as certified by the head of the Institutions or suo-motu, condone a deficiency in the percentage of attendance prescribed under clause (a) above upto 15 percent. The Divisional Chairman may on the merit of the case, condone such deficiency either in part - I, or in part - II, or in both the parts separately :

Provided that, the Divisional Chairman, on recommendations of the Head of the Secondary School concerned may condone deficiency in attendance beyond 15 per cent in respect of a student who represents India or Maharashtra State in any International, National or inter-State sports or games held in India or abroad to the extent the student is required to remain absent from the school for such participation.

Provided further that, in the case of a candidate who is admitted late in a recognised secondary school on account of the transfer of his guardian from other States, the Divisional Chairman on examining merits of each case, may condone deficiency in attendance beyond 15 per cent after satisfying himself that the candidates' late admission in the Secondary School was on genuine ground if, such candidate has attended Secondary School for not less than 75 per cent of the working days counted from the date of his actual admission in Secondary School.

- ( c ) The head of the Secondary School concerned shall withdraw under regulation 46( 8 ) on or before the date prescribed therein forms of applications forwarded to the Divisional Board's office, in respect of those candidates who do not fulfil the conditions laid down under proviso to clause ( a ) above, unless the deficiency in attendance is condoned by the Divisional Chairman in cases referred to him by the head of the Secondary School on or before 10<sup>th</sup> February or 10<sup>th</sup> September as the case may be, with a statement of attendance of each such candidate in the form prescribed by the Divisional
- ( 2 ) if the head of the secondary school has certified that :
- ( a ) he has kept the prescribed attendance as laid down under clause ( 1 ) ( a )
- ( b ) to the best of his knowledge, the candidate is a fit person as regards character for admission to the examination. Where, in the opinion of the head of the secondary school, the character of any candidate is not good, such head shall nevertheless forward the application of the candidate to the Board, after endorsing thereon the reasons for forming such opinion, with the instances ( if any ) in support thereof. All such applications shall be considered by the Standing Committee, which shall, on merits of each case, decide whether the candidate be permitted to appear at the examination or not, and the decision of that Committee shall be final;
- ( c ) he has completed the courses in two school certificate subjects.
- ( 3 ) Every candidate attending the final standard of a secondary school, if he makes a proper application to the Divisional Board for appearing at the examination, if he satisfies the conditions laid down in this Regulation regarding attendance and carrying out practical work, if any, and completing the courses in two school certificate subjects and if the head of the secondary school certifies that he is a fit person as regards character for admission to the examination or where such certificate is not given, the Standing Committee decides that the candidate be permitted to appear at the examination, then such candidate shall have a right to be admitted to and to appear at the examination. Where a proper application is made by the candidate to the Divisional Board for appearing at the examination, and the conditions regarding attendance and carrying out practical work, if any, and completing the courses in two school certificate subjects are satisfied, the application shall not be withheld by the head of the secondary school on any other ground.
- ( 4 ) Every candidate ( whether private or regular ) shall abide by the instructions which the Divisional Board may, from time to time, issue through the heads of secondary schools, regarding submission of application forms, admission to the examination hall and discipline during the course of the examination. Any breach of such instructions will render a candidate liable for action under Regulation 44.

## 42. ELIGIBILITY OF PRIVATE CANDIDATES

- (1) A person who has pursued the prescribed courses of study privately and has completed the practical course and the course of school subjects prescribed for standard X in a recognised secondary school will be admitted to the Secondary School Certificate examination as a private candidate subject to the following conditions :
- (a) He has been resident in the State of Maharashtra for a period of not less than two years prior to the date of the commencement of the Secondary School Certificate examination at which he desires to appear. The Divisional Chairman may, in exceptional cases, condone a deficiency in the period of two years' residence in the State of Maharashtra.
- (b) The applicant has passed at least standard IV of a recognised primary school and produces the necessary evidence to that effect;
- (c) If a student desires to appear in March or April examination of any academic year, his name should not be on the roll of any recognised Secondary School on or after 1st July of that academic year, and in the case of October or November examination of any academic year, his name should not be on the roll of any recognised Secondary School on or after 1st July of the preceding academic year.

Provided that, if the Divisional Chairman is satisfied that the student was not responsible for allowing his name to be retained on the roll of any recognised secondary school on or after the 1st July of the same academic year or, as the case may be, on or after the 1st July of the preceding academic year, he may allow the student to appear in March or April examination or, as the case may be, in October or November examination if his name is not on the roll of any recognised Secondary School beyond the 31st July of the same academic year or, as the case may be, of the preceding academic year.

- (d) He must have completed the age of 16 years at the time of registering his name with the concerned Divisional Board. Each applicant shall furnish satisfactory evidence in support of the correctness of his date of birth.

*Note I* : Deleted

*Note II* : Notwithstanding anything contained in conditions (a), (b), (c) and (d) above:

- (i) a candidate, being a citizen of India who has been a regular student of a secondary school overseas and who has completed the course of studies for an examination equivalent to the Secondary School Certificate examination ( e. g. Senior Cambridge ) may be permitted to appear at the examination as a private candidate;
- (ii) a candidate sent up as a regular student ( i.e. after having undergone .. the prescribed courses of studies and kept the prescribed minimum



attendance at a recognised institution ) but failing at the corresponding examination of any other Statutory Board or University in India or at the Entrance Examination of a Statutory University in India or at the Senior Cambridge or Indian School Certificate examination or at the Higher Secondary Certificate examination or at the Higher Secondary (Multipurpose) School Certificate examination conducted by the Chairman, Secondary School Certificate examination Board, Pune or at the Secondary [School Certificate examination conducted by the Poona, Nagpur or Aurangabad Divisional Board according to the Old Course may be permitted to appear at the examination as a private candidate, provided that such a candidate has not joined a secondary school since his failure at the other examination concerned : provided that :

- ( a ) it shall be competent for the Divisional Board to prevent permanently or for such specific period as the Divisional Board may determine in each case, any secondary school which forwards under this sub-clause, applications of private candidates without proper scrutiny, from forwarding such applications except the applications of their own bona-fide past students;
- ( b ) unless specially permitted by the Divisional Board to do so, no secondary school shall forward more than 50 applications from persons other than its own bonafide past students, for permission to appear as private candidates at any one examination, provided that it shall be competent for the Divisional Chairman to relax, on the merits of each case, the said limit and allow a secondary school to forward more than 50 applications at any one examination from bonafide private candidates other than its own past students;
- ( c ) It shall be competent for the Divisional Board to debar an applicant employing malpractices to secure permission to appear at the examination as a private candidate under clause (1) above. from applying for permission to appear for the examination, for a period of two years from the month and year of the examination for which permission is sought, even if such a candidate is otherwise eligible and further forfeit the enrolment fee if already paid and cancel the enrolment certificate, if already issued.

- ( 2 ) Each applicant will have to pay Rs. 10/- as enrolment fee along with the application to be submitted through the head of the secondary school last attended, for permission to appear for the Secondary School Certificate examination. If the said school

does not exist or is derecognised or refuses to forward the application the applicant shall submit the application through the head of any other recognised secondary school within the jurisdiction of the Divisional Board. The enrolment fee will not be refunded in any case.

- ( 3 ) If a private candidate is unable to submit his application before the date fixed by the Divisional Board, the Divisional Secretary may admit his application if it is received with a late fee of Rs. 5/- not later than the 10th day after the date fixed by the Divisional Board.
- (a) "Provided also that, it shall also be competent for the Divisional Chairman to accept the application of a private candidate upto ten days after the date prescribed by the Board for submission of application of private candidates, with or without late fee, if he is satisfied that the application alongwith the prescribed fees with or without late fee was, in fact submitted by the private candidate to the head of school on or before the normal or extended date prescribed but the head of the school failed to submit the application together with the prescribed fees with or without late fee to the board within the time prescribed. In such case however, an amount of Rs. 10/- per candidate for each day of delay shall be charged by the Board to the Secondary School concerned as fine. The amount of fine shall be borne by the secondary school concerned. The Head of the secondary school, while submitting the application/s of private candidate/s shall give a written undertaking to the Divisional Board concerned that the amount of fine shall not be recovered from the candidate concerned.
- ( 4 ) An applicant held eligible for enrolment as a private candidate will be issued an enrolment certificate which should be attached to the application for admission to the Secondary School Certificate examination to be forwarded through the head of the secondary school concerned.
- ( 5 ) A private candidate may be charged by the head of the secondary school concerned a fee of Rs. 2/- for forwarding his application for admission to the Secondary School Certificate examination if the candidate is granted special permission by the Divisional Board for admission to the examination.
- ( 6 ) A person who has been enrolled as a private candidate for the Secondary School Certificate examination conducted by the Poona, Nagpur or Aurangabad Divisional Board need not apply for such enrolment again. Enrolment certificate once granted will be valid for any subsequent Secondary School Certificate examination conducted by the Poona, Nagpur or Aurangabad Divisional Board, as the case may be.
- ( 7 ) A candidate desiring to appear for the Secondary School Certificate examination as a private candidate shall affix his recent photograph on the application form in the space provided for the purpose, duly signed by the head of the school forwarding his application for admission to the Secondary School Certificate examination

- ( 8 ) Every applicant will have to state in writing that he is not undergoing rustication imposed by any Statutory Board of Examination or University in India or any other examination authority at the time of submission of his application for enrolment or during the period of the examination.
- ( 9 ) Private candidates will not be eligible for the award of any of the prizes or scholarships at the Secondary School Certificate examination.
- ( 10 ) The school forwarding the application of a private candidate should provide facilities for completing practicals in science subjects, courses in school certificate and the courses in school examination subjects for which the school may charge a consolidated fee of Rs. 50/-.

### 13. ELIGIBILITY OF EX-STUDENTS

- ( 1 ) An ex-student is one who has satisfied all the requirements of the prescribed course of studies, including the prescribed minimum attendance ( unless exempted by the Divisional Board ), under Regulation 41 and has been recommended by the head of a secondary school for admission to the Matriculation Examination or the Entrance Examination of the University of Bombay or the old School Leaving Certificate examination of the former Government of Bombay or the Secondary School Certificate examination of the Maharashtra Secondary School Certificate Examination Board or of the Poona, Bombay, Nagpur or Aurangabad Divisional Board and who has accordingly been admitted to the examination and has not joined any secondary school after such admission. An ex-student is exempted from the condition of attendance prescribed in Regulation 41.
- ( 2 ) An ex-student shall be entitled to receive a certificate with regard to his eligibility for admission to the examination and to have his application for admission thereto forwarded by the head of the secondary school who recommended him for admission, whether or not he appeared at the examination in the year in which he was so recommended, provided that, the head of the secondary school certifies that, to the best of his knowledge, the candidate is a fit person as regards character, for admission to the examination. Where, in the opinion of the head of the secondary school, the character of any candidate is not good, such head shall nevertheless forward the application of the candidate to the Board, after endorsing thereon the reasons for forming such opinion, with the instances, if any, in support thereof. All such applications shall be considered by the Standing Committee, which shall, on merits of each case decide whether the candidate be permitted to appear at the examination or not and the decision of that Committee shall be final.
- ( 3 ) An ex-student joining a secondary school shall lose all the rights of an ex-student, except the right of exemption or exemptions previously earned in the new ten year Secondary School Certificate examination and shall be required to satisfy the head

of the secondary school he has joined as regards character, but not attendance. Where, in the opinion of such head, the character of any candidate is not good, he shall nevertheless forward the application of the candidate to the Board, after endorsing thereon the reasons for forming such opinion, with the instances, if any, in support thereof. All such applications shall be considered by the Standing Committee which shall, on merits of each case, decide whether the candidate be permitted to appear at the examination or not and the decision of that Committee shall be final.

- ( 4 ) The head of the secondary school may charge a fee of Rs. 2/- from every ex-student wishing to have his application forwarded for permission to appear at the examination under this Regulation.

#### 44. CANCELLATION OF ADMISSION TO THE EXAMINATION

- ( 1 ) In any case where it is found that the candidate's admission to the examination has been affected by error, malpractice, fraud or improper conduct, or where his very admission to the top Standard is found to be irregular, the Divisional Board, on the recommendation of the Standing Committee, shall have the power to cancel the candidate's admission to the examination and to forfeit the examination fee, if any, paid by the candidate, notwithstanding the inclusion of the name of the candidate in the list of candidates registered for the examination, or the candidate's actual appearance at the examination, in one or more subjects, and also to debar the candidate from appearing for the examination for such further period as the Divisional Board may determine in each case.
- ( 2 ) It shall be competent for the Divisional Chairman to admit a candidate to the examination provisionally, where any enquiries in respect of his eligibility for admission to the examination are in progress or contemplated and in the light of the final decision regarding his eligibility, to deal further with his case as per the provisions of these Regulations.

#### 45. PERMISSION TO RE-APPEAR AT THE EXAMINATION

- ( 1 ) A candidate who has once appeared at and failed to pass the examination and who has not attended any other secondary school after his failure, shall be eligible to re-appear at the examination on a subsequent occasion, if he submits a fresh application in the form prescribed by the Divisional Board and pays a fresh fee through the head of the secondary school last attended.
- ( 2 ) A candidate who has once appeared at and failed to pass the examination and who has not attended any other secondary school after his failure shall be eligible to re-appear at the examination on a subsequent occasion, if he submits a fresh application in the form prescribed by the Divisional Board, and pays a fresh fee through the head of the secondary school last attended, provided, however, that in

his case the prescribed attendance of not less than 75 per cent of the working days as laid down in Regulation 41 shall not be compulsory.

(2A) A candidate who has passed the Secondary School Certificate Examination or the Higher Secondary Certificate Examination of the Maharashtra State Board of Secondary and Higher Secondary Education, Pune or the Secondary School Certificate Examination of the Maharashtra State Board of Secondary Education conducted by the Divisional Boards at Pune, Nagpur and Aurangabad, or the Secondary School Certificate Examination conducted by the Maharashtra Secondary School Certificate Examination Board, Pune or the Secondary School Certificate Examination or the Higher Secondary Certificate Examination conducted by the Vidarbha Board of Secondary Education of the former State of Madhya Pradesh or the Secondary School Certificate Examination conducted by the Secondary School Certificate Examination Board of the former State of Bombay or the Higher Secondary Certificate Examination conducted by the Chairman, Maharashtra Secondary School Certificate Examination Board, Poona or the School Leaving Certificate Examination of the Government of Bombay or the Matriculation or Entrance Examination of the University of Bombay or any equivalent or Higher Examination of any other statutory Board or University in India or the Senior Cambridge or the Indian School Certificate Examination and desires to appear in one or more isolated subject or subjects will be allowed to offer such subject or subjects if he submits a fresh application through the Head of the Secondary School last attended along with the examination fee as prescribed in regulation 47, on the following conditions :-

- ( a ) The application for such admission shall be forwarded in the form prescribed by the Board and should reach in the Board's office on the dates prescribed from time to time.
- ( b ) He shall offer such subject or subjects of which the examination is conducted by the Board.
- ( c ) He shall not be permitted to offer subject or subjects of which the examination is conducted at the school level.
- ( d ) He shall offer only such subject or subjects not offered by him or having offered, has not passed in it or them, either at the Secondary School Certificate Examination of this Board or at any equivalent or Higher Examination of any other statutory Board or University in India.
- ( e ) He shall not be entitled to the award of any certificate or prize or scholarship.

Such candidate shall be given a certified statement of marks obtained in the isolated subject or subjects offered at the examination in payment of fees prescribed under regulation 47.

*Explanation :* In the case of a candidate who has passed the examination of any other statutory Board or University outside Maharashtra, shall forward application for such admission through any of the High Schools recognised by the Board.

The Head of the Secondary School may charge a fee of Rs. 2/- for forwarding the application.

- ( 3 ) if the secondary school last attended by such a candidate is no more on the list of secondary schools or is not in existence, the candidate concerned shall submit the application in the form prescribed by the Divisional Board through the head of any other secondary school in good time. The head of a secondary school may, in such cases, charge a fee of Rs. 2/- for each student wishing to re-appear at the examination through his school.
- ( 4 ) A failed candidate wishing to offer any subject other than those offered by him at the last examination shall not be required to satisfy the head of the secondary school last attended that he has completed the course prescribed in the new subject or subjects, which he wishes to offer.

#### 46. APPLICATION FOR THE EXAMINATION

- ( 1 ) All applications for permission to appear at the examination to be held in March or April shall be forwarded in the form prescribed by the Divisional Board to the Divisional Secretary or any other person authorised by the Divisional Board for the purpose through the head of a secondary school to reach the Divisional Board's office on or before such date as may be fixed by the Divisional Board for the receipt of applications and communicated to secondary schools well in advance.
- ( 2 ) All applications for permission to appear at the examination to be held in October or November shall be forwarded in the form prescribed by the Divisional Board to the Divisional Secretary or any other person authorised by the Divisional Board for the purpose through the head of a secondary school to reach the Divisional Board's office on or before such date as may be fixed by the Divisional Board for the receipt of applications and communicated to the Secondary Schools well in advance :

Provided that, a fee of Rs. 6/- to be shared equally by the Divisional Board and the Secondary School concerned, shall be charged by the Divisional Board for each late application received in the Divisional Board's office not later than 10 days after the last date prescribed for receipt of applications under clauses ( 1 ) and ( 2 ) above :

Provided further that, it shall be competent for the Divisional Chairman to accept a late application without any late fee even after the dates prescribed in clauses (1) and (2) above, but before the date prescribed for receiving late applications, if in any case, he is satisfied that the application was in fact submitted by

the candidate to the secondary school concerned in time, duly completed in all respects but on account of failure on the part of the secondary school authorities, the same could not reach the Divisional Board's office before the last dates prescribed in clauses (1) and (2) above in such cases, the late fee will have to be paid by the secondary school concerned.

Provided also that, it shall also be competent for the Divisional Chairman to accept an application form of a candidate upto ten days after the date prescribed by the Board for submission of application forms, with or without late fee, if he is satisfied that the application form for admission to the examination along with the prescribed examination fees with or without late fee was, in fact, submitted by the candidate to the head of the school on or before the extended or normal date prescribed but the head of the school failed to submit the application form together with the examination fee, with or without late fee to the Board within the time prescribed. In such case, however, an amount of Rs. 10/- per candidate for each day of delay shall be charged by the Board to the Secondary School concerned as fine. The amount of fine shall be borne by the Secondary School concerned. The head of the Secondary School, while submitting the application form or forms shall give a written undertaking to the Divisional Board concerned that the amount of fine shall not be recovered from the candidate concerned.

- ( 3 ) ... Deleted
- ( 4 ) No application which has not been so submitted or is not complete in every respect shall be accepted.
- ( 5 ) The head of a secondary school may refuse to forward to the Divisional Board any such application which is not complete in every respect.
- ( 6 ) The head of the secondary school concerned shall submit, on the date prescribed by the Board, a statement ( in the form prescribed ) giving therein the grades (A, B, C, D, E, H) obtained by each candidate in the two school certificate subjects offered by him.
- ( 7 ) The head of the secondary school shall certify that the particulars given in the consolidated statement and the abridged lists tally with the school records.
- ( 8 ) All applications for permission to withdraw forms of applications for admission to the examination forwarded under clauses ( 1 ) and ( 2 ) above shall be submitted by the head of the secondary school concerned so as to reach the Divisional Board's office on or before the 15<sup>th</sup> February in the case of the March or April examination and on or before the 15<sup>th</sup> of September in the case of the October or November examination :

*Note* : No application under this Regulation shall be allowed to be withdrawn except on the grounds of nonfulfilment of attendance as required under Regulation 41 ( 1 ) .

## 47. EXAMINATION FEE

The following fees are prescribed in respect of the Secondary School Certificate examination :

**Examination Fee**

1. (a) Regular Candidate	Rs. 55/-	
(b) Isolated Candidate	Rs. 10/-	for each subject offered, subject to the maximum of Rs. 40/-
2. Late Application	Rs. 6/-	{ Rs. 3/- for Board Rs. 3/- for School
3. ... Deleted		
4. Private Candidate	Rs. 55/-	
5. Scrutiny Fee ( Private Candidates )	Rs. 5/-	{ Rs. 3/- for Board Rs. 2/- for School
6. Enrolment Fee	Rs. 10/-	
7. Fees for		
( i ) Statement of Marks	Rs. 5/-	
( ii ) Duplicate Certificate	Rs. 10/-	
( iii ) Migration Certificate	Rs. 10/-	
( iv ) Verification of Marks	Rs. 10/-	per subject
( v ) Provisional Certificate	Rs. 2/-	
8. Priced Publications		
( i ) Syllabus		As fixed from time to time.
( ii ) Regulations		As fixed from time to time.
( iii ) Set of Question Papers		As fixed from time to time.
( iv ) Application form	Rs. 2/-	
( v ) Copy-right charges of Question Paper	Rs. 50/-	(per question paper in any one subject set at any one examination for one edition only)
9. Application form for private candidates	Rs. 2/-	
10. Practical Examination	Rs. 5/-	Per Practical Examination
11. Fees for Certificate of Age	Rs. 3/-	
12. Registration Fee ( per school per year )	Rs. 75/-	upto 300 pupils on roll.
	Rs. 150/-	301 to 1000 pupils on roll.
	Rs. 300/-	above 1000 pupils on roll.

Payable before  
10th August  
every year.





- ( iv ) When the application for admission to the examination is withdrawn with the permission of the Divisional Chairman or when the candidate is not admitted to the examination, the entire fee less by Rs. 5/- shall be refunded.
- ( v ) When a private candidate's application for admission to the Secondary School Certificate examination is rejected, the examination fees paid by the candidate, less by Rs. 5/- shall be refunded to him, provided that the application has not been rejected on account of a false statement made by him. In the case of a candidate who has made a false statement, an additional penalty according to the seriousness of the offence, upto the extent of the forfeiture of the entire fees, may be levied.
- (vi) A failed candidate, who has applied for verification of marks under Regulation 57 and simultaneously filled up an application for the next following examination, the entire examination fee received from him shall be refunded if the result of the examination is changed as a result of verification of marks.
- (2) Notwithstanding anything contained in clause (1) above, full refund of examination fees may be granted to such candidates as may, during the period of a national emergency, join military service subsequent to the submission of their applications for admission to the examination and who may apply for such refund, on their producing a certificate signed by the Officer Commanding concerned, about their having joined military service during the period mentioned above, and their being unable to take the examination for that reason.

#### 49. ADMISSION TO THE EXAMINATION HALL

- (1) Every candidate admitted to the examination shall be given an 'admission card' by the Divisional Board and the candidate shall be required to produce from day today, to the conductor of the examination at the centre where he appears for the examination, the admission card issued to him on behalf of the Divisional Board by the head of the secondary school through which he is appearing for the examination and signed by the candidate in the presence of the head of such secondary school. A candidate failing to produce such an admission card shall be liable to be refused admission to the examination hall. If, for any reason, the candidate fails to produce such admission card or the admission card produced does not bear the candidate's signature attested by the head of the secondary school, the conductor may allow the candidate to appear for the examination only after satisfying himself as to the candidate's identity by enquiries to corro-

borate the information available to him from the list of candidates and issuing to the candidate a permit signed by him for production by the candidate on subsequent days of the examination. In case, where the candidate's signature, if taken in the examination hall, does not tally with that on the admission card, the candidate shall be liable to be refused permission to appear for the examination.

- (2) No candidate shall be admitted to the examination hall if he arrives at the place of the examination late by more than half an hour after the time fixed for the starting of the paper.
- (3) No candidate suffering from any infectious or contagious disease shall be admitted to an examination hall. If any such case comes to the notice of the conductor of the examination, he will make separate arrangement for his seating.

#### 50. ARRANGEMENTS FOR THE CONDUCT OF THE EXAMINATION

- (1) At each centre of the examination, the conductor of the examination appointed on behalf of the Divisional Board (with the help of deputy conductors) shall be responsible for all arrangements for the careful, efficient and economical conduct and supervision of the examination.
- (2) To assist the conductor and deputy conductors at each centre, there shall be an adequate number of invigilators appointed on behalf of the Divisional Board.
- (3) The conductor, deputy conductors and invigilators shall follow the instructions given to them from time to time by the Divisional Board.
- (4) The scale of remuneration to conductors, deputy conductors and invigilators shall be as laid down in Regulation 65.

#### 51. ASSESSMENT OF PRACTICAL WORK

- (1) At the time of the practical examination to be taken in the subjects prescribed under the course, the class work done by a candidate in Standard X as certified by the head of the secondary school concerned shall be examined. - A record of such practical work done in Standard X in the case of each candidate and attested by the head of the secondary school concerned shall be duly maintained in the form prescribed by the Board.
- (2) The candidates who fail in the subjects in which practicals are prescribed, will be re-examined in theory as well as in practical in those subjects when they appear for the subsequent examinations. Such candidates will be required to preserve and submit their original journals of Standard X at every subsequent practical examination. The marks assigned to the journals at such practical examination will be taken into consideration while computing the result in that subject.

## 52 STANDARD FOR PASSING IN A SUBJECT

- To pass the Secondary School Certificate examination, a candidate must secure at least 'C' Grade in each of the optional and School Certificate subject offered by the candidate.

In the case of the Optional Technical subjects (Branch 2) wherein the examination is taken by the Board, candidate must obtain minimum 35% marks. In the case of three language heads and Social Sciences which have been allotted the maximum of 100 marks each, a candidate must obtain at least 35 marks in each of them and in the case of Mathematics and Science, which have been allotted the maximum of 150 marks each, a candidate must obtain at least 52 marks in each.

- (2) In a subject for which there are more than one papers or practicals, the marks will be added together for a 'pass' in the subject.
- (3) (a) Candidates appearing without claiming exemption or exemptions shall be granted automatic condonation of marks if their deficiency for the purpose of passing in a subject or subjects is upto 2 or 3 marks as detailed below :

Subject	Automatic Condonation of Marks admissible upto-
(i) First Language	2
(ii) Second Language	2
(iii) Third Language	2
(iv) Social Sciences	2
(v) Mathematics	3
(vi) Science	3
(vii) Mathematics and Science (while applying combined passing provision)	6
(viii) Two subjects offered by Deaf and Dumb candidates in lieu of two languages.	2 in each subject

- Note 1:- (1) If more marks are required than the limit of marks indicated above for the purpose of passing in a subject or subjects automatic condonation of marks shall not be granted in the subject or subjects.

- (2) (a) Subject to the condition prescribed in sub-clause (a) of clause (3), candidates may get the benefit of automatic condonation of marks in one or more compulsory subject or subjects
- (b) The candidates shall also be granted for the purpose of passing in the remaining compulsory subjects of failure (wherein the deficiency is more than the limit of 2 or 3 marks indicated in clause (3)(a) above upto the maximum of 20 grace marks limited to three subjects only, subject to the condition that in any one subject not more than ten per cent (of the maximum marks for that subject) grace marks shall be granted.
- (c) Notwithstanding anything contained in sub-clause (b) (above), in the case of blind or deaf and dumb or physically handicapped or spastic candidates, the limit of maximum 10 per cent grace marks shall be extended upto 20 grace marks.
- (d) Notwithstanding anything, contained in sub-clause (b) (above), a candidate who has actually participated in any sports or games held in India or abroad on State, National, International level in the same academic year, the limit of maximum 10 per cent grace marks shall be extended upto 20 grace marks, provided such request is made by the candidate concerned through the respective head of the secondary school, so as to reach to the Divisional Secretary of the Divisional Board concerned upto one month from the date of the declaration of results. All such applications shall invariably be submitted in a prescribed form alongwith a certificate of the District Sports Officer, to that effect, to the Divisional Secretary of the Divisional Board concerned.
- (e) Notwithstanding anything contained in Sub-clause (b) (above), a candidate who was actually participated in the Republic Day Parade, held every year at New Delhi, in the same academic year, the limit of maximum 10 per cent grace marks shall be extended upto 20 grace marks provided such request is made by the candidate concerned through the respective head of the Secondary school, so as to reach to the Divisional Secretary of the Divisional Board concerned upto 1st March in the case of March or April Examination and upto 1st October in the case of October or November examination. All such applications shall invariably be submitted, in a prescribed form to the concerned Divisional Secretary through the head of the secondary school concerned alongwith a certificate to that effect.
- (f) Notwithstanding anything contained in sub-clause (b), a candidate who participates in the President's Rally held every year at New Delhi for the Scouts/Guides students, in the same academic year, the present limit of maximum 10 per cent grace marks shall be extended upto 20 grace marks provided such

request is made by the candidate concerned through the respective head of the Secondary School, so as to reach to the Divisional Board concerned on or before the 1st March in the case of March/April examination and on or before the 1st October in the case of October/November examination. All such applications shall be submitted in a prescribed form to the Divisional Secretary of the Divisional Board concerned through the head of the Secondary School concerned along with a certificate to that effect.

- Note 2 :- (1) Candidate may get the benefit of both the provisions made under sub-clauses (a) and (b) of Note 1, sub-clause (2) of clause (3) but not in one and the same subject.
- (2) No automatic condonation marks or the grace marks shall be granted to a candidate who does not pass the examination even after applying the provisions made in sub-clause (a) and (b) of Note 1, sub-clause (2) or both these provisions of clause (3).
- (3) Notwithstanding anything contained in clauses (1), (2) and (3) (a), a candidate obtaining not less than 105 marks in the subjects Mathematics and Science taken together at one and the same Secondary School Certificate examination, and obtaining not less than 38 marks in the subject or subjects of failure shall be entitled to the benefit of combined passing in the subjects Mathematics and Science.
- (b) Candidates appearing with exemption shall be granted automatic condonation of marks for the purpose of passing as detailed below :-

The automatic condonation of 13 marks shall be granted to a candidate at the Secondary School Certificate examination in proportion to the number of subjects of failure but not exceeding 3 marks in any one subject as per the following schedule -

No. of subjects	Condonation marks admissible
1	3
2	5
3	8
4	10
5	13

Note 3:- A candidate appearing with exemption in either Mathematics or Science shall not be entitled to the benefit of combined passing in Science and Mathematics.

Note 4:- A candidate appearing with exemption in other subject or subjects, and appearing in Mathematics and Science at one and the same examination shall be entitled to the benefit of automatic condonation marks to the extent of 5 marks for the purpose of Secondary School Certificate while applying rule of combined passing.

- (4) No condonation marks or grace marks shall be given in technical or other optional subjects of failure.

### 53. STANDARD FOR OBTAINING THE SECONDARY SCHOOL CERTIFICATE

To qualify for the Secondary School Certificate a candidate must pass at one and the same examination or in accordance with the provisions of Regulation 54, for the grant of exemptions, separately (i) in each of the six subjects taken from the compulsory group and (ii) must have secured at least 'C' Grade in the optional subject (excepting Branch - II Technical, wherein a candidate must secure minimum 35% marks in the subject). The candidates failing to secure at least 'C' Grade or minimum 35% marks in the optional subject, as the case may be, as mentioned above, shall have to reappear and secure the minimum prescribed grade or minimum marks as referred to above so as to enable the Board to declare his result on the basis of his performance in the six compulsory subjects.

"The examination in optional subjects excepting the subjects in the Technical Branch will be conducted by schools on behalf of the Board. The Examination in the Technical subjects will, however, be conducted by the Board. The performance or exemption or condonation in the optional subjects (excepting the subjects in Technical Branch) shall be indicated not by marks or any other remarks but by grades as shown below:

- A for 60% and above marks,
- B for 45% to 59% marks,
- C for 35% to 44% marks,
- D for below 35% marks,
- E for Exempted,
- H for Handicapped."

Note :- It shall be the responsibility of the candidate himself and of the head of the secondary school to see that the candidate selects and enters in his application for admission to the examination, such subjects as are required to qualify him for the Secondary School Certificate as per this Regulation and the Scheme of Examination as set out in Appendix-I to these Regulations, as may be amended from time to time, and the Divisional Board will not in any way be responsible for any adverse consequences arising from any mistakes or omissions made by the candidate or the head of his secondary school in this behalf.

## 54. EXEMPTION

A candidate securing not less than 35 per cent of the maximum marks assigned to a subject shall be exempted from reappearing in that subject at subsequent Secondary School Certificate examination and also a candidate securing not less than 105 marks in the 2 subjects of Mathematics and Science taken together and obtaining not less than 38 marks in either Mathematics or Science, shall be deemed to have earned exemption in the subjects Mathematics and Science severally at the Secondary School Certificate examination, if he claims such exemption (duly verified and endorsed by the head of the secondary school through which he appears) in his application for admission to the examination. The exemption from reappearing in any subject at a subsequent examination secured by a candidate shall cease to operate as soon as the candidate offers and appears in that subject at any subsequent examination without claiming the exemption secured by him in his application for admission to the examination.

## 55. PUBLICATION OF RESULTS

- (1) The Divisional Board shall declare ordinarily in the month of June and January every year results of candidates who have appeared for the Secondary School Certificate examination held in March or April and October or November respectively, on such dates and in such manner as the State Board may decide.
- (2) In any case where it is found that the result of the examination has been affected by error, malpractice, fraud, improper conduct or other matter of whatsoever nature, the Divisional Board on the recommendation of the Standing Committee shall have power to amend such result in such manner as shall be in accord with the true position and to make such declaration as it may consider necessary in that behalf provided that, except as provided in clause (3) below, no result shall be amended after the expiration of six months from the date of declaration of the result.
- (3) In any case where the result of the examination has been ascertained and declared and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has, in the opinion of the Standing Committee, been a party to or privy to, or connived at such malpractice, fraud or improper conduct, the Divisional Board, on the recommendation of the Standing Committee, shall have power at any time, notwithstanding the issue of the Secondary School Certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as it may consider necessary in that behalf.
- (4) The answer-books of a candidate found guilty of any malpractice, fraud or any other improper conduct, considered under Regulation 44 or clause (3) above, shall be liable to be destroyed along with every paper and document in



connection with such enquiry, after the expiry of a period of two years from the date on which the final decision of the Board in the matter is communicated to the candidate concerned.

#### 56. SUPPLY OF MARKS

- (1) The marks obtained by a candidate in each subject shall be supplied on the date of declaration of the result through the head of the secondary school concerned to the candidate in a printed form of statement on payment of a fee of Rs. 2/- per examination. Marks obtained by a candidate in individual questions or sections of a subject or practicals shall not be supplied.
- (2) Heads of secondary schools shall be supplied, on the date of the declaration of the result, with a consolidated statement of marks obtained in each subject, by the candidates presented by them for the examination, for school record. The original individual statement of marks for supplying to the candidate concerned on payment of the prescribed fee (payable to the Board) shall also be supplied to heads of schools along with the school results of the Secondary School Certificate examination concerned. The candidates will be required to obtain 'Duplicate Copies' of their statement of marks from the Divisional Board's office, only on payment of the prescribed fee of Rs. 2/- each.

#### 57. VERIFICATION OF MARKS OBTAINED BY A CANDIDATE IN A SUBJECT

- (1) Any candidate who has appeared at the examination may apply to the Divisional Secretary for verification whether the candidate's answers, in any particular subject, have all been examined and that there has been no mistake in the totalling of marks in that subject and transferring marks correctly, but not for revaluation of answers. Such an application must be made by the candidate through the head of the secondary school which presented him for the examination, within two weeks of the declaration of the examination results and must be accompanied by a fee of Rs. 10/- for each subject.
- (2) No candidate shall claim, or be entitled to, re-examination of his answers or disclosure or inspection of the answer-books or other documents treated by the Divisional Board as confidential.
- (3) If, as a result of the verification made under this Regulation, it is discovered that there has been either an omission to examine and mark any answer or answers and/or a mistake in the totalling of the marks, the fee for verification shall be refunded to the candidate. If a mistake is discovered it shall be corrected by the Divisional Secretary, duly attested and dated, and if as a result of this correction the candidate's result as already declared is altered in any way, he shall be informed of his correct result by a telegram.

- ( 4 ) If, on scrutiny and verification, a failed candidate is found to have passed in the examination, he will be declared to have qualified for the Secondary School Certificate.
- ( 5 ) If a candidate having paid the fees prescribed under clause ( 1 ) fails to forward his application for verification within two weeks of the payment of fees-or having made the application within the aforesaid period, omits to give the following details in his application :-
- ( i ) Name, Examination Seat No. and Centre ;
  - ( ii ) Subject in which verification of marks is desired ;
  - ( iii ) Language used for answering the paper in that subject ;
- no steps shall be taken for verification and in such case only half the amount of the prescribed fee paid by a candidate shall be refunded to him.

#### 58. GRADES OF CERTIFICATE

The Secondary School Certificate shall be awarded in four grades as shown below ;

*Distinction* - To successful candidates who obtain not less than 75% marks in the aggregate, calculated on the basis of the six compulsory subjects offered for the examination.

*Grade I* : To successful candidates who obtain not less than 60% of marks in the aggregate calculated on the basis of the six compulsory subjects offered for the examination.

Provided that, if the aggregate total number of marks obtained by a candidate is less than the total number of marks required for obtaining the first grade, by not more than 3 marks only, such candidate shall be given the necessary grace marks not exceeding three in computing his aggregate of marks for purposes of award of the first grade.

*Grade II* : To successful candidates who obtain not less than 45% of marks but less than 60% of marks in the aggregate calculated on the basis of the six compulsory subjects offered for the examination.

*Grade-Pass*- To all other successful candidates.

Provided that, the First (with Distinction) or First or Second Grade shall not be awarded to a candidate who appears for the examination with any exemption earned by him under Regulation 54.

#### 59. AWARD OF CERTIFICATES

- ( 1 ) The Secondary School Certificate of the appropriate grade to be granted to a successful candidate shall be in the form prescribed by the State Board which

shall consist of two parts. Part I will comprise the performance of the candidate in the six compulsory subjects. Part II will consist of the gradewise performance of a candidate in the optional subject and the two school certificate subjects. Besides it shall specify the name of the candidate, his date of birth as recorded in the application, the subjects in which candidate has passed and with credit, if any, and will bear the candidate's signature and also the signature of the head of the school. The certificates shall be issued over the signature of the Divisional Secretary through the head of the secondary school presenting the candidates for the examination. A private candidate shall apply for the certificate through the head of the secondary school which attested his application for admission to the examination.

Provided that in the case of a candidate appearing for the Secondary School Certificate examination under Regulation 42 producing an affidavit or a certificate from the medical authorities in support of his date of birth and passing the Secondary School Certificate examination, an endorsement shall be made by the Divisional Board, on his Secondary School Certificate to indicate the source from which his date of birth is shown in the application form submitted under Regulation 42. In such cases, the provision for change in the date of birth made in clause (3) of this Regulation, shall not be applicable.

- (2) Notwithstanding anything contained in clause (1) above, the certificates of successful candidates presented for the examination by secondary schools which have ceased to be in existence or ceased to be recognised by the Divisional Board after sending up the candidates for the examination, shall be issued to the candidates concerned directly, mentioning therein the name of the school presenting the candidate.
- (3) In the event of an error being discovered in the entry of the name or the date of birth in the application of a candidate for admission to the examination and consequently in the statement of marks or the certificate an application for correction of such error shall be admitted only when the name or the date of birth so recorded is not identical with the name or the date of birth of the successful candidate originally entered in the school register or in the service record in the case of a full-time teacher. An application for correction of such error shall be made through head of the secondary school presenting the candidate for the examination in such form as may be prescribed by the Divisional Board. Such correction, when made by the Divisional Board, shall be indicated on the reverse "in the statement of marks or the certificate" by an endorsement in such form as may be prescribed by the State Board.

#### MIGRATION CERTIFICATE

A Migration Certificate may, on application and payment of a fee of Rs. 10/-, be granted to a candidate who has appeared at the examination conducted by the

Divisional Board. An application for such a certificate shall be made to the Divisional Secretary of the Divisional Board concerned and shall be accompanied by a Bank Draft or I. P. O. for the prescribed fee.

#### 61. SUPPLY OF A COPY OF THE CERTIFICATE

A copy of the Secondary School Certificate already granted, shall be issued by the Divisional Secretary on receipt of an application through the head of the secondary school which had presented the candidate for the examination, accompanied by a fee of Rs. 10/- for each such copy of the certificate. The copy of the certificate will be supplied only through the head of the secondary school concerned; provided that copies of the Secondary School Certificate of the candidates presented for the examination by secondary schools which have ceased to exist or to be recognised after presenting candidates for the examination shall be issued directly to the candidates concerned on payment of the prescribed fees.

#### 62. AWARD OF PRIZES AND SCHOLARSHIPS

- (1) It shall be competent for the Divisional Board to award such prizes and scholarships as the State Board may institute from time to time.
- (2) A certificate denoting the award of a scholarship or a prize or a medal may be issued free of charge by the Divisional Board. Certificates indicating the rank in the merit list of candidates, published along with the examination results, may also be issued free of charge by the Divisional Board to candidates whose names are included in the said list. Certificates of both these types may be issued by the Divisional Board of its own accord to all candidates concerned through the heads of their respective secondary schools.

#### 63. COPYRIGHT OF QUESTION PAPERS

- (1) Copyright of the question papers set at the examinations conducted by the Divisional Boards shall vest in the State Board.
- (2) Permission to include question papers set at the examinations conducted by the Divisional Boards, in a publication devoted to the subject of the question papers, may be granted by the Divisional Chairman concerned to an author or publisher on such conditions as the State Board may lay down from time to time.

#### 64. PROVISIONAL CERTIFICATE

- (1) A candidate who has been declared successful at the examination may obtain, on application, a provisional certificate of having passed the examination.
- (2) The fee for the provisional certificate shall be Rs. 2/- each.
- (3) An application for a provisional certificate shall be made to the Divisional Secretary through the head of the secondary school concerned and shall be accompanied by a Bank Draft or Indian Postal Order for the prescribed fee.

## 65. THE SCALE OF REMUNERATION, TRAVELLING ALLOWANCE TO EXAMINERS ETC.

Sr. No.	Item of work	Revised scale of Remuneration
1	2	3

The scale of remuneration shall be as under :

## I. For Paper-setting (per setter) :

- |     |                                                                                                                                                             |                                            |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| (1) | For drawing up a question paper upto three copies each in English and Marathi versions and for preparing model answers and scheme of marking                | Rs. 50/- for less than two hours duration. |
|     |                                                                                                                                                             | Rs. 55/- for two hours duration            |
|     |                                                                                                                                                             | Rs.65/- for 2.5 hours duration.            |
|     |                                                                                                                                                             | Rs.75/- for 3 hours duration.              |
| (2) | (a) For setting a passage or passages for translation into English and for the supplying three copies thereof alongwith the English translation.            | Rs.25/-                                    |
|     | (b) For supplying a translation in a Modern Indian language of a passage in English for inclusion in the Question-Paper in Sanskrit, Pali and Ardhamagadhi. | Rs.15/-                                    |
| (3) | For drawing up a paper of Typewriting (Practical)                                                                                                           | Rs.35/-                                    |
| (4) | For supplying additional copies (typed or hand written) of a Question Paper.                                                                                | Rs.3/- Per copy                            |

- |      |                                                                                                                                                                                                          |                                                                                                                                                                                     |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (5)  | For writing out stencils of a Question paper of 3 hours duration or translation thereof in a Modern Indian Language or Model answers of a question paper of three hours duration.                        | Rs.25/-                                                                                                                                                                             |
| (6)  | For writing out stencils of a question paper of less than three hours duration or translation thereof in a Modern Indian Language or Model answers of a question paper of less than three hours duration | Rs.15/-                                                                                                                                                                             |
| (7)  | For supplying copies from the stencils written out under clause 5 and 6 above.                                                                                                                           | Rs.5/- for 25 copies<br>Rs.6/- for 26 to 50 copies<br>Rs.7/- for 51 to 100 copies<br>Rs.9/- for 101 to 150 copies<br>Rs.5/- extra for every additional 100 copies or a part thereof |
| (8)  | For supplying additional copies of a passage for translation.                                                                                                                                            | Re. 0.80 per copy                                                                                                                                                                   |
| (9)  | For Translating a question paper, in a regional language.                                                                                                                                                | Rs.30/-                                                                                                                                                                             |
| (10) | To an expert paper setter                                                                                                                                                                                | Token honorarium of Rs. 150/- for each paper set.                                                                                                                                   |

NOTE: Notwithstanding anything contained in this Regulation, when alternative questions on an old and a new textbook or an old and a new course of studies are required to be set in one and the same question paper, the paper- setters and translators concerned shall be paid remuneration at one and half times the remuneration payable to them for the items concerned.

**II. Work of correcting proofs of question papers.**

- (1) For correcting proofs of question papers. Rs.15/- per question paper or Rs.30/- per day maximum
- (2) For attendance to correct the proof of a passage or passages in a Modern Indian Language set for translation into English Rs.10/-

**III. For assessing Answer-books**

- (a) Rs.1.25 for an answerbook of 3 hours
- (b) Re.1.00 for an answerbook of 2.5 hours
- (c) Re.0.80 for an answerbook of 2 hrs.
- (d) Re.0.70 for an answerbook of 1.5 hrs.
- (e) Re.0.50 for an answerbook of 1 hours.

**IV. (1) A senior examiner in a subject in which there are no moderators shall be paid an extra remuneration as follows :-**

(i) Where the number of examiners including a senior examiner does not exceed three Rs.85/-

(ii) Where the number of examiners exceeds three Rs.160/-

(2) An associate examiner shall be paid a lump-sum remuneration as follows

(i) If he examines more than 50 but less than 100 answerbooks. Rs.115/-

- |       |                                                                                                                                                                                                                                                                              |         |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| (ii)  | If he examines more than 20 and upto 50 answerbooks.                                                                                                                                                                                                                         | Rs.75/- |
| (iii) | If he examines 20 or less answerbooks.                                                                                                                                                                                                                                       | Rs.40/- |
| (iv)  | An associate examiner assessing more than 100 answerbooks shall be paid a remuneration of Rs.115/- for assessing the 1st 100 answerbooks plus additional remuneration for each answerbook in excess of 100 at the rates mentioned under (i) to (iii) of clause IV (2) above. |         |
- (3) When the remuneration earned for all the work connected with the appointment of a papersetter and examiner or by one who is only an examiner amounts to less than Rs.75/-, the person concerned shall be paid a sum of Rs.75/- as his remuneration for all such work.

V. Postage etc.

1. Persons entitled a remuneration shall be paid for postage, telegrams etc. as under :
 

(i)	Examiner assessing 301 answerbooks and above.	Rs.75/-
(ii)	Examiner assessing 201 to 300 answerbooks.	Rs.55/-
(iii)	Examiner assessing 101 to 200 answerbooks.	Rs.45/-
(iv)	Examiner or associate examiner assessing: 1 to 100 answer-books.	Rs.25/-
2. Each moderator is entitled to get postage Rs.25/-
3. When the expenditure on account of postage, telegram etc. incurred by an examiner or associate examiner or moderator falling under the



categories in clauses V(1)(i) to V(1)(iv) above exceeds the amount fixed therefor under those sub-clauses such excess amount shall be paid to the examiner or moderator on his producing the requisite vouchers or certificates in that behalf.

4. An examiner who is required to return the answerbooks to the Board's office or his local moderator, will be paid Rs.15/- towards postage and conveyance expenses.
5. For the cost involved in returning the answerbooks to the Board's office (by those who are not paid local conveyance allowance) the moderators will be paid the following amount on production of vouchers :

**Local Moderator :-**

Actual expenditure as per vouchers subject to the maximum of Rs.25/-.

**For Bombay and Greater Bombay :-**

Actual expenditure as per vouchers subject to the maximum of Rs.70/-.

**Outsiders :**

Actual expenditure as per luggage vouchers of State Transport or Railway, as the case may be, plus of Rs.40/- towards hamali and transportation to State Transport Bus Stand or Railway Station, as the case may be, and to the Board's Office.

**VI. Moderation and Scrutiny of Answerbooks :-**

1. Each of the Moderator in a subject shall be entitled to a lump- sum remuneration of Rs.300/- on average remuneration earned by the examiner working under him whichever is more plus a lumpsum remuneration of Rs.450/- for performing his duties and work entrusted to him as a moderator as per instructions issued by the

Divisional Board from time to time which shall include the work of moderation, scrutiny of all answerbooks etc.

2. The Chief Moderator in a subject shall be entitled to a lump-sum remuneration of Rs.1000/- for performing his duties as a Chief Moderator as per the instructions issued by the Divisional Board from time to time which shall include moderation of answerbooks, scrutiny of answerbooks, co-ordination work of his colleagues, distribution of the answerbooks among examiners etc. Rs.1000
  
3. The Moderator in a subject to which no senior examiner or chief moderator is appointed, shall be entitled to receive Rs.75/- in addition to the remuneration to which he is entitled as a moderator for such additional work as he may be called upon to do. Rs.75/-
  
4. An associate moderator shall be paid a minimum lump-sum remuneration as under or at Re. 1.50 per answerbook for the actual number of answerbooks moderated and scrutinised by him whichever is more.
  - (i) If he moderates and scrutinises 50 or more answer-books. Rs.150/-
  
  - (ii) If he moderates and scrutinises more than 20 but less than 50 answerbooks. Rs.115/-
  
  - (iii) If he moderates and scrutinises 20 or less answerbooks. Rs.75/-
  
5. A Moderator to whom additional work over and above the average quota fixed by the State Board

is allotted in any special circumstances, under orders of the Divisional Chairman, he shall be entitled to additional remuneration at the rate of Rs.75/- per additional examiner allotted to him over and above the average quota of seven examiners in the case of subjects of hundred marks and in other subjects at proportionate rates :

Provided that remuneration payable to an examiner, moderator, chief moderator, Paper-setter, translator or the like, may be reduced or reduced for inefficiency negligence, disobedience, instructions, irregularity notice, if any, by such amount as the Standing Committee may decide.

**VII. For work of Supervision and Conduct of the Examination :**

- (1) The conductor shall receive remuneration at Rs.40/- per day and Rs.20/- per half day for actual days of work and a lump-sum of Rs.80/- for the work before and after the examination.
- (2) A deputy conductor shall receive remuneration at Rs.30/- per day and Rs.15/- per half day for actual days of work.
- (3) The press conductor shall receive remuneration at Rs.30/- per day and Rs.15/- per half day for actual days of work if appointed in case of emergency.
- (4) A press supervisor appointed at a centre shall receive a remuneration of Rs.18/- per day and Rs.9/- per half day.

- (5) An invigilator appointed at a centre shall receive a remuneration as follows :-
- |                                  |                          |
|----------------------------------|--------------------------|
| 1) For Bombay and Greater Bombay | (a) Rs.24/- per day      |
|                                  | (b) Rs.12/- per half day |
| 2) Centres other than Bombay     | (a) Rs.20/- per day      |
|                                  | (b) Rs.10/- per half day |

In the case of the examination in Typewriting, the conductor, deputy conductor, invigilators, block-peons etc. shall receive remuneration per session of not less than 2 hours duration each, as per rates admissible to them.

- (6) The remuneration payable to an invigilator or a deputy conductor or a conductor may be reduced for inefficiency or negligence in his work by such amount as Standing Committee may decide.
- (7) The remuneration payable to a Writer, if employed at the candidate's cost in the case of a disabled candidate appearing for the examination, shall be Rs.8/- per paper.

#### VIII. For Practical Examination :

- |    |                                                                                                                                                                                                                           |                       |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1. | For Practical Examination of a candidate in a subject to each examiner (Both Internal and External). However, if the remuneration amounts to less than Rs.15/- the examiner shall be paid minimum remuneration of Rs.15/- | Rs.0.75 per candidate |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
- Practical Examination :**
- |    |                                                                                                        |  |
|----|--------------------------------------------------------------------------------------------------------|--|
| 2. | A laboratory, field or workshop assistant shall be entitled to receive remuneration of Rs.8/- per day. |  |
| 3. | A Servant appointed at the practical Examination shall be paid Rs.4/- per day.                         |  |

4. For assistance at the Practical Examination in Art (Still Life) Rs.5/-

**For Local Experts :**

5. For Practical Examination in Engineering, Agriculture and Textile subjects and in the subjects of Home Science including an additional day for preparation if required by the Examiner. Rs.8/- per day

**IX. Miscellaneous :**

- (1) Table player at Music Practical Test Rs. 8/-
- (2) Clerks working on examination centres as well as other places will be paid remuneration as follows :-
- (i) For Bombay and Greater Bombay
- (a) Rs. 16/- per day
- (b) Rs. 8/- per half day
- (ii) Centres other than Bombay
- (a) Rs. 12/- per day
- (b) Rs. 6 per half day
- (3) Class IV Servants (Block peons, water-Boys, Watchmen, Sweepers etc.) appointed at each centre of examination will be paid remuneration as follows :
- (i) For Bombay and Greater Bombay
- (a) Rs. 12/- Per day
- (b) Rs. 6/- per half day
- (ii) Centres other than Bombay
- (a) Rs. 10/- per day
- (b) Rs. 5/- per half day

**Note :** A claim for remuneration and the rates prescribed under this Regulation shall be submitted within one month on completion of work.

**X. T. A. Rules.**

1. Paper-setter (including expert paper-setter), Translator, conductor, deputy conductor, moderator, examiner, examiner conducting Practical test, Proof-reader, reviewer and others who undertake journey for performance of their duties in connection with the examination work or

any other official work on invitation shall receive travelling allowance at the rate of one 1st Class Railway fair each way from the place of residence to place of duty and daily allowance at rates sanctioned by Government from time to time to the Government servants of corresponding category. However, the daily allowance for Pune, Bombay (Greater Bombay), Nagpur, Aurangabad, Nasik and Amravati shall not be less than Rs. 40/- per day for the actual halt at these places irrespective of their pay.

2. A paper-setter (including expert paper-setter), translator, moderator, examiner, conductor, deputy conductor, proof-reader and examiner conducting practical test who undertake journey by Road Transports for performance of their duties in connection with the examination shall be paid the actual cost of hiring a single seat in a public conveyance, for each journey. He shall also be paid daily allowance at the rates sanctioned by Government from time to time to the corresponding categories of the Government servant. However, the daily allowance for Pune, Bombay (Greater Bombay) Nagpur, Aurangabad, Nasik and Amravati shall not be less than Rs.40/- per day for the actual halt at these places irrespective of their pay.
3. All paper-setters, translators, moderators, examiners and examiners conducting practical test travelling in connection with the Divisional Board's work shall invariably avail of and be paid at the concessions of railway fares whenever available.
4. A Local paper-setter or translator or proof-reader or examiner or moderator or a local external examiner appointed to conduct the Practical test shall be paid a conveyance allowance of Rs.16/- per day in corporation area and Aurangabad city and Rs.8/- in all other places.

(Cost of Material for conduct of Practical Examination Re. 0.50 per candidate)

## FORM - I

[ Vide Regulation 28 (1) ]

*c Form of Application for Recognition by the ..... Divisional Board.*

No.

Date :

From : \_\_\_\_\_  
 \_\_\_\_\_ School

To  
 The Divisional Secretary,  
 \_\_\_\_\_  
 Divisional Board,

Sir,

I hereby apply for recognition of the \_\_\_\_\_ School  
 \_\_\_\_\_ in the subjects, in the media of instruction and for the  
 Standards noted below, with effect from the ( date ) \_\_\_\_\_

The requisite details as required under Regulation 28 are as under. Regular candidates of this school will be presented for the first time at the Secondary School Certificate examination to be held in March or April, 19

1. Name of the school and its full address.
2. Name of the-
  - ( i ) Management and Registration number under the Bombay Public Trust Act/  
Society's Registration Act ... ..
  - ( ii ) Secretary ... ..
  - ( iii ) Correspondent ... ..
  - ( iv ) Head of the School ... ..
3. Details of the Teaching Staff ... ..

Name	Qualification	Experience	Scales of pay	Terms and Conditions	Remarks

4. Subjects of instruction for which recognition is solicited—

(1)

(2)

(3)

(4)

(5)

(6)

(7)

(8)

(9)

(10)

5. Medium / media of instruction through which instruction is being/to be imparted.

6. (i) Accommodation provided in class-rooms and the number of pupils in each Standard or Division of a Standard

Standard	Division (s)	Number of Pupils	Dimensions of the rooms	Remarks
----------	--------------	------------------	-------------------------	---------

VIII

IX

X



(ii) The maximum number of pupils assigned to a teacher in practical work at a time :-

7. The provision made for health, recreation and discipline of pupils.
8. The financial position of the school and the sources and amount of income for the year 19—

Income	Expenditure
Tuition Fee     ...Rs.	Teaching             ...Rs.
Other Sources   ...Rs.	Non-teaching staff ..Rs.
	Contingencies     ...Rs.
	Equipments         ...Rs.

- |                                                                                                             |   |                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. The rate of fees charged and the provision, if any, for grant of educational concessions to poor pupils. | } | (i) Rate of fee for Classes—<br>VIII Rs.     IX Rs.<br>X     Rs.<br>(ii) Pupils to be benefitted under educational concessions to poor pupils from School Fund—<br>(a) Pupils—<br>(b) Amount— |
|-------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

I hereby promise to abide by all the conditions of recognition as laid down in the Maharashtra Secondary and Higher Secondary Education Boards Regulations, 1990.

Yours faithfully,

Manager/Secretary/Headmaster/Headmistress

*Enclosures :-* (1) An attested copy of the resolution of the managing body appointing a person as Secretary or Correspondent for the purpose of communicating with the Board.

- (2) An attested copy of the constitution of the foundation of the Society or Trust.
- (3) An attested copy of the certificate of registration of the Society or Trust.
- (4) A plan of the school building if the application is for recognition for the first time.

**FORM II**  
[ Vide Regulation (28) (9) ]

*Form of Application for Recognition in Additional Subject or Medium*

1. Name of the institution ...
2. Number and date of the letter communicating previous recognition :
3. Subject in which recognition has already been granted :
4. Additional subject or medium in which recognition is desired and the medium of instruction proposed for the subject :
5. List of teaching staff with qualifications, scales of pay, present pay and subjects taught :
6. Equipment provided for teaching additional subjects :
7. Accommodation ( including laboratory accommodation ) provided for the additional classes :
8. Remarks of the Manager :

**CERTIFICATE**

I certify that the arrangements for teaching the additional subjects detailed above are adequate and I promise that the conditions of recognition mentioned in my previous application shall continue to be observed.

Signature of the Manager

Recommendations of the Inspecting Officer.  
Recommendations of the Regional Deputy Director.  
Recommendations of the Examination Committee.  
Decision of the Standing Committee.

## APPENDIX-I [ Vide Regulation 38 (1) ]

SECONDARY SCHOOL CERTIFICATE EXAMINATION CONDUCTED BY THE  
POONA, NAGPUR, AURANGABAD AND BOMBAY DIVISIONAL BOARDS.**Subjects and Number of Papers and Practicals for the Examination.**

To qualify for the Secondary School Certificate, a candidate must pass at one and the same examination or in accordance with the provisions of Regulation 54 for the grant of exemptions—separately (i) in each of the six subjects under the Compulsory Group and (ii) must have secured at least C grade in the optional subject and (iii) also in the two school examination subjects, as follows—

**I – For Examination by the Divisional Board : (along with examination in Practicals)****A-Compulsory subjects ( Total six )**

The following three languages—( Details in the table showing subjects, number of papers etc. incorporated in this scheme )

- (1) First language
- (2) Second language.
- (3) Third language.

Other three subjects viz. —

- (4) Mathematics ( Algebra, Geometry, \*Arithmetic )

\* Note : The course of Arithmetic will be completed at the end of Std. VIII and it will not form a part of compulsory Mathematics for the Secondary School Certificate examination.

- (5) Science ( Physics, Chemistry, Biology )

- (6) Social Science ( History, Civics, Geography )

**B – Optional subject ( Candidates shall have to select one optional subject from any one of the following six branches ).**

Branch-1 Introduction to the world of work.

OR

Home Science

Branch-2 Technical ( Practicals : See Note (7) on Page 123 ).

Branch-3 Elements of Agriculture

Branch-4 Elements of Commerce and Accounts

Branch-5 Elements of Fine Arts

Branch-6 Elements of Industrial Crafts

**II – For School Certificate Examination :**

- (1) Physical Education,  
and

- (2) One of the following—

( i ) Social Service

( ii ) Scouting/Guiding

- (iii) N. C. C. ( wherever facilities are available )  
 (iv) Defence Studies.  
 (v) Civil Defence and Road Safety Patrol.

( These two subjects will not be subjects for the Secondary School Certificate examination. But the candidate will not be held eligible to appear for the Secondary School Certificate examination unless he/she produces a Certificate of having satisfactorily completed the courses in these two subjects. )

The names of the individual subjects to be taken according to the above scheme are shown below along with the number of papers, duration of papers and maximum marks.

Name of subject	No. of papers and practicals, if any.	Duration of papers	Maximum marks
1	2	3	4

**I—Subjects for the Board's Examination**  
**Compulsory subjects ( Six )**

**( 1 ) First language**

One of the following languages--

Marathi	)			
Hindi	)			
English	)			
Urdu	)			
Gujarati	)			
Kannada	)	One	3 hours	100
Tamil	)			
Telugu	)			
Malayalam	)			
Sindhi	)			
Bengali	)			
Punjabi	)			

**( 2 ) Second language**

One of the following languages--

Hindi	)			
Hindi (Composite with Marathi or Sanskrit or Urdu)	)			
Marathi	)			
Marathi (Composite with Hindi)	)	One	3 hours	100
Sanskrit (Composite with Hindi)	)			
Urdu (Composite with Hindi)	)			
English	)			

## ( 3 ) Third language

One of the following languages--

Marathi	)			
Hindi	)			
English	)			
Urdu	)			
Gujarati	)			
Kannada	)			
Tamil	)			
Telugu	)			
Malayalam	)			
Sindhi	)			
Punjabi	)			
Bengali	)			
Sanskrit	)	One	3 hours	100
Hebrew	)			
Pali	)			
Ashmagadhi	)			
Portuguese	)			
Arabic	)			
Avesta	)			
Pahlavi	)			
German	)			
French	)			

## ( 4 ) Mathematics

Algebra	One	2½ hours	75	} 150
Geometry	One	2½ hours	75	

## ( 5 ) Science

		Theory	Practical	
Physics	One	2 hours 40	} 10	} 150
Chemistry	One	2 hours 40		
Biology	One	2 hours 40		

## ( 6 ) Social Science

History and Civics	One	2½ hours	60	} 100
Geography	One	2 hours	40	

## ( 7 ) Optional Subject

( For Standards IX and X )

Candidates shall have to select any one of the following subjects; as per the scheme given below--

S. No.	Name of subject	Marks for workbook	Marks for practical	Total marks
Branch 1.	Introduction to the world of Work and Any two Work-Experience Projects from the list below (25 marks each)	50	50	100
	OR Home Science and Two Work-Experience Projects (i) Needle-Work Embroidery, Knitting and Crochet-	50		
Branch 2.	(ii) Preparation of Nutritious Food (25 marks each)		50	100

## Branch 2. Technical Branches

(Candidates will have to offer any one of the following shops. Each shop shall consist of 2 papers. The details about marks, duration and year-work marks are shown below).

## Shops

- 1) Carpentry
- 2) Fitting
- 3) Wiring
- 4) Black Smithy
- 5) Moulding
- 6) Welding
- 7) Plumbing
- 8) Turning
- 9) Building construction

Paper	Theory		Practical		Year Work	Total Marks
	Marks	Duration	Marks	Duration		
Paper-I Workshop Technology	30	2 hours	30	4 hours	5	100
Paper-II Engineering Drawing	30	3 hours	---	---	5	

S. No	Name of subject	Marks for workbook	Marks for practical	Total marks
Branch 3.	Elements of Agriculture	50	50	100
Branch 4.	Elements of Commerce & Accounts ( as in the list below )	50	50	100
Branch 5.	Elements of Fine Arts ( Any one from the list below )	50	50	100
Branch 6.	Elements of Industrial Crafts ( Any one from the list below )	50	50	100

### Work-Experience

( Any two projects, 25 marks each—Total 50 marks )

1. Use of Common Tools.
2. Maintenance and Production of School Science Apparatus.
3. Maintenance and Elementary Repairs of Radios.
4. Preparation of Plastic Articles.
5. Batik Art.
6. Preparation of Suit Cases.

7. Maintenance and Elementary Repairs of Time-pieces.
8. Elementary Plumbing.
9. Maintenance and Elementary Repairs of Water Pump.
10. Elementary Chemical Technology.
11. Maintenance and Preparation of Teaching-Learning Aids.
12. Needlework, Embroidery, Knitting and Crochet.
13. Farm Operation.
14. Poultry.
15. Preparation of Bread and Biscuits.
16. Pisciculture.
17. Horticulture.
18. Bee-keeping.
19. Preparation of Nutritious Food.
20. Marine Fisheries.
21. Animal Management.
22. Maintenance and Elementary Repairs of Typewriters.
23. Silkscreen Printing.
24. Crylin Spray Painting.
25. Sign Board Painting.
26. House Decoration.

### **Elements of Commerce and Accounts**

#### **Theory**

1. Elements of Book-keeping or
2. Elements of Commerce or
3. Economics

#### **Practical**

- Typewriting  
OR  
Practical Work in Commerce.

### **Elements of Fine Arts (Any one)**

1. Drawing and Painting  
(History & Appreciation of Art  
and  
Practical OR Work-Experience  
Projects )  
(Any two from the list above.)
2. Indian Music
3. European Music
4. Dancing

#### **Art-oriented Crafts**

5. Clay Modelling & Ceramics
6. Metal Craft
7. Furniture Design
8. Textile Design
9. Interior Decoration
10. Puppetry.



**Elements of Industrial Crafts (Any one)**

1. Metal Fitting Craft.
2. Tailoring and Cutting.
3. Embroidery and Needlework.
4. Typography
5. Radio Engineering and Servicing.
6. Junior Chemical Technology.
7. Plastic Technology.
8. Handmade Paper-making.
9. Cane and Bamboo work.
10. Fisheries.
11. Clay Modelling leading to pottery.
12. Woodwork.
13. Textile Technology Weaving ( Power )
14. Textile Technology.
  - ( i ) Dyeing and Bleaching.
  - ( ii ) Engineering Drawing.
15. Preparation of Coir Articles.
16. Photography.
17. Electronics.
18. Beautification.
19. Computer Literacy.

**III. For School Certificate Examination ( Two )**

- ( 1 ) Physical Education.
- ( 2 ) One of the following-
  - ( i ) Social Service.
  - ( ii ) Scouting/Guiding
  - ( iii ) N. C. C.
  - ( iv ) Defence Studies.
  - ( v ) Civil Defence and Road Safety Patrol,

- Notes :**
- ( 1 ) The question paper in Composite subjects will be of 1½ hours' duration and will carry 50 marks.
  - ( 2 ) The question papers in the three language subjects will be set as per the level expected in the respective language.
  - ( 3 ) Practical Examinations will be conducted by the Divisional Board concerned only in subjects shown in Note (7) (a) on Page 137.

- (4) The candidates studying in Stds. VIII-X in secondary schools in Bombay only and who are cadets of Sea Cadet Corps shall be exempted from undergoing the N. C. C. Course on production of a certificate from the Association concerned regarding satisfactory completion of the course.
- (5) The cases arising out of the offering of wrong combinations of the subjects shall be decided on the merits of each case by the State Board.
- (6) Deleted .....
- (7) (a) The Divisional Boards shall conduct the practical examination only in 6 core-subjects wherever prescribed + in technical subjects under Branch 2 Technical on Page 132.
- (b) The examination in optional subject **except** in technical subject under Branch 2 Technical shall be conducted by the Secondary schools concerned.
- (8) Deleted .....



## APPENDIX II [Vide Regulation 38(i)] Final Pattern of the Study of Languages

### STANDARDS

Sr. No.	Medium of the school	Std. V	Std. VI	Std. VII
1	2	3	4	5
1.	Marathi	(i) Marathi (ii) Hindi (iii) English	(i) Marathi (ii) Hindi (iii) English	(i) Marathi (ii) Hindi (iii) English
	For those students whose mother tongue is Urdu	(i) Marathi or Urdu (ii) Hindi-Urdu (for those who study Marathi as First Language) or Hindi-Marathi (for those who study Urdu as First Language) (iii) English	(i) Marathi or Urdu (ii) Hindi-Urdu (for those who study Marathi as First Language) or Hindi-Marathi (for those who study Urdu as First Language) (iii) English	(i) Marathi or Urdu (ii) Hindi-Urdu (for those who study Marathi as First Language) or Hindi-Marathi (for those who study Urdu as First Language) (iii) English
2.	Hindi	(i) Hindi (ii) Marathi (iii) English	(i) Hindi (ii) Marathi (iii) English	(i) Hindi (ii) Marathi (iii) English
3.	Urdu	(i) Urdu	(i) Urdu	(i) Urdu
		(ii) Hindi-Marathi (Composite)	(ii) Hindi-Marathi (Composite)	(ii) Hindi-Marathi (Composite)
		(iii) English OR	(iii) English OR	(iii) English OR
		(i) Urdu (ii) Marathi (iii) Hindi (iv) English	(i) Urdu (ii) Marathi (iii) Hindi (iv) English	(i) Urdu (ii) Marathi (iii) Hindi (iv) English

## FROM Vth TO Xth STANDARDS

### Standards-VIII to X

6

- (i) Marathi
  - (ii) Hindi or Hindi + Sanskrit(Composite) or Hindi + Pali(Composite) or Hindi + Ardhamagadhi or a Classical Language.
  - (iii) English
- (i) Marathi or Urdu
  - (ii) Hindi or Hindi + Urdu(Composite) or a Classical Language  
(for those who study Marathi as first language or Marathi or Hindi + Marathi(Composite) or Marathi + Sanskrit (Composite) or Marathi + Pali(Composite) or Marathi + Ardhamagadhi(Composite) or a Classical Language (for those who study Urdu as first Language).
  - (iii) English
- (i) Hindi
  - (ii) Marathi + Sanskrit(Composite) or Marathi + Pali(Composite) or Marathi + Ardhamagadhi(Composite) or a Modern Indian Language (except Hindi) or a Modern Foreign Language (except English) or a Classical Language.
  - (iii) English
- (i) Urdu
  - (ii) Marathi or Marathi + Hindi(Composite) or Marathi + Sanskrit (Composite) or Marathi + Pali(Composite) or Marathi + Ardhamagadhi (Composite) or a Classical Language.
  - (iii) English

1	2	3	4	5
4.	English	(i) English (ii) Marathi  (iii) Hindi	(i) English (ii) Marathi  (iii) Hindi	(i) English (ii) Marathi  (iii) Hindi
5.	Gujarati, Sindhi, Kannada, etc.	(i) Gujarati etc. (ii) Marathi-Hindi (Composite) (iii) English	(i) Gujarati etc. (ii) Marathi-Hindi (Composite) (iii) English	(i) Gujarati etc. (ii) Marathi-Hindi (Composite) (iii) English
6.	English medium students whose mother-tongue is, however, not English and who want facility to study their mother- tongue such as Telugu, Bengali, etc.	(i) English (ii) Hindi-Marathi (Composite)  (iii) Mother-tongue	(i) English (ii) Hindi-Marathi (Composite)  (iii) Mother-tongue	(i) English (ii) Hindi-Marathi (Composite)  (iii) Mother-tongue
7.	Hindi medium students whose mother-tongue is however, not Hindi and who want facility to study their mother- tongue such as Telugu, Bengali, etc.	(i) Hindi (ii) Marathi (iii) English (iv) Mother tongue	(i) Hindi (ii) Marathi (iii) English (iv) Mother tongue	(i) Hindi (ii) Marathi (iii) English (iv) Mother tongue

- (i) English
- (ii) A modern Indian Language (Except Hindi) or Marathi + Sanskrit (Composite) or Marathi + Pali (Composite) or Marathi + Ardhamagadhi (Composite) or a Modern Foreign Language (Except English) or a Classical Language.
- (iii) Hindi

- (i) Gujarati, Sindhi, Kannada etc.
- (ii) Hindi or Hindi + Sanskrit (Composite) or Hindi + Pali (Composite) or Hindi + Ardhamagadhi (Composite) or Hindi + Marathi (Composite) or a Classical Language.
- (iii) English

- (i) English
- (ii) A Modern Indian Language (Except Hindi or Mother-tongue if offered as first language) or Marathi + Sanskrit (Composite) or Marathi + Pali (Composite) or Marathi + Ardhamagadhi (Composite) or a Modern Foreign Language (Except English) or a Classical Language.
- (iii) Hindi (If English is offered as first language) or English (If Hindi or a language other than English is offered as first language).

- (i) Hindi
- (ii) Marathi + Sanskrit (Composite) or Marathi + Pali (Composite) or Marathi + Ardhamagadhi (Composite) or a Modern Indian Language (Except Hindi or a Mother tongue, if offered as first language) or a Modern Foreign language (Except English) or a Classical language.
- (iii) English

**Note I :-** Under Items 6 and 7 in the statement above, candidate shall be permitted to offer as a First Language either his/her mother-tongue or the medium of instruction.

- Note II :-**
- (i) A bonafide foreign national residing in India for a temporary period i. e. not more than two academic years, will be allowed to offer any Modern European Language for which provision has been made in the syllabus in lieu of Hindi, if the student concerned asks for exemption from the study of Hindi. The language thus taken in lieu of Hindi should be different from the language offered, if any, under optional subjects;
  - (ii) A bonafide foreign national migrated in India permanently and admitted in Std. IXth or Xth in this State shall be allowed to offer any Modern European Language or Modern Indian Language in lieu of Hindi, if he so desires, provided the language thus taken in lieu of Hindi shall be different from the language offered, if any, under optional subjects; and that such request is made by him through the head of the school concerned;
  - (iii) A bonafide foreign national admitted in VIIIth or lower standard, shall not be exempted from the study of Hindi.



## APPENDIX-III

[Vide ----- 38(2)]

Subjects and numbers of papers and practicals for Blind, Deaf and Dumb, physically (Orthopaedically) handicapped and spastic candidates shall be as follows :-

(The details of which are shown in Appendix I and II to Part II to these Regulations in this part)

**A: For the Blind Candidates**

For Examination by the Divisional Board :

**I (A) Compulsory Subjects (Total Six):**

The following three languages-(Details in the table showing subjects, number of papers etc. incorporated in this scheme).

- (1) First Language
- (2) Second Language
- (3) Third Language

Other three subjects viz. :-

- (4) Mathematics (Algebra + Geometry)

OR

Arithmetic of Std. VII

- (5) Science (Physics, Chemistry, Biology)

OR

Practical part of any three subjects, irrespective of groups, out of the following :-

**Elements of Fine Arts**

- (i) Indian Music
- (ii) European Music

**Art-Oriented Crafts**

- (iii) Clay Modelling and Ceramics
- (iv) Metal Crafts

**Elements of Industrial Crafts**

- (v) Metal Fitting Craft
- (vi) Tailoring and Cutting
- (vii) Handmade paper-making
- (viii) Cane and Bamboo Work
- (ix) Fisheries
- (x) Clay Modelling leading to pottery
- (xi) Woodwork

- (xii) Textile Technology Weaving (Power)
- (xiii) Preparation of Coir Articles.
- (6) Social Science (History, Civics, Geography)
- (B) Optional Subject :** (Candidates shall have to select one optional subject from any one of the following six branches. The subject so selected shall be other than the one offered under compulsory group).

Branch-1 Introduction to the World of work

OR

Home Science

Branch-2 Technical (Practicals : Sec Note (7) of Appendix I to this part).

Branch-3 Elements of Agriculture

Branch-4 Elements of Commerce and Accounts

Branch-5 Elements of Fine Arts

Branch-6 Elements of Industrial Crafts

## II-For School Certificate Examination:

- (1) Physical Education  
and
- (2) Social Service

## II (B) For the Deaf and Dumb Candidates

L For Examination by the Divisional Board.

### I (A) Compulsory Subjects (Total Six)

- (1) Any One language out of the languages mentioned under the heading 'First Language', 'Second language', or 'Third language' under clause I of APPENDIX-I, to this part.
- (2)and(3) Two subjects out of the following practical subjects provided for under clause 7 "Optional subjects" in APPENDIX- I to his part in lieu of second and third languages (One for the second language and the other for third language).
  - (i) Drawing and painting (Practical)
  - (ii) Art-Oriented Crafts (Any One)
  - (iii) Industrial Crafts (Any One)
  - (iv) Any one of the subjects from Engineering Science Group i.e.(a) or (b) or (b) or (c) under Branch 2 Technical Subjects.
  - (v) Typing
  - (vi) Book-keeping
- (4) Any one subject of the following -
  - (i) Mathematics (Algebra-Geometry)

OR

- (ii) Arithmetic of Std. VII

AND

**Art-Oriented Crafts (Any One)**

- 1) Clay Modelling and Ceramics
- 2) Metal Craft.
- 3) Furniture Design.
- 4) Textile Design.
- 5) Interior Decoration.
- 6) Puppetry.

OR

**Elements of Industrial Crafts (Any One)**

- 1) Metal Fitting Craft.
- 2) Tailoring and Cutting.
- 3) Embroidery and Needlework.
- 4) Typography.
- 5) Radio Engineering and servicing.
- 6) Junior Chemical Technology.
- 7) Plastic Technology.
- 8) Handmade Paper-making.
- 9) Cane and Bamboo Work.
- 10) Fisheries.
- 11) Clay Modelling leading to pottery
- 12) Woodwork.
- 13) Textile Technology Weaving (Power)
- 14) Textile Technology
  - (i) Dyeing and Bleaching.
  - (ii) Engineering Drawing.
- 15) Preparation of Coir Articles.
- 16) Photography.
- 17) Electronics.
- 18) Beautification.

**Note :** The subject selected under the heading Art-Oriented Crafts, or Elements of Industrial Crafts above shall be other than the one offered in lieu of second or third language.

In these subjects marks for workbook shall be 25 and for practical Examination 50  
Total marks 75.

- (5) Any **three** subjects out of the following :-
- (i) Physics.
  - (ii) Chemistry.
  - (iii) Biology.
  - (iv) Hygiene.
  - (v) Home Science.

- (6) Social Science (History, Civics, Geography)
- (B) **Optional Subject :** (Candidates shall have to select one optional subject from any one of the following six branches. The subject so selected shall be other than the one offered under compulsory group).

Branch-1 Introduction to the World of work

OR

Home Science

Branch-2 Technical (Practicals : See Note (7) of Appendix I to this part).

Branch-3 Elements of Agriculture

Branch-4 Elements of Commerce and Accounts

Branch-5 Elements of Fine Arts

Branch-6 Elements of Industrial Crafts

### **II-For School Certificate Examination:**

- (1) Physical Education,  
and

- (2) One of the following :

- (i) Social Service.  
(ii) Work-Experience.

(Any two projects, 25 marks each, Total 50 marks, not offered under 'B-Optional Subject' above)

1. Use of Common Tools.
2. Maintenance and Production of School Science Apparatus.
3. Maintenance and Elementary Repairs of Radios.
4. Preparation of Plastic Articles.
5. Batik Art.
6. Preparation of Suit Cases.
7. Maintenance and Elementary Repairs of Time-pieces.
8. Elementary Plumbing.
9. Maintenance and Elementary repairs of Water Pump.
10. Elementary Chemical Technology.
11. Maintenance and Preparation of Teaching-Learning Aids.
12. Needle-work, Embroidery, Knitting and Crochet.
13. Farm Operation.
14. Poultry.
15. Preparation of Bread and Biscuits.
16. Pisciculture.
17. Horticulture.
18. Book-keeping.
19. Preparation of Nutritious food.
20. Marine Fisheries.

21. Animal Management.
22. Maintenance and Elementary Repairs of Typewriter.
23. Silkscreen Printing.
24. Crylin Spray Painting.
25. Sign Board Painting.
26. House Decoration.

### III. For the Spastic Candidates.

I. For Examination by the Divisional Board:

#### (A). Compulsory Subjects (Total Six) :

- (1) First Language.
- (2) Second Language.

Note: Candidate may offer any two languages falling under "First Language" and "Second Language" however, he shall not offer the same language for both the subjects.

- (3) Third Language (other than those subjects offered under First and Second Language.

OR

One subject out of the following particular subjects provided in APPENDIX-I under Item (7). Optional Subjects of this part.

- (i) Drawing and Painting (Practical).
- (ii) Art-Oriented Crafts (Any One).
- (iii) Industrial Crafts (Any One).
- (iv) Any one of the subjects from Engineering Science Group  
(See Note (7) of Appendix-I to this part):

(v) Typing.

(vi) Book-binding.

- (4) Any one of the following subjects :

- (i) Mathematics (Algebra Geometry);
- (ii) Arithmetic of Standard VII.

(5) Science (Physical, Chemistry, Biology).

(6) Social Science (History, Civics, Geography).

- (B) **Optional Subject** :- Candidates shall have to select optional subject from any one of the following six branches. The subject so selected shall be other than the one offered under compulsory group.

Branch -1. Introduction to the world of work;

OR

Home Science

Branch-2. Technical (Practicals) : See Note (7) of Appendix-I to this part).

Branch-3. Elements of Agriculture.

Branch-4. Elements of Commerce and Accounts.

Branch-5. Elements of Fine Arts.

Branch-6. Elements of Industrial Crafts.

**II. For School Certificate Examination :-**

- (1) Physical Education; and
- (2) One of the following :
  - (i) Social Service:
  - (ii) Work-Experience (Any two projects, 25 marks each total 50 marks, not offered under 'B' Optional subject above) :
    1. Use of Common Tools.
    2. Maintenance & Production of School Science Apparatus.
    3. Maintenance and Elementary Repairs of Radios.
    4. Preparation of Plastic Articles.
    5. Batik Art.
    6. Preparation of Suit Cases.
    7. Maintenance and Elementary Repairs of time-pieces.
    8. Elementary Plumbing.
    9. Maintenance and Elementary Repairs of Water Pump.
    10. Elementary Chemical Technology.
    11. Maintenance and Preparation of Teaching-Learning Aids.
    12. Needle-work, Embroidery, Knitting and Crochet.
    13. Farm Operation.
    14. Poultry.
    15. Preparation of Bread and Biscuits.
    16. Pisciculture.
    17. Horticulture.
    18. Book-keeping.
    19. Preparation of Nutritious Food.
    20. Marine Fisheries.
    21. Animal Management.
    22. Maintenance and Elementary Repairs of Typewriters
    23. Silkscreen Printing.
    24. Cryline Spray Painting.
    25. Sign Board Painting.
    26. House Decoration.

**I. Concessions for Blind Candidates :**

- (1) These Candidates will be given nearest examination centre of their choice.
- (2) These candidates will be given extra 30 minutes to solve the question paper and will be provided a writer at the time of examination. The supervision charges at the time of examination will be borne by the Board.
- (3) These candidates will be exempted from drawing figures, maps etc. and the marks for these will be proportionately increased.

- (4) The question paper of 'Mathematics' (Arithmetic of standard VII specially prescribed for these students only) will be set carrying 75 marks. The marks obtained by the candidates out of 75 marks will be proportionately increased to convert them into marks obtained out of 150 marks.
- (5) These candidates will be allowed to give oral examination instead of practical examination in Science (Physics, Chemistry and Biology).
- (6) These students will be permitted to study the subjects-work Experience, Social Service, Art-Oriented Crafts, Elements of Industrial Crafts, and other practical subjects in their concerned institutions specially recognised by the Department of Education/Department of Social Welfare/Department of Technical Education. The head of the School presenting these candidates shall call for certificate(s) from the head of such institution(s) in respect of completion of the prescribed course of study.

## **II. Concessions for Deaf and Dumb Candidates :**

- (1) These candidates will be given nearest examination centre of their choice.
- (2) These candidates will be given extra 30 minute to solve the question paper. The supervision charges at the time of examination will be borne by the Board.
- (3) These students will be permitted to study the subjects Work- Experience, Social Service, Art-Oriented Crafts, Elements of Industrial Crafts and Other practical subjects in their concerned institutions specially recognised by the Department of Education/Department of Social Welfare/Department of Technical Education. The head of the school presenting these candidates shall call for certificate(s) from the head of such institution(s) in respect of completion of the prescribed course of study.

## **III. Concessions to Physically disabled candidates :**

- (1) These candidates will be given nearest examination centre of their choice.
- (2) These candidates will be given extra 30 minutes to solve the question paper and will be provided a writer at the time of examination if necessary. The supervision charges at the time of examination will be born by the Board.
- (3) In the case of these candidates who on the advice of the Orthopaedic Surgeon are unable to complete the course in the subject 'Physical Education' and (i) Social Service or (ii) Scouting/Guiding, or (iii) N.C.C.(iv) Defence Studies or (v) Civil Defence and Road safety patrol, the Divisional Chairman on the merits of each case, shall condone the requirement of appearing for these School Certificate subjects, provided that such a request is made by the candidate to the concerned Divisional Board through the head of the concerned secondary school along with a medical certificate to that effect issued by the Orthopaedic Surgeon.

#### IV. Concessions to Spastic Candidates :

- (1) The seating arrangement for these candidates shall preferably be made in the school-concerned where they are learning those subjects. The institutions shall, however, arrange to provide typewriters, tables, chairs (specially made for these students) etc. without any charge to the Board.
- (2) These candidates shall be given 1 hour and 30 minutes extra to solve the question papers.
- (3) These candidates shall be permitted to type or write the answer scripts or they shall be permitted to provide a writer for full paper or for part of the paper in case the candidate feels tired or exhausted while typing or writing the paper.

And a member of staff of the Centre for Special Education, Bombay would be allowed to write for such spastic candidate.

These members of staff shall be persons not directly concerned with teaching the candidate but able to understand the candidate's speech. These writers shall be chosen carefully and instructed to write down exactly what the spastic candidate says to them.

Before the examination commences an undertaking shall be taken from the writer to the effect that there will be no misuse of the concession.

- (4) These candidates shall be exempted from drawing figures, maps etc. and the marks for these shall be proportionately increased.
- (5) The Question Paper of 'Mathematics' (Arithmetic of Standard VII specially prescribed for 'Blind' students) shall be set carrying 75 marks. The marks obtained by these candidates out of 75 marks shall be proportionately increased to convert them into marks obtained out of 150 marks.
- (6) The question Paper of 'Science' shall be the same as in the case of General Scheme. However, these candidates shall be exempted from examining 'Practicals'. The marks obtained by these candidates out of 120 marks shall be proportionately increased to convert them into marks obtained out of 150 marks.
- (7) In the case of these candidates, who on the advice of the Orthopaedic Surgeon are unable to complete the course in the subject 'Physical Education', the Divisional Chairman on the merits of each case, shall condone the requirement of appearing for this school certificate subject :



Provided that the candidate makes such a request to the concerned Divisional Board through the head of the Secondary School alongwith a medical certificate to that effect issued by the Orthopaedic Surgeon.

**Definition of the Physically handicapped candidates:**

For the purpose of allowing the candidates to avail of the concessions including the Scheme of subjects, the definition of the term Blind, Deaf and the Physically (Orthopaedically) handicapped and spastic shall be as under :-

**(i) Blind :**

The blind are those who suffer from either of the following conditions viz:-

- (a) Total absence of sight;
- (b) Visual acuity not exceeding 6/60 or 20/200 (Snellon) in the better eye with correcting lenses
- (c) Limitation of the field of Vision subtending an angle of 20 degrees or worse.

**(ii) Deaf :**

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. Generally a loss of hearing at 60 decibels or above 500, 1000 or 2000 frequencies will make hearing non-functional.

**(iii) Orthopaedically Handicapped**

The Orthopaedically handicapped are these who have a physical defect or deformity (as certified by the Orthopaedic Surgeon is more than 25 percent) which causes an interference with the normal functioning of the bones, muscles and joints.

**(iv) Spastic :**

The spastics are those who are suffering from cerebral palsy. This is a disorder of movement and posture appearing in the early years of life due to damage to that part of the brain which controls his or her motor or physical functions or the failure to develop normally in a small part of brain controlling movement which causes an interference with the normal functioning of bones, muscles and joints, thereby affecting communication".

Such of the candidates desiring to have the above concession shall apply through the head of the School concerned along with a certificate of Ophthalmologist, or Ear, Nose, Throat Specialist or Orthopaedic Surgeon, as the case may be in the form prescribed appended to this scheme to the Divisional Chairman concerned well in advance.

## FORM I

### Medical Certificate for Blind Candidate

Certified that, I, Dr. ----- Registration No. ----- have this ----- day of ----- 19 -----, examined the candidate whose particulars are given below :

1. Name of Candidate :
2. Father's Name :
3. Sex :
4. Approximate Age :
5. Identification mark :
6. Extent of Residual vision, if any Right eye  
left eye
7. Onset of blindness (Please state whether blindness is from birth or acquired later; if it has been caused afterwards, the age and cause of blindness may be indicated).

(For the purpose of concessions granted to blind candidates: blinds are those who suffer from either of the following :

- a) Total absence of sight :
  - b) Visual acuity not exceeding 6/60 or 20/20 (Snellen) in the better eye with correcting lenses.
  - c) Limitation of the field of vision **substanding** an angle of 20 degrees or worse).
8. Please state clearly whether the candidate is blind who can be considered for the purpose of giving concession, granted by the Board to blind candidates.

Signature of Applicant

(Signature of Ophthalmologist)

Designation :

Place :

Office Stamp

Date :

Address :

**FORM II****Medical Certificate for the Deaf Candidate**

Certified that I, Dr. ----- Registration No. -----  
 have this ----- day of -----19-----, examined the candidate whose particulars are  
 given below :-

1. Name of candidate :
2. Father's name :
3. Sex :
4. Approximate Age :
5. Identification mark :
6. An estimate of the residual hearing, if any and the basis on which this estimate has been arrived at.
  - (i) Right ear
  - (ii) Left ear
7. Onset of deafness (Please state whether deafness is from birth or acquired later. If it has been caused afterwards the age and cause of deafness may be indicated).

(for the purpose of concessions granted to deaf candidates, deaf are those in whom the sense of hearing is non-functional for the ordinary purposes of life. Generally loss of hearing at 60 decibels or above at 500, 1000, 2000 frequencies will make residual hearing non-functional).

8. Please state clearly whether the candidate is deaf for the purpose of giving concessions granted by the Board to deaf candidates :
9. Please enclose audiogram chart

Signature of candidate  
 Place  
 Date:

(Signature of E.N.T. Specialist)  
 Designation:  
 Office Stamp:  
 Address:

**FORM III**  
**Medical Certificate in respect of an Orthopaedically (Physically)**  
**Handicapped or spastic candidate**

For the purpose of concessions granted to Orthopaedically (Physically), handicapped or spastic. The Orthopaedically (Physically) handicapped or spastic are those who have physical defect or deformity which causes an interference with the normal functioning of bones, muscles and joints.

Certified that I, Dr. ----- Registration No. -----  
 have this ----- day of ----- 19 -----, examined the applicant whose particulars are given below and that he/she falls within the above definition.

1. Name of candidate :
2. Identification mark :
3. Sex :
4. Father's name :
5. Approximate Age :
6. (a) Nature of disability (Tick relevant from following list)

POST-POLIO                      PARALYSIS,  
 HEMIPLEGIA,              QUADRAPLEGIA,  
 MALUNITIED FRACTURE, NERVE  
 PARALYSIS, UPPER EXTREMITY,

LOWER EXTREMITY, LIMP, PAINFUL,  
 SHORTENING,                      DEFORMITY,  
 CONGENITAL ACQUIRED, ABOVE KNEE,  
 BELOW KNEE, HIP, HEMIPELVECTOMY,  
 SYMES, CHEOPARTS, WRITS, FINGERS,  
 BELOW ELBOW, ABOVE ELBOW,  
 SHOULDERS,              FORE              QUARTER,  
 UNILATERAL, BILATERAL.

- (b) Extent of disability : Estimate in percentag  
 (mc.Bridge Scale)

ON ANATOMICAL, FUNCTIONAL,  
 TIENTS ASSESSMENT, EXAMINER'S  
 ESSMENT)

PERCENTAGE (Please state whether the percentage of disability is 25 or above).

- (c) Use of applicant (Tick relevant from following list).

CALLIPER, CMUTCH, ABOVE KNEE,  
BELOW KNEE, PROSTHESIS, CANE,  
UNILATERAL, BILATERAL, ABOVE  
ELBOW, BELOW ELBOW,  
HEMIPELVECTOMY,  
SHOULDER-DIS-ARTICULATION.

- (d) ANY OPERATON DONE OR  
INDICATED:

- (e) PHOTOGRAPH (Attested)

To show the nature of disability and any  
appliance if used.

7. Any other particulars to clarify the nature and extent of disability that the Surgeon might like to point out.

Signature of applicant.

Place:

Date:

(Signature of Orthopaedic Surgeon).

Designation:

Office Stamp:

Address:

## PART III

### ( Higher Secondary Certificate Examination )

#### 66. PROCEDURE FOR RECOGNITION OF JUNIOR COLLEGES

- ( 1 ) A junior college desirous of being recognised for the purpose of admitting its students to the privileges of the Divisional Board, shall apply to the Divisional Secretary concerned for recognition, not later than 15th July one year preceding the year in which it proposes to present the candidates for the public examination conducted by the Divisional Board ;
  - ( i ) Provided that the Divisional Chairman concerned may, for special reasons to be recorded in writing, condone the delay if the delay does not exceed three months and shall place the matter before the Divisional Board for post-facto approval;
  - ( ii ) Provided further that, where the delay exceeds three months; it may be condoned by the Divisional Board, in very exceptional circumstances and according to the merits of each case.
- ( 2 ) The application for recognition shall be submitted in triplicate in a prescribed form given in Appendix I.
- ( 3 ) The Divisional Secretary shall forward two copies of the application, immediately on its receipt, laying down the date on or before which it should reach the Divisional Board, to the Regional Deputy Director concerned for giving his detailed report after inspecting the junior college.
- ( 4 ) The Regional Deputy Director in forwarding his report, shall clearly state whether and in what subjects or on what conditions and for what period, recognition to the junior college is recommended by him.
- ( 5 ) The Divisional Secretary shall place the original application for recognition of the junior college and the report of the Regional Deputy Director, with his recommendations or otherwise, before the Examination Committee.
- ( 6 ) The junior college shall supply promptly through the Regional Deputy Director

concerned, any additional information called by the Examination Committee, in connection with the application for recognition.

- ( 7 ) The Divisional Secretary shall place all the papers along with the recommendations or otherwise of the Examination Committee before the Standing Committee in its next meeting for its decision
- ( 8 ) Notwithstanding anything contained in the foregoing clauses of these Regulations, for the first Higher Secondary Certificate examination to be held in March or April 1977, all junior colleges which have been permitted by the Director of Education or the Director of Higher Education to conduct second year junior college classes shall be deemed to have been recognised for the purposes of these regulations by the Divisional Board concerned subject to payment of prescribed registration fees by such junior colleges.

#### 67. CONDITIONS OF RECOGNITION

A junior college may be recognised or continued to be recognised by a Divisional Board if it fulfils, to the satisfaction of the Board, the following conditions :—

- ( i ) The junior college is recognised by the Education Department;
- ( ii ) The junior college admits students of all communities irrespective of caste, creed and religion;
- ( iii ) The junior college shall be open for inspection to officers of Education Department and to person or persons authorised by the State or Divisional Boards;
- ( iv ) The staff employed to teach the students studying in the two-year classes is suitably qualified; and the Science laboratories and equipment and farm laboratories, poultry facilities etc. stipulated for different streams, where science subjects are taught; are fully equipped and fulfil the standard prescribed;
- ( v ) The class-rooms are suitable to accommodate the number of students prescribed by the State Government and have adequate furniture and other necessary equipment;
- ( vi ) The education imparted to the students is, in the opinion of the Divisional Board, satisfactory in all respects;
- ( vii ) The junior college does not employ any member belonging to the teaching and non-teaching staff, notified as unsuitable for employment by the Director or by the State Board;
- ( viii ) The junior college follows the curriculum and syllabi prepared by the State Board and duly sanctioned by the State Government; and uses text-books sanctioned and prescribed by the State Board, from time to time;
- ( ix ) Admissions made in the first and the second year classes are according to the Regulations and instructions issued from time to time by the Board and the rules of the Education Department;

- ( x ) The Records, Statistical returns and Certificates given by the junior college or by the Management are trustworthy;
- ( xi ) The junior college makes provision to the satisfaction of the State Board or the Divisional Board for the general rules of discipline for its employees and its students;
- ( xii ) The Management conducting the junior college does not conduct within the premises of the institutions or elsewhere unrecognised or unaffiliated school or educational institution or classes for which written permission has not been granted by the Department, by the Divisional Board; or any other competent authority;
- ( xiii ) The junior college shall not prepare and present the same candidates at the Higher Secondary Certificate examination conducted by the Divisional Board AND at any other examination of the same nature and of similar or higher standard as that conducted by the Divisional Board, during the same academic year;
- ( xiv ) Promotions made from first year junior college to second year junior college are in accordance with the rules of promotions prescribed and laid down by the State Board;
- ( xv ) Rate of fees, pay-scales, allowances and amenities provided for junior college classes are according to the instructions issued by the Education Department from time to time;
- ( xvi ) A junior college maintains registers and records prescribed by the Education Department in a proper manner;
- ( xvii ) The junior college shall comply with the provisions of service conditions laid down in the Secondary School Code by the State Government in so far as they are not inconsistent with the provisions of the Act and the Regulations;
- ( xviii ) The junior college shall afford all necessary facilities for the conduct of the examination by the Divisional Board.

#### 68. POWER TO GRANT AND TO REFUSE RECOGNITION

- ( 1 ) The Standing Committee of the Divisional Board shall grant recognition to a junior college, which satisfies all the conditions laid down in Regulation 67 above, based on the recommendations or otherwise of the Examination Committee. The Divisional Secretary shall communicate the decision of the Standing Committee to the Management and the Regional Deputy Director concerned, giving the details such as the subjects in which, conditions on which and the period for which recognition is granted. He shall enter its name in the list of recognised junior colleges to be maintained by him.
- ( 2 ) The Standing Committee, if it so desires, may appoint a panel of subject-experts,



to carry the inspection of a junior college, before granting recognition or otherwise.

- ( 3 ) If the Standing Committee refuses to grant recognition to a junior college, it will record the reasons therefor and communicate them to the Management conducting the junior college and to the Regional Deputy Director concerned. This decision shall also be communicated to the State Board and to the Director.
- ( 4 ) If any management feels aggrieved by the decision of the Standing Committee, it may, within four weeks from the date of receipt of the decision, submit an appeal to the Divisional Board against the order of the Divisional Secretary.
- ( 5 ) The decision of the Standing Committee, subject to the appeal to the Divisional Board, and the decision of the Divisional Board in the appeal, shall be final.
- ( 6 ) The Divisional Secretary shall inform the decision of the Standing Committee and of the Divisional Board in the case of appeal, to the Director and to the State Board and to the Management concerned.
- ( 7 ) A junior college which is not recognised by the Standing Committee or by the Divisional Board in the case of an appeal in a subject or subjects shall not be permitted to present its candidates at the Higher Secondary Certificate examination conducted by the Divisional Boards.

#### 69. RECOGNITION—WITHDRAWAL OF.....

- ( 1 ) If, on account of changes in number, qualifications, service conditions and other relevant matters relating to the staff, the standard of a junior college is affected adversely or if a junior college ceases to meet the requirements of the Divisional Board, in the opinion of the Regional Deputy Director, he shall make a special report to the Divisional Secretary for withdrawing the recognition granted to that junior college.
- ( 2 ) The Divisional Secretary shall issue a notice to the junior college, whose recognition has been recommended to be withdrawn by the Regional Deputy Director, showing cause why the recognition granted to it by the Divisional Board should not be withdrawn, within fifteen days from the date of the notice.
- ( 3 ) The Divisional Secretary shall place the special report of the Regional Deputy Director and the reply of the junior college to the show-cause notice issued by him before the Examination Committee for their decision.
- ( 4 ) The Divisional Secretary shall then place the recommendations of the Examination Committee along with the special report of the Regional Deputy Director and all other relevant documents before the Standing Committee.
- ( 5 ) The Standing Committee, after having taken into consideration all the material

in the case, may take a decision to withdraw the recognition of the junior college or otherwise.

- ( 6 ) The decision of the Standing Committee shall be communicated to the junior college forthwith. The Divisional Secretary shall also inform the Director and the State Board of this decision.
- ( 7 ) The Standing Committee, if it finds necessary, after going through the material, to lay down certain conditions on the junior college, before withdrawing its recognition, shall prescribe a certain time limit within which the junior college fulfils the conditions prescribed by it.
- ( 8 ) If the junior college does not satisfactorily fulfil the conditions prescribed by the Standing Committee, it shall resolve to withdraw the recognition of that junior college forthwith.

#### 70. APPEAL

- ( 1 ) If the junior college, recognition of which is withdrawn, feels aggrieved by the decision of the Standing Committee, may appeal in triplicate to the Chairman of the State Board within fourteen days from the date of receipt of the order.
- ( 2 ) The decision of the Standing Committee, subject to the decision of the Chairman of the State Board in the appeal, shall be final.
- ( 3 ) The Divisional Secretary shall strike off the name of the junior college whose recognition has been withdrawn either by the Standing Committee or by the Chairman of the State Board, from the list of recognised junior colleges. He shall intimate this decision to the Regional Deputy Director, the Director and the State Board.
- ( 4 ) The Chairman of the State Board shall place the case before the State Board in its next meeting for its information.

#### 71. CHANNEL OF CORRESPONDENCE.

- ( 1 ) The Principal of a junior college shall act as a Correspondent with the State Board and Divisional Boards. The name and address ( both official and residential with phone numbers if any) should be registered with the State Board and the Divisional Boards as soon as the junior college is recognised.
- ( 2 ) Change in the Correspondent and the Management shall be communicated immediately to the State Board and the Divisional Boards, whenever they take place, by the Management, giving all the necessary details.

#### 72. ELIGIBILITY TO PRESENT CANDIDATES AT THE HIGHER SECONDARY CERTIFICATE EXAMINATION

A recognised junior college shall be eligible to present its candidates for the Higher

Secondary Certificate examination conducted by a Divisional Board, for such subjects- recognition to the teaching of which has been granted by the Divisional Board subject to such conditions as may be prescribed by it from time to time.

**73. SUPPLY OF INFORMATION AND REPORT, SYLLABUS, RESULTS ETC.**

- ( 1 ) Divisional Board shall supply free of cost to all the junior colleges recognised by it, one copy each of the syllabi, regulations, one bound set of question papers of the Higher Secondary Certificate examination and a copy of the result of the junior college as and when declared.
- ( 2 ) The registration fee shall be paid annually before the 10th August every year as follows :-
  - ( i ) All junior colleges recognised by the Divisional Boards shall pay registration fee as prescribed in clause 12 of regulation 94 to the Divisional Board concerned annually not later than the 10th August each year. On receiving such payment the junior colleges shall be eligible for the supply of publications mentioned above.
  - ( ii ) If the registration fee as required above is not paid by the junior colleges by the prescribed date the applications of candidates for the Higher Secondary Certificate examination shall not be accepted by the Divisional Boards.
- ( 3 ) Every junior college which is recognised by the Divisional Board shall :-
  - ( i ) supply to the State Board and the Divisional Board concerned on or before such dates as may be fixed by them, such returns, information and reports as may be required;
  - ( ii ) maintain such registers and records as may be prescribed from time to time;
  - ( iii ) afford all necessary facilities for the conduct of the Public Examination by the Divisional Board;
  - ( iv ) carry out and observe such instructions as may be issued by the Divisional Board, from time to time.

**74. SYLLABUS**

- ( 1 ) A junior college shall introduce the detailed syllabi determined by the State Board and duly sanctioned by the State Government for the first year and second year classes, with modifications, if any, sanctioned from time to time.
- ( 2 ) Any amendment in the syllabus made by the Board and sanctioned by the State Government from time to time shall be notified at least six months before the commencement of the academic year from which such amendments are to be introduced, in junior colleges :-  
 Provided that the State Board may, in the interest of candidates, notify such amendments or modifications any time during the academic year; but not later than six months from the beginning of the academic year.

**75. QUALIFICATIONS OF PAPER-SETTERS, TRANSLATORS, MODERATORS, SENIOR EXAMINERS AND EXAMINERS**

- ( 1 ) A person desirous of being appointed as paper-setter, moderator, translator, senior examiner or examiner at the Higher Secondary Certificate examination shall apply to the Divisional Board in the form and before the date prescribed by the Divisional Board.
- ( 2 ) A person to be eligible for being appointed as a paper-setter or moderator or translator shall ordinarily :
- ( a ) have offered that subject in which he desires himself to be considered for appointment at degree and post-graduate degree examinations, or be a holder of the Master's Degree in that subject area, if he is a member of the teaching staff; and
  - ( b ) possess experience of teaching for at least seven years out of which two years shall be of post - S. S. C. standards such as the first and second year classes in a junior college, the Pre-Degree or Pre-University or First Year, Intermediate classes in the colleges and XI Class of Higher Secondary ( integrated ) Course. Provided that this qualification may be relaxed at the discretion of the Divisional Chairman for a period of first five years from the date of commencement of these regulations; and
  - ( c ) possess experience as an examiner for at least five turns at the Secondary School Certificate or Higher Secondary Certificate examination held by the Board or any public examination conducted by a statutory University established by law in the State, or any other State during the preceding ten years; and
  - ( d ) be a person who has not been out of touch with teaching that subject to the first or second year classes of a junior college or the pre-degree or pre-professional classes in a college affiliated to the Universities in the State, for more than two preceding years.
- ( 3 ) A person to be appointed as a chairman of the panel of paper-setters for moderating a question paper shall have experience of setting a question paper for at least five occasions in that subject at the Secondary School Certificate or Higher Secondary Certificate examinations or at any of the University examinations during the preceding ten years.
- ( 4 ) No person shall ordinarily be eligible for appointment as an examiner in a subject unless :--
- ( a ) he holds a degree or post graduate degree in that subject; and
  - ( b ) if he is a member of the teaching staff of a college or a junior college or a high school or both, possesses at least five years experience of teaching

that subject, out of which at least two years shall be in a college or a junior college; and if he is a demonstrator or a tutor in a college,—

- ( i ) possesses at least five years experience, if he holds a Master's Degree in the Second class; or
- ( ii ) possesses at least ten years experience if he holds a Master's Degree in pass or third class, and
- ( c ) he is not ordinarily out of touch with the teaching of that subject to the top classes ( i. e. Std. IX and X ) or first year and second year classes of junior colleges or any of the classes in a college for more than three preceding years.

**Note : ( 1 )** In the case of technical or agricultural subjects, a degree holder in Engineering, Agriculture or a diploma holder in Engineering or Agriculture to be appointed under clauses ( 1 ) to ( 4 ) above should ordinarily have had experience of teaching that subject to the top classes ( i. e. Std. IX and/or X ) and/or first year and second year of a junior college or any of the classes in a College, a Polytechnic or any other recognised Technical Institution—

- ( i ) for 3 years — if he holds a degree in Engineering or Agriculture;
- ( ii ) for 5 years — if he holds a diploma in Engineering or Agriculture.

( 2 ) A person who is not on the teaching staff of a college, affiliated to any of the Universities in the State of Maharashtra or a recognised secondary school or a junior college may be appointed under clauses ( 1 ) to ( 4 ) above, if he is a person of recognised merit in that subject.

( 5 ) Notwithstanding anything contained in clauses ( 1 ) to ( 4 ) above and the notes thereunder, it shall be competent for the State Board :

- ( i ) to decide which other examination conducted by a rural Institute or other examining bodies like the Rashtra Bhasha Samiti, Rashtra Bhasha Sabha or the like be held equivalent to a University degree purely for the purposes of this Regulation;
- ( ii ) to relax the prescribed qualifications or teaching experience for appointing the required number of examiners from year to year, if in any subject an adequate number of applicants or persons with the prescribed qualifications and teaching experience as mentioned in this Regulation are not available.

**76. DISQUALIFICATIONS OF PAPER-SETTERS, TRANSLATORS, CHAIRMAN OF THE PANEL OF PAPER-SETTERS, MODERATORS AND EXAMINERS**

**( 1 )** A person shall be disqualified for being appointed as a paper-setter, translator, chairman of the panel of paper-setters; moderators or examiners :—

**( i )** if a near relative of his is sent up as a candidate for the Higher Secondary Certificate examination, provided that a person appointed to work as an examiner only shall not be considered as disqualified under this sub-clause if his near relative has not offered the particular subject in which the person is appointed to work as an examiner;

**( ii )** if he is having or has had during the year any share in the working of a coaching class for any examination conducted by any Board or any University either partly or wholly;

*Note :* Tuition imparted in special classes organised by a junior college shall, however, not constitute a disqualification under this sub-clause;

**( iii )** if he has or had, during the year, undertaken private tuition of any candidate appearing for the examination either partly or wholly;

**( iv )** if he is the author or publisher of or has any financial interest in the publication of any guide in or annotations for any subject prescribed for the first and second year classes of a junior college;

**( v )** if he is the author or publisher of, or has any financial interest in the publication of a text-book prescribed for the junior college classes in such subject or a book covering substantially the syllabus prescribed for the Higher Secondary Certificate examination conducted by the Divisional Board;

**( vi )** if he is a member of the State Board or Divisional Board or Boards of Studies or is serving in the office of the State Board or Divisional Boards;

**( vii )** if he has been disqualified for being appointed as a paper-setter, translator, examiner or moderator by the Board or by any statutory University or any other Examination Board or at any examination held by or under the authority of the State Government;

**( viii )** if he himself is a candidate appearing for the Higher Secondary Certificate examination conducted by the Divisional Board.

**( 2 )** The question whether a book is a guide or a book of annotations or a text-book of the nature referred to in clause ( 1 ) above shall be decided by the Chairman of the State Board and his decision in the matter shall be final.

**APPOINTMENT OF PAPER-SETTERS, TRANSLATORS, MODERATORS AND EXAMINERS.**

**( 1 )** Applications for appointment as paper-setters, translators, moderators and

examiners shall ordinarily be invited by the respective Divisional Boards, in such manner and by such dates as may be determined by the State Board.

- ( 2 ) ( a ) All such applications shall be scrutinised by the Examination Committee for determining the eligibility or otherwise of each appointment as a paper-setter, translator, moderator and examiner in accordance with the qualification, teaching experience prescribed under Regulation 75 and disqualifications prescribed under Regulation 76;
- ( b ) A list of all applicants eligible under the said Regulations shall be prepared and submitted by the Examination Committee to the Standing Committee;
- ( c ) The Examination Committee shall also recommend, in such manner as may be determined by the State Board, names of suitable experts as the Chairmen of Panels of Paper-setters ( other than those who are applicants referred to in sub-clause ( a ) above) for setting and moderating the question papers.
- ( d ) The Examination Committee shall approve the panels of moderators, senior examiners and examiners prepared by the Divisional Secretary in such manner as may be determined by the State Board with or without modifications and draw up, if necessary, new panels of paper-setters, chairmen of the panels of paper-setters and translators, in such manner as may be determined by the State Board and submit them to the Standing Committee.
- ( 3 ) The Standing Committee shall consider the panels referred to above and sanction the requisite number of paper-setters, translators, chairmen of the panels of paper-setters and examiners in such manner as may be laid down by the State Board.

#### 78. WITHHOLDING OF OR REDUCTION IN THE REMUNERATION PAYABLE TO PAPER-SETTERS, MODERATORS, TRANSLATORS AND EXAMINERS

The Divisional Boards shall have the right to withhold in full or in part or reduce the remuneration earned by or to debar a paper-setter, moderator, translator, examiner and other functionaries connected with the Higher Secondary Certificate examination conducted by the Divisional Board in case of :

- ( a ) neglect or omission on his part in carrying out the work entrusted to him in accordance with the instructions given to him from time to time, such as mistakes or ambiguity in a question paper, failure to assess and mark the answer to a question or part thereof, discrepancy in totalling or transferring of marks or delay or irregularity in submission of answer-books, mark-lists etc. or
- ( b ) his making a false declaration or statement either in the form of application for examinership etc. or any other documents submitted to the Divisional Board, in connection with his appointment.

## 79. ELIGIBILITY FOR ADMISSION TO JUNIOR COLLEGES

- ( 1 ) Students who have passed 10 year Secondary School Certificate examination ( under 10+2 education pattern ) of any statutory Board in India shall be admitted to the first year of a junior college if they have offered and passed in English as one of the subjects.
- ( 2 ) Students who have passed the old 10 year Secondary School Certificate examination in Vidarbha and Marathwada with English shall be admitted to the first year of the junior college with effect from June, 1976.
- ( 3 ) Students who have passed old 11 year Secondary School Certificate examination in Western Maharashtra with English as a subject shall be held eligible for being admitted to the first year of a junior college from the session beginning from June, 1977.
- ( 4 ) Students who fail in P. U. C./P. D./F. Y. of any University in Maharashtra shall be admitted from 1976-77 in Marathwada and Vidarbha and from 1977-78 session in Western Maharashtra in the first year of a junior college.
- ( 5 ) A student who has passed the Xth class school examination ( in an integrated IX-X-XI Stds. Course ) shall be admitted to first year of a junior college subject to his agreeing to appear at the 10 year Secondary School Certificate supplementary examination. He shall not be held eligible to appear for the examination of first year of a junior college until he passes the 10 year Secondary School Certificate examination.
- ( 6 ) Students who have passed the Indian Certificate of Secondary Education ( I.C.S.E. ) examination shall be held eligible for admission to first year of junior college.
- ( 7 ) Students who have passed XI Std. examination in the new pattern of 10+2+3 adopted by different recognised All India or State Bodies from any other State or Union Territory will be held eligible for admission to the second year of a junior college if it is the public examination. If examination at the end of Std. XI is not a public examination, the candidates should be admitted to second year of junior college ( Std. XII ) on reciprocal basis. The Transfer Certificate of such students should however be countersigned by the Educational Inspectors or the equivalent authority of the District concerned in that State or Union Territory.
- ( 8 ) Students who have passed Government Commercial Diploma examination besides passing Secondary School Certificate or its equivalent examination will be held eligible for admission to the second year of the Arts or Commerce stream in a junior college.

*Note*—Government Commercial Certificate examination should not be taken into consideration for this purpose.



- (9) Students who have passed Indian School Certificate examination (11 Years old Courses) of the Council, New Delhi for the Indian School Certificate will be admitted to the second year of a junior college from June, 1977 onwards.
- (10) Students who have passed Higher Secondary 11th Class examination of the Central Board of Secondary Education, New Delhi will be admitted to the second-year of a junior college from June, 1977 onwards.
- (11) Students failing in Intermediate or first year examination, will be allowed to appear for the examination of the second year of a junior college from October, 1978 externally. They will not be required to keep prescribed attendance as laid down under clause (1) of regulation 88.
- (12) (a) Students who are regular candidates of first year Science of the three year degree course in an institution in Maharashtra affiliated to any University in the State shall be permitted to appear for Std. XII Higher Secondary Examination of any of the Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education in Physics, Chemistry, Biology or Mathematics on the payment of Rs. 10/- per subject and Rs. 10/- per practical examination.
- (b) Regular students of Std. XII of Indian School Certificate Higher Secondary course from a secondary school located in Maharashtra will also be permitted to appear for Std. XII Higher Secondary examination of any of the Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education in Physics, Chemistry, Biology or Mathematics on payment of fees mentioned in clause (a) above.
- (13) Students passing pre-University or pre-Degree or equivalent examination held by the Universities in the State of Maharashtra shall be held eligible for admission in the second year of a junior college (Std. XII), and those who fail in the said examination shall be held eligible for admission to the first year of a junior college from June, 1977 onwards.
- (14) Students failing in intermediate or first year (under three years degree course) or equivalent examination held by the Universities in Maharashtra shall be held eligible for admission to the second year of a junior college from June, 1977 onwards.
- (15) Admission to the junior college classes to students not covered by clause (1) to (14) above may be given as per decision of the State Board from time to time.
- (16) To be eligible for admission to Std XI in science stream of the junior college, a candidate will have to secure minimum of 40% marks in science subject(s) at the Secondary School Certificate examination of this Board or equivalent examination.

**Explanation :-** Science subject(s) will include " Science ", " General Science ", " Physics ", " Chemistry ", " Biology " and " Physiology and Hygiene " and other comparable Science subjects in which the Board concerned holds its own examination.

## 80. ELIGIBILITY CERTIFICATE

- ( 1 ) The students, seeking admission to the junior college classes and who have passed the public examinations of the Statutory Boards, Recognised Bodies and Universities outside the Maharashtra State will have to produce the Eligibility Certificate.
- ( 2 ) Students who will be required to submit eligibility certificate shall apply, in a prescribed form, to the Divisional Secretary, alongwith a fee as prescribed in clause 14 of regulation 94. The fees remitted for issue of eligibility certificate shall not be refunded.
- ( 3 ) The Divisional Secretary shall issue eligibility certificates as per instruction given to him by the State Board.

## 81. MIGRATION CERTIFICATE FOR ADMISSION

A migration certificate from any other Statutory Board, Recognised Body or University conducting the examination passed by the candidate shall have to be produced by candidates coming from other States and seeking admission to first year or second year of a junior college.

## 82. EXAMINATIONS

- ( 1 ) The Divisional Boards shall, in consultation with the Examinations Committee of the State Board, conduct in the respective areas of the jurisdiction, the Higher Secondary Certificate examinations on behalf of the State Board every year, in March or April and October or November, provided that it shall be competent for a Divisional Board to conduct a special examination or re-examination in one or more subjects or paper in a centre of the examination at any time as the Examination Committee may decide according to the exigencies of the situation that may arise due to the leakage of question paper, mass copying or such other reasons, any time in an emergency.
- ( 2 ) The Divisional Boards shall conduct such other examinations as the State Board may, by regulations, prescribe from time to time.

## 83. CENTRES AND DATES OF EXAMINATION

- ( 1 ) The Higher Secondary Certificate examination shall be conducted at such centres as may be fixed by the respective Divisional Boards as per the norms prescribed by the State Board and on such common dates as the Examinations Committee of the State Board may from time to time determine. The Centres so fixed and the common date of commencement of each such examination shall be intimated by the Divisional Board to the heads of all junior colleges within its jurisdiction in due course of time :-

Provided that, it shall be competent for the Divisional Board to conduct a special examination at any time in an emergency.

- ( 2 ) The candidate will ordinarily select for the examination the centre nearest to the Institution he has enrolled himself. However, it shall be competent for the Divisional

Chairman to direct the candidate to appear for his written, oral, practical examination test at any other nearby centre at the candidate's own cost. The Divisional Chairman's decision in the matter shall be final.

#### 84. MODE OF EXAMINATION

- (1) Candidates for the Higher Secondary Certificate examination shall be examined by means of :
  - i) written question papers which they shall be required to answer in writing; and
  - ii) practical or oral tests or both as provided for in the syllabus for the respective subjects.
- (2) Practical and oral tests, except when otherwise specified, shall be carried out by the examiners appointed by the Divisional Board, in such manner as the Divisional Board may, from time to time determine.
- (3) Wherever practical work has been prescribed in the syllabus in any subject for examination, a record of such work done by each candidate offering the subject in the form prescribed by the Board shall be duly maintained and attested by the subject-teacher and the head of the junior college concerned.
- (4) Written test in a subject shall be, by means of question papers and the question paper in the subject shall be given to candidates simultaneously at every centre at which the examination is being held.
- (5) No question calling for a declaration of a religious belief on the part of a candidate shall be put at the examination and no answer to translation given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief.

#### 85. SUBJECTS OF EXAMINATION

The Higher Secondary Certificate examination shall be held in the subjects shown in Appendix III to these regulations.

#### 86. MEDIUM OF EXAMINATION

Candidates appearing for the Higher Secondary Certificate examination shall have the option to answer the question paper through the medium of English, Marathi, Gujarati, Kannada, Urdu, Sindhi ( Arabic or Devnagari Script ) or Hindi. The script used for Marathi, Hindi, Sanskrit, Pali and Ardhamagadhi shall be Devnagari. Candidates opting for any one of these media other than English shall be allowed, if they so desire, to opt for English as the medium of examination for some subjects. Candidates studying in English medium may, if they so desire, be allowed to answer their papers in only one other medium. Candidates appearing with any medium other than English shall be permitted to use technical terms in English if they so desire.

## 87. SYLLABI IN SUBJECTS OF EXAMINATION

The syllabus in each subject for the Higher Secondary Certificate examination setting out the detailed courses of study prescribed, shall be made available in the office of the Divisional Board at such price as may be fixed by State Board from time to time.

## 88. ELIGIBILITY OF REGULAR CANDIDATES

A candidate attending the second year of junior college class, shall be eligible to appear for the Higher Secondary Certificate examination to be held at the end of the second year of junior college on fulfilling the following conditions :

( 1 ) ( a ) In the case of March or April Examination, he should have attended the Final standard of one or more recognised Junior Colleges for not less than 75 per cent of the working days separately in two different parts, viz. in the first part from the opening day, of the academic year to the 15th of October and in the second part i. e. from 16th of October to the 5th of February next following :

Provided that, a candidate who does not fulfil the requirement of the minimum attendance of 75 per cent, separately as stated above, and whose deficiency is not condoned and thus is not admitted to the examination or whose very application for admission to the examination is not forwarded by the Head of the Junior College on account of likely deficiency in attendance of whose application was withdrawn under Regulation 93(8) shall make up the deficiency in attendance either—

A—during the first part of the next academic year, if he intends to appear for the examination in the following October or November;

OR

B—during the first or second or both parts of the next academic year, if he intends to appear at the examination in the following March or April.

( b ) The Divisional Chairman, may for special medical reasons or circumstances beyond the control of the candidate as certified by the Head of the Institution, or suo-motu, condone a deficiency in the percentage of attendance prescribed under clause (a) above, upto 15 per cent. The Divisional Chairman may on the merit of the case condone such deficiency either in the part I or in part II or in both the parts separately :

Provided that, the Divisional Chairman, on recommendation of the Head of the Junior College concerned may condone deficiency in attendance beyond 15 per cent, in respect of a student who represents India or Maharashtra State in any International, National or Inter-State Sports or games held in India or abroad to the extent the student is required to remain absent from the Junior College for such participation.

"Provided further that, in the case of a candidate who is admitted late in a recognised Junior College on account of the transfer of his guardian from other States, the Divisional Chairman on examining the merits of each case, may condone deficiency in attendance beyond 15 per cent after satisfying himself that candidates' late admission was on genuine ground, if such a candidate has attended Junior College for not less than 75 per cent of the working days counted from the date of his actual admission in Junior College".

( c ) The Head of the Junior College concerned shall withdraw under Regulation 93(8) on or before the date prescribed therein forms of applications forwarded to the Divisional Board's office in respect of those candidates who do not fulfil the conditions laid down under proviso to clause (a) above, unless the deficiency in attendance is condoned by the Divisional Chairman in cases referred to him by the Head of the Junior College on or before 10th February or 10th September, as the case may be, with a statement of attendance of each such candidate in the form prescribed by the Divisional Board.

( 2 ) The head of the junior college has certified that :

( a ) he has kept the prescribed attendance as laid down under clause (1)(a) above;

( b ) to the best of his knowledge, the candidate is a fit person as regards character for admission to the examination. Where, in the opinion of the head of the junior college, the character of any candidate is not good, he shall nevertheless forward the application of the candidate to the Divisional Board, after endorsing thereon the reasons for forming such opinion, with the instance (if any) in support thereof. All such applications shall be considered by the Standing Committee, which shall, on merits of each case, decide whether the candidate be permitted to appear at the examination or not, and the decision of the Standing Committee shall be final.

( 3 ) Every candidate attending second year of junior college class, if he makes a proper application to the Divisional Board for appearing at the examination, if he satisfies the conditions laid down in this Regulation regarding attendance and completing practical work ( if any ) and if the head of the junior college certifies that he is a fit person as regards character for admission to the examination or where such certificate is not given, the Standing Committee decides that the candidate be permitted to appear at the examination, then such candidate shall have a right to be admitted to and to appear at the examination.

( 4 ) Where a proper application is made by the candidate to the Divisional Board for appearing at the examination, and the conditions regarding attendance and

completing practical work (if any) are satisfied, the application shall not be withheld by the head of the junior college on any other ground.

- ( 5 ) Every candidate (whether private or regular) shall abide by the instructions which the Divisional Board may, from time to time, issue through the heads of junior colleges regarding submission of application forms, admission to the examination hall and discipline during the course of the examination. Any breach of such instructions will render a candidate liable for action under Regulation 91.

#### 89. ELIGIBILITY OF PRIVATE CANDIDATES

- ( 1 ) A candidate who has passed the Secondary School Certificate Examination of the State Board or any other equivalent Public Examination of Boards outside the State can appear at the Higher Secondary Certificate Examination as a private candidate three years after his passing the Secondary School Certificate Examination.
- ( 2 ) If a candidate who desires to appear at the Higher Secondary Certificate Examination as a private candidate under Clause ( 1 ) above, intends to offer subjects where practicals are prescribed, he shall complete the practical course prescribed for those subjects for First Year and Second Year in a recognised junior college. He shall attach the necessary certificate from the head of the recognised junior college of his having completed the practical course in those subjects for the two years along with his application.
- ( 3 ) The abovementioned eligibility for appearing as a private candidate at the end of Second Year Junior College ( Std. XII ) is subject to the condition, that
- ( i ) he was not on the roll of a Junior College in Maharashtra State during the last three academic years, or
  - ( ii ) if he has passed at the end of the first year of a recognised Junior College in Maharashtra State during the last two academic years preceding the date of the Higher Secondary Certificate examination at which he desires to appear.

*Note :* For the purposes of (i) and (ii) above for the March or April Higher Secondary Certificate Examination the academic year commencing from June in that academic year shall be counted as one academic year provided that—

- (a) it shall be competent for the Divisional Board to prevent permanently or for such specific period as the Divisional Board may determine in each case, any Junior College which forwards under this Clause, applications of private candidates without proper scrutiny, from forwarding such applications, except the applications of their own bonafide past students;

- (b) unless specially permitted by the Divisional Board to do so no Junior College shall forward more than 50 applications from persons other than its own bonafide past students, for permission to appear as private candidates at any one Higher Secondary Certificate Examination, provided further that it shall be competent for the Divisional Chairman to relax, on the merits of each case, the said limit and allow a Junior College to forward more than 50 applications at any one examination from bonafide private candidates other than its own past students.
- (c) it shall be competent for the Divisional Board to debar an applicant employing malpractices to secure permission to appear at the examination as a private candidate under Clause (1) above, from applying for permission to appear for the examination, for a period of two years from the month and year of the examination for which permission is sought, even if such a candidate is otherwise eligible and further forfeit the enrolment fee, if already paid, and cancel the enrolment certificate, if already issued.
- ( 4 ) Each applicant will have to pay Rs 10 as enrolment fee alongwith the application to be submitted through the head of the Junior College last attended, for permission to appear for the Higher Secondary Certificate Examination. If the said Junior College does not exist or is derecognised or refuses to forward the application, the applicant shall submit the application through the head of any other recognised Junior College within the jurisdiction of the Divisional Board. The enrolment fee will not be refunded in any case.
- ( 5 ) If a private candidate is unable to submit his application before the date fixed by the Divisional Board, the Divisional Secretary may admit his application if it is received with a late fee of Rs. 10 not later than the 10th day after the last date fixed by the Divisional Board.
- (5)(a) Provided also that, it shall also be competent for the Divisional Chairman to accept the application of a private candidate upto ten days after the date prescribed by the Board for submission of applications of private candidates, with or without late fee, if he is satisfied that the application alongwith the prescribed fees with or without late fee was, in fact, submitted by the private candidate to the head of the Jr. College on or before the normal or extended date prescribed but the head of the Junior College failed to submit the application together with the examination fee, with or without late fee, to the Board within the time prescribed. In such case, however, an amount of Rs.10/- per candidate for each day of delay shall be charged by the Board to the Jr. College concerned as fine. The amount of fine shall be borne by the Jr. College concerned.

The head of Junior College, while submitting the application(s) of private candidate(s) shall give a written undertaking to the Divisional Board concerned that the amount of fine shall not be recovered from the candidate(s) concerned.

- (6) An applicant held eligible for enrolment as a private candidate will be issued an enrolment certificate which should be attached to the application for admission to the Higher Secondary Certificate Examination to be forwarded through the head of the Junior College concerned.
- (7) A private candidate may be charged by the head of the Junior College concerned a fee of Rs. 2 for forwarding the application for special permission to the Divisional Board and a further fee of Rs. 2 for forwarding his application for admission to the Higher Secondary Certificate Examination, if the candidate is granted special permission by the Divisional Board for admission to the examination.
- (8) A person who has been enrolled as a private candidate for the Higher Secondary Certificate Examination conducted by the Divisional Board need not apply for such enrolment again. Enrolment certificate once granted will be valid for any subsequent Higher Secondary Certificate Examination conducted by the Divisional Board, provided that there is no change in the subjects he has offered at the first attempt.
- (9) A candidate desirous of appearing at the Higher Secondary Certificate Examination as a private candidate shall affix two copies of his recent photograph one on the application form in the space provided for the purpose and the other on the admission card duly attested by the head of the Junior College forwarding his application for admission to the Higher Secondary Certificate Examination.
- (10) Every applicant will have to state in writing that he is not undergoing rustication imposed by any Statutory Board, recognised Body or University in India or any other Examination Authority at the time of submission of his application for enrolment or during the period of the examination.
- (11) Private candidates will not be eligible for the award of any of the scholarships at the Higher Secondary Certificate examination.
- (12) The Junior College forwarding the application of a private candidate should provide facilities for completing practicals in the subjects offered by the candidate in which practicals are prescribed for which the junior college may charge a consolidated fee of Rs. 100.

#### 90. ELIGIBILITY OF REPEATER CANDIDATES

- (1) A repeater candidate is one who has satisfied all the requirements of the prescribed course of studies, including the prescribed minimum attendance (unless exempted by the Divisional Board) under Regulation 88 and has been recommended by the head of a Junior College for admission to the Higher Secondary Certificate Examination and who has accordingly been admitted to the examination and has



not joined any junior college after such admission if he has failed in the examination. A repeater candidate is exempted from the attendance prescribed in Regulation 88.

- ( 2 ) A repeater-candidate shall be entitled to receive a certificate with regard to his eligibility for admission to the examination and to have his application for admission thereto forwarded by the head of the junior college who recommended him for admission, whether or not he appeared at the examination in the year in which he was so recommended, provided that, the head of the junior college certifies that, to the best of his knowledge, the candidate is a fit person as regards character, for admission to the examination. Where, in the opinion of the head of the Junior College, the character of any candidate is not good, he shall nevertheless forward the application of the candidate to the Divisional Board, after endorsing thereon the reasons for forming such opinion, with the instances ( if any ) in support thereof. All such applications shall be considered by the Standing Committee which shall, on merits of each case, decide whether the candidate be permitted to appear at the examination or not, and the decision of that Committee shall be final.
- ( 3 ) A repeater-candidate joining a Junior college shall lose all the rights of a repeater candidate mentioned in Clauses ( 1 ) & ( 2 ) above except the right of exemption or exemptions previously earned and shall be required to satisfy the head of the Junior College he has joined as regards character and attendance. Where, in the opinion of such head, the character of any candidate is not good, he shall nevertheless forward the application of the candidate to the Divisional Board, after endorsing thereon the reasons for forming such opinion, with the instances ( if any ) in support thereof.
- All such applications shall be considered by the Standing Committee which shall, on merits of each case, decide whether the candidate be permitted to appear at the examination or not and the decision of that Committee shall be final.
- ( 4 ) The head of the junior college may charge a fee of Rs. 2 from every repeater candidate wishing to have his application forwarded for permission to appear at the examination under this Regulation.

## 91. CANCELLATION OF ADMISSION TO THE EXAMINATION

- ( 1 ) In any case, where it is found that the candidate's admission to the Higher Secondary Certificate examination has been affected by error, malpractice, fraud or improper conduct, or where his very admission to the Second Year of a junior college is found to be irregular, the Divisional Board, on the recommendation of the Standing Committee, shall have the power to cancel the candidate's admission to the examination and to forfeit the examination fee, if any, paid by the candidate, notwithstanding the inclusion of the name of the candidate in the list of candidates registered for the examination, or the candidate's actual appearance at the examination, in one or more subjects, and also to debar the

candidate from appearing for the examination for such further period as the Divisional Board may determine in each case.

- ( 2 ) It shall be competent for the Divisional Chairman to admit a candidate to the examination provisionally, where any enquiries in respect of his eligibility for admission to the examination are in progress or contemplated and in the light of the final decision regarding his eligibility, to deal further with his case as per the provisions of these Regulations.

## 92. PERMISSION TO RE-APPEAR AT THE EXAMINATION

- ( 1 ) A candidate who has once appeared at and failed to pass the Higher Secondary Certificate examination and who has not attended any other junior college after his failure shall be eligible to reappear at the examination on a subsequent occasion, if he submits a fresh application in the form prescribed by the Divisional Board and pays a fresh fee through the head of the junior college last attended.
- ( 2 ) A candidate who has once appeared at and failed to pass the examination and who has enrolled in any other junior college after his failure shall be eligible to re-appear at the examination on a subsequent occasion, if he submits a fresh application in the form prescribed by the Divisional Board, and pays a fresh fee through the head of the junior college last attended, provided, however, that in his case the prescribed attendance of not less than 75 per cent of the working days as laid down in Regulation 88 shall not be compulsory.
- ( 3 ) If the junior college last attended by such a candidate is no more on the list of junior colleges or is not in existence, the candidate concerned shall submit the application in good time in the form prescribed by the Divisional Board through the head of any other junior college. The head of a junior college may in such cases charge a fee of Rs. 2 for each student wishing to re-appear at the examination through his institution.
- ( 4 ) A failed candidate wishing to offer any subject(s) other than those offered by him at the last examination shall be required to satisfy the head to the junior college last attended that he has completed the course prescribed in the new subject or subjects, which he wishes to offer.
- ( 5 ) A candidate who has passed the Higher Secondary Certificate Examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or any other equivalent or Higher Examination of any Statutory Board or University in India, and desires to appear in one or more isolated subjects will be allowed to appear in the subject/subjects not offered by him at the Higher Secondary Certificate Examination or Higher Examination of any Statutory Board or University in India. However, if he offers the subjects in which practicals are prescribed, he will have to complete the practical course prescribed for those subjects for first year and second year in a recognised junior

college and attach the necessary certificate from the head of the recognised junior college of his having completed a practical course in those subjects for the two years alongwith his application. Such a candidate will not be entitled to the award of any certificate but shall be given a certified statement of marks obtained in the isolated subject or subjects offered at the examination, on payment of the fee prescribed under Regulation 94,

### 93. APPLICATION FOR THE EXAMINATION

- 1 ) All applications for permission to appear at the Higher Secondary Certificate Examination to be held in March or April shall be forwarded in the form prescribed by the Divisional Board to the Divisional Secretary or to any other person authorised by the Divisional Board for the purpose through the head of a junior college, to reach the Divisional Board's office on or before such date as may be fixed by the Divisional Board for the receipt of application and communicated to heads of junior colleges well in advance.
- ( 2 ) All applications to appear at the examination to be held in October or November shall be forwarded by the candidates, in the form prescribed by the Divisional Board to the Divisional Secretary or to any other person authorised by the Divisional Board for the purpose, through the head of a junior college to reach the Divisional Board's office on or before such date as may be fixed by the Divisional Board for the receipt of applications and communicated to heads of junior colleges well in advance.

Provided that, a fee of Rs. 10 shall be charged by the Divisional Board for each late application received in the Divisional Board's office not later than 10 days after the last date prescribed for receipt of applications under clauses (1) and (2) above. The junior college may charge a fee of Rs. 3 for every late application.

Provided further that, the head of the junior college may refuse to forward to the Divisional Board any such application which is not complete in every respect.

Provided also that, it shall be competent for the Divisional Chairman to accept a late application, without any late fee, even after the date prescribed in Clauses (1) and (2) above, upto the date of receipt of late applications, but before the date prescribed for receiving late applications, if in any case, he is satisfied that the application was in fact submitted by the candidate to the junior college concerned in time, duly completed in all respects but on account of failure on the part of the junior college authorities, the same could not reach the Divisional Board's office before the last date prescribed in Clauses ( 1 ) and ( 2 ) above. In such cases, late fee will have to be paid by the head of the junior college concerned

Provided also that, it shall also be competent for the Divisional Chairman to accept an application form of a candidate upto ten days after the date prescribed by the Board for submission of application forms, with or without late fee, if he is satisfied that the application form for admission to the examination along with the prescribed examination fee with or without late fee was, in fact, submitted by the candidate to the head of the junior college on or before the extended or normal date prescribed but the head of the junior college failed to submit the application form together with the examination fee with or without late fee, to the Board within the time prescribed. In such case, however, an amount of Rs.10/- per candidate for each day of delay shall be charged by the Board to the junior college concerned as fine. The amount of fine shall be borne by the junior college concerned. The head of the junior college, while submitting the application form or forms shall give a written undertaking to the Divisional Board concerned that the amount of fine shall not be recovered from the candidate concerned.

( 3 ) Deleted.

( 4 ) No application which has not been so submitted or is not complete in every respect shall be accepted.

( 5 ) The Divisional Secretary shall fix the last dates for receipt of the applications with and without late fees from the candidates by the heads of the Junior Colleges. The heads of the junior colleges shall accept the application forms till the last date prescribed for without late fees.

The heads of the junior colleges shall charge late fees, if the due date for receiving the applications without late fees is over and accept the forms with late fees, upto the last date prescribed by the Divisional Secretary for the receipt of late applications.

( 6 ) The head of the junior college concerned shall submit with the applications a statement in the form prescribed by the Divisional Board giving information in respect of each candidate as may be required by the Divisional Board.

( 7 ) The head of the junior college shall certify that the particulars given in the consolidated statement and the abridged lists tally with the records maintained by the junior colleges.

( 8 ) All applications for permission to withdraw forms of applications for admission to the examination forwarded under Clauses (1) and (2) above shall be submitted by the head of the junior college concerned so as to reach the Divisional Board's office on or before the 15th February in the case of the March or April examination and on or before the 15th September in the case of October or November examination.

*Note* : No application under this Regulation shall be allowed to be withdrawn except on the grounds of non-fulfilment of attendance required under Regulation 88(1).

## 94. EXAMINATION AND OTHER FEES

The following fees are prescribed in respect of the Higher Secondary Certificate examination :

**Examination Fee**

1. Regular Candidate	Rs. 65/-
2. Isolated Candidate	Rs. 12/- for each subject offered.
3. Late Application	Rs. 10/-
4. deleted	
5. Private Candidate	Rs. 45/-
6. Fee for scrutiny of applications ( private candidates )	Rs. 10/-
7. Enrolment Fee	Rs. 10/-
8. Fees for	
(i) Statement of Marks	Rs. 6/-
(ii) Duplicate Certificate	Rs. 10/-
(iii) Migration Certificate	Rs. 10/-
(iv) Verification of Marks	Rs. 10/- per subject
(v) Provisional Certificate	Rs. 5/-

**9 Priced Publications**

( i ) Syllabus	As fixed from time to time
( ii ) Regulations	As fixed from time to time
( iii ) Set of question papers	As fixed from time to time
( iv ) Application form	Re. 2/-
( v ) Copy-right charges of question papers	Rs. 50/- ( per question paper set in any one subject at any one examination for one edition only )
10. Blank application form for permission to register as a private candidate	Rs. 2/-
11. Practical Examination	Rs. 7/- per practical examination for each subject.
12. Registration fee ( per junior college per year )	Rs. 225/- upto 300 pupils Rs. 375/- upto 600 pupils Rs. 525/- above 600 pupils
13. Fee for a duplicate copy of admission card	Rs. 2/-

14. Provisional and final eligibility certificate for admission to junior college
- ( a ) Rs. 25/- for students coming from any of the States in India who are required to produce eligibility certificate under Clause(1) of Regulation 80.
- ( b ) Rs. 100/- for students coming from outside India.
- ( c ) Rs. 5/- for duplicate eligibility (per copy) certificate.

The head of the junior college concerned shall pass, on behalf of the Divisional Board, to the candidate concerned, a receipt for the fees paid, in the form prescribed by the Divisional Board.

#### 95. REFUND OF EXAMINATION FEES

- ( 1 ) Examination fees once paid shall not be held in reserve for any subsequent Higher Secondary Certificate examination, but may be refunded in the circumstances and to the extent mentioned below :
- ( i ) Where the candidate dies prior to the examination, the entire fee received from him shall be refunded to his nearest relative who applies, provided the application for refund is made by him within three months from the date of the conclusion of the examination and the applicant is, in the opinion of the Divisional Chairman, the person entitled to such refund;
- ( ii ) When a candidate is taken ill and is prevented from appearing at the examination, one-half of the examination fee paid by him shall be refunded, provided that an application for such refund reaches ( a ) the Divisional Secretary or the head of the junior college concerned, or ( b ) the conductor within seven days from the commencement of the examination, or the Divisional Chairman is satisfied that such an application was actually despatched or posted by the candidate concerned in good time so as to reach the Divisional Secretary within the said period and provided further that a medical certificate from a registered medical practitioner in support of such an application and the requisite particulars about the candidate, such as Examination Seat No., Centre of Examination and subjects offered by him for the examination are supplied to the Divisional Secretary not later than three months from the date of the commencement

- of the examination. (c) No claim for refund under this sub-clause shall be entertained, if the medical certificate and requisite particulars are not received by the Divisional Secretary within the aforesaid period.
- (iii) If a candidate is excluded from the examination under Regulation 96 (3), the entire fee paid by him shall be refunded to him provided an application for such refund is made within three months from the date of conclusion of the examination.
- (iv) When the application for admission to the examination is withdrawn with the permission of the Divisional Chairman or when the candidate is not admitted to the examination, the examination fee deducted by Rs. 10 shall be refunded to him.
- (v) (a) When a private candidate's application for admission to the examination is rejected, the examination fees paid by the candidate, deducted by Rs. 10 shall be refunded to him provided that the application has not been rejected on account of a false statement made by him.
- (b) In the case of a candidate who has made a false statement, the entire examination fee shall be forfeited and an additional punishment may be imposed after due enquiry according to the seriousness of the offence.
- (vi) A failed candidate, who has applied for verification of marks under Regulation 104 and simultaneously filled up an application for the next following examination, the entire examination fee received from him shall be refunded if the result of the examination is changed as a result of verification of marks.
- (2) (i) Notwithstanding anything contained in clause (1) above, full refund of examination fees may be granted to such candidates as may, during the period of a national emergency, join military service and inform the Divisional Secretary before the commencement of the examination.
- (ii) Such candidates may apply for such refund, on their producing a certificate signed by the Officer Commanding concerned, about their having joined military service during the period mentioned above, and their being unable to take the examination for that reason.

## 96. ADMISSION TO THE EXAMINATION HALL

- (1) (a) Every candidate admitted to the Higher Secondary Certificate examination shall be given an 'Admission Card' by the Divisional Board and the candidate shall be required to produce it every day of the examination to the conductor of the examination at the centre where he appears for the examination;

- ( b ) The Admission Card shall be issued to the candidate on behalf of the Divisional Board by the Head of the junior college through which he is appearing for the examination and signed by the candidate in the presence of the head of such junior college ;
  - ( c ) If, for any reason, the candidate fails to produce such Admission Card or the Admission Card produced does not bear the candidate's signature attested by the head of the junior college, the conductor may allow the candidate to appear for the examination only after satisfying himself as to the candidate's identity by making enquiries to corroborate the information available to him from the list of candidates;
  - ( d ) The conductor shall issue to the candidate a permit signed by him for presenting it by the candidate on subsequent days of the examination ;
  - ( e ) In case, where the candidate's signature, if taken in the examination hall, does not tally with that on the Admission Card, the candidate shall be liable to be refused permission to appear for the examination.
- ( 2 ) No candidate shall be admitted to the Examination Hall if he arrives at the examination hall late by more than half an hour after the time fixed for the starting of the paper.
  - ( 3 ) No candidate suffering from any infectious or contagious disease shall be admitted to an examination hall. If any such case comes to the notice of the conductor of the examination, he will make separate arrangement for his seating.

#### 97. ARRANGEMENTS FOR THE CONDUCT OF THE EXAMINATION

- ( 1 ) At each centre of the examination, the Conductor of the examination appointed on behalf of the Divisional Board ( with the help of Deputy Conductors ) shall be responsible for all arrangements for the careful, efficient and economical conduct and supervision of the examination.
- ( 2 ) To assist the Conductor and Deputy Conductors at each centre, there shall be an adequate number of invigilators appointed on behalf of the Divisional Board.
- ( 3 ) The Conductor, Deputy Conductors and invigilators shall follow the instructions given to them from time to time by the Divisional Board.
- ( 4 ) The scale of remuneration to Conductors, Deputy Conductors and invigilators shall be as laid down in Regulation 112.

#### 98. ASSESSMENT OF PRACTICAL WORK

- ( 1 ) At the time of the practical test to be taken in the subjects prescribed under the course, the class work done by a candidate in the second year of the junior college as certified by the subject teacher and the head of the junior college



concerned shall be examined by the examiners at the respective test. A record of such practical work done in the second year of the junior college in the case of each candidate and attested by the subject-teacher and the head of the junior college concerned shall be duly maintained in the form prescribed by the Board.

- (2) The candidates who fail in the subjects in which practical tests are prescribed will be examined in theory as well as in practical test in those subjects when they appear at the subsequent examination. Such candidates will be required to preserve and submit their original journals of second year of the junior college at every subsequent practical test in which they appear. The marks to the journals shall be assigned at each practical test the candidate appears and will be taken into consideration while computing the result in these subjects.

#### 9. STANDARD FOR PASSING IN A SUBJECT

- (1) To pass in a subject of the Higher Secondary Certificate examination, a candidate must obtain not less than 35% of the maximum marks assigned in that subject.
- (2) In a subject for which there are two papers or one paper and one practical test, the marks will be added together for a pass, credit or distinction.
- (3) If a candidate, who appears in all the subjects required for obtaining the Higher Secondary Certificate at one and the same examination, fails in one or more subjects, his deficiency of marks in one subject or more, upto a maximum of 15 marks in the aggregate but not exceeding 10 marks in any one subject, shall be condoned. This concession of condonation shall be allowed and shall be limited to 3 subjects only out of subjects offered.
- (4) Candidates appearing with exemption shall be granted automatic condonation of marks for the purpose of passing, as detailed below:-

The automatic condonation of 8 marks shall be granted to a candidate at the Higher Secondary Certificate examination in proportion to the number of subjects of failure but not exceeding 3 marks in any one subject as per the following schedule :

No. of subjects	Condonation marks admissible
1	3
2	5
3	8

- (5) Notwithstanding anything, contained in Sub Clause 3 (above), a candidate who has actually participated in any sports or games held in India or abroad on State, National,

Inter-national level in the same academic year, the limit of maximum 10 grace marks in a subject shall be extended up to total 15 grace marks provided such request is made by the candidate concerned through the respective head of the Junior college; so as to reach to the Divisional Secretary of the Divisional Board concerned upto one month from the date of the declaration of results. All such applications shall invariably be submitted in a prescribed form alongwith a certificate of the District Sports Officer, to that effect to the Divisional Secretary of the Divisional Board concerned.

#### 100. STANDARD FOR OBTAINING THE HIGHER SECONDARY CERTIFICATE

To qualify for the Higher Secondary Certificate examination, a candidate must pass at one and the same Higher Secondary Certificate examination, in accordance with the provision of the Regulation 38 for grant of exemptions and separately in each of the two languages from the compulsory group and in each of the four optional subjects.

*Note* — It shall be the responsibility of the candidate himself and the head of the junior college to see that the candidate selects and enters in his application for admission to the examination, such subjects as are required to qualify him for the Higher Secondary Certificate examination as per this Regulation and the scheme of the examination as set out in Appendix III to these Regulations, as may be amended from time to time. The Divisional Board shall not, in any way, be responsible for any adverse consequences arising from any mistakes or omissions made by the candidate or the head of his junior college in this behalf.

#### 101. EXEMPTION

A candidate securing not less than 35 per cent of the maximum marks assigned to a subject shall be exempted from reappearing in that subject at subsequent Higher Secondary Certificate examinations, if he claims such exemption ( duly verified and endorsed by the head of the junior college through which he appears ) in his application for admission to the examination.

The exemption from reappearing in any subject at a subsequent examination secured by a candidate shall cease to be operated as soon as the candidate offers and appears in that subject at any subsequent examination without claiming the exemption secured by him in his application for admission to the examination.

#### 102. PUBLICATION OF RESULTS

- ( 1 ) The Divisional Board shall declare ordinarily before the end of first week of June and January every year a merit list of candidates who have qualified for the Higher Secondary Certificate at the examination held in March or April and October or November respectively on such dates and in such manner as the State Board may decide.

- ( 2 ) In any case, where it is found that the result of the examination has been affected by error, malpractice, fraud, improper conduct or other matter of what-so-ever nature, the Divisional Board, on the recommendation of the Standing Committee, shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as it may consider necessary in that behalf, provided that except as provided in clause ( 3 ) below, no result shall be amended after the expiration of six months from the date of declaration of the results.
- ( 3 ) In any case, where the result of the examination has been ascertained and declared and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby a candidate has, in the opinion of the Standing Committee, been a party to or privy to, or connived at such malpractice, fraud or improper conduct, the Divisional Board, on the recommendation of the Standing Committee shall have power at any time, notwithstanding the issue of the Higher Secondary Certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as it may consider necessary in that behalf.
- ( 4 ) The answer-books of a candidate found guilty of any malpractice, fraud or any other improper conduct after due enquiry either under Regulation 91 or clause ( 3 ) above, shall be liable to be destroyed alongwith every paper and document in connection with such enquiry, after the expiry of a period of two years from the date on which the final decision of the Board in the matter is communicated to the candidate concerned.

### 103. SUPPLY OF MARKS

- ( 1 ) The marks obtained by a candidate in each subject shall be supplied to a candidate in a printed form of statement on payment of a fee of Rs. 3/- per Higher Secondary Certificate examination. Marks obtained by a candidate in individual papers or practicals or individual questions or sections of a paper shall not be supplied.
- ( 2 ) Heads of junior colleges shall be supplied, as soon as possible, after the declaration of the results of the Higher Secondary Certificate examination, with a consolidated statement of marks obtained in each subject by the candidates presented by them at the examination, for their record. The original individual statement of marks for supplying to the candidate concerned on payment of the prescribed fee ( payable to the Divisional Board ) shall also be supplied to heads of junior colleges along with the results of the Higher Secondary Certificate

examination concerned. The candidates may obtain 'duplicate copy' of their statement of marks from the Divisional Board's office only, on payment of the prescribed fee of Rs. 3/- each.

#### 104. VERIFICATION OF MARKS OBTAINED BY A CANDIDATE IN A SUBJECT

- ( 1 ) Any candidate who has appeared at the Higher Secondary Certificate examination may apply to the Divisional Secretary for verification of marks in any particular subject. The verification will be restricted to checking whether all the answers have been examined and that there has been no mistake in the totalling of marks for each question in that subject and transferring marks correctly on the first cover page of the answer-book mentioned by the candidate are in tact. No revaluation of the answer-book or supplements shall be done.
- ( 2 ) Such an application must be made by the candidate through the head of the junior college which presented him for the examination, with two weeks of the declaration of the examination results and must be accompanied by a fee of Rs. 10/- for each subject.
- ( 3 ) No candidate shall claim, or be entitled to revaluation of his answers or disclosure or inspection of the answer-books or other documents as these are treated by the Divisional Board as most confidential.
- ( 4 ) If, as a result of the verification made under this Regulation, it is discovered that there has been either an omission to examine and to assign marks to any answer or answers or a mistake in the totalling of the marks, the fee for verification shall be refunded to the candidate. If a mistake is discovered, it shall be corrected by the Divisional Secretary, duly attested and dated, and if, as a result of this correction, the candidate's result, as already declared, is altered in any way, he shall be informed of his correct result by a telegram.
- ( 5 ) If, on scrutiny and verification, a failed candidate is found to have passed in the examination, he will be declared to have qualified for the Higher Secondary Certificate.
- ( 6 ) If a candidate, having paid the fees prescribed under clause (1), fails to forward his application for verification within two weeks of the payment of fees or having made the application within the aforesaid period, omits to give the following details in his application, namely :—
  - ( i ) Name, Examination Seat No. and Centre;
  - ( ii ) Subject in which verification of marks is desired;
  - ( iii ) Language used for answering the paper in that subject;

no steps shall be taken for verification and in such case, only half the amount of the prescribed fee paid by a candidate shall be refunded to him.

## 105. GRADES OF CERTIFICATE

The Higher Secondary Certificate shall be awarded in four grades as shown below :-

**Grade I** : (With Distinction) : To successful candidates who obtain not less than 75% marks in the aggregate, calculated on the basis of the six or seven subjects offered for the examination.

**Grade I** : To successful candidates who obtain less than 75% but not less than 60% of marks in the aggregate calculated on the basis of the six or seven subjects offered for the examination.

**Grade II** : To successful candidates who obtain not less than 45% of marks but less than 60% of marks in the aggregate calculated on the basis of the six or seven subjects offered for the examination.

**Grade-pass**: To all other successful candidates.

Provided that the First ( with distinction ) or First or Second Grade shall not be awarded to a candidate who appears for the examination with any exemption or exemptions earned by him under Regulation 101 ;

Provided further that, if the aggregate total of marks obtained by a candidate, is less than the total of marks required for obtaining the first grade, by not more than 3 marks only, such candidate shall be given the necessary grace marks not exceeding three in computing his aggregate of marks for the purposes of award of the First Grade.

## 106. AWARD OF CERTIFICATES

( 1 ) The Higher Secondary Certificate ( of the appropriate Grade ) to be awarded to a successful candidate shall be in the form prescribed by the State Board and shall specify the name of the candidate, his Seat No. and Index No. of the junior college, total marks obtained by him in two compulsory subjects and four optional subjects with Grade and will bear the signatures of the candidate and the head of the junior college with rubber stamp of the junior college. The Certificate shall be issued over the signature of the Divisional Secretary through the head of the junior college presenting the candidate for the examination.

( 2 ) Notwithstanding anything contained in clause ( 1 ) above, the certificates of successful candidates presented for the Higher Secondary Certificate examination by a junior college which has ceased to be in existence or ceased to be recognised by the Divisional Board after sending up the candidates for the examination, shall be issued to the candidates concerned directly, mentioning therein the name of the junior college presenting the candidate.

- (3) In the event of an error being discovered in the entry of the name in the application of a candidate for admission to the examination and consequently in the statement of marks or the certificate an application for correction of such error shall be admitted only when the name so recorded is not identical with the name of the successful candidate originally entered in the General Register of the junior college.

An application for correction of such error shall be made through the head of the junior college presenting the candidate for the examination in such form as may be prescribed by the Divisional Board. Such correction, when made by the Divisional Board, shall be indicated on the reverse in the statement of marks or the certificate by an endorsement in such form as may be prescribed by the State Board.

#### 107. MIGRATION CERTIFICATE

A Migration Certificate may, on application and payment of a fee of Rs. 10/-, be granted to a candidate who has appeared at the Higher Secondary Certificate examination conducted by the Divisional Board. An application for such a certificate shall be made to the Divisional Secretary of the Board concerned and shall be accompanied by a Bank Draft or Indian Postal Order for the prescribed fee.

#### 108. SUPPLY OF A COPY OF THE CERTIFICATE

A copy of the Higher Secondary Certificate already granted, shall be issued by the Divisional Secretary on receipt of an application through the head of the junior college which had presented the candidate for the examination, accompanied by a fee of Rs. 10/- for each such copy of the certificate. The copy of the certificate will be supplied only through the head of the junior college concerned; provided that copies of the Higher Secondary Certificate of the candidate presented for the examination by a junior college which has ceased to exist or to be recognised after presenting candidate for the examination shall be issued to the candidates concerned direct on payment of the prescribed fees.

#### 109. AWARD OF PRIZES AND SCHOLARSHIPS

- (1) It shall be competent for the Divisional Board to award such prizes and scholarships as the State Board may institute from time to time.
- (2) A certificate denoting the award of a scholarship or a prize or a medal may be issued free of charge by the Divisional Board. Certificates indicating the rank in the merit list of candidates published alongwith the examination results, may also be issued free of charge by the Divisional Board to candidates whose

names are included in the said list. Certificates of both these types may be issued by the Divisional Board of its own accord to all candidates concerned through the heads of their respective junior colleges.

#### 110 COPY-RIGHT OF QUESTION-PAPERS

- (1) Copyright of the question-papers set at the Higher Secondary Certificate examinations conducted by the Divisional Boards shall vest in the State Board.
- (2) Permission to include question-papers set at the examination conducted by the Divisional Boards, in a publication devoted to the subject of the question-papers, may be granted by the Divisional Chairman concerned to an author or publisher on such conditions as the State Board may lay down from time to time.

#### 111. PROVISIONAL CERTIFICATE

- (1) A candidate who has been declared successful at the Higher Secondary Certificate examination may obtain, on application, a Provisional Certificate of having passed the Higher Secondary Certificate examination.
- (2) The fee for the Provisional Certificate shall be Rs. 5/- each.
- (3) An application for a Provisional Certificate shall be made to the Divisional Secretary through the head of the junior college concerned and shall be accompanied by a Bank Draft or Indian Postal Order for the prescribed fee.

112. THE SCALE OF REMUNERATION AND TRAVELLING ALLOWANCE  
TO EXAMINERS ETC.

Sr. No.	Item of work	Revised scale of Remuneration
1	2	3
<p>The scale of remuneration and travelling allowance in respect of the Higher Secondary Certificate Examination shall be as under :</p>		
I	1. For drawing up a question paper upto three copies each in English and Marathi Version and for preparing Model Answers and Scheme of Marking-	Rs.65/- for less than 2 hours duration, Rs.80/- for 2 hours duration Rs.95/- for 2 $\frac{1}{2}$ hours duration. Rs.110/- for 3 hours duration
	2. (a) For setting a passage or passages for translation into English and for supplying three copies thereof alongwith the English translation.	Rs.30/-
	(b) For supplying a translation in a Modern Indian Language of a passage in English for inclusion in the question paper in Sanskrit, Pali and Ardhamagadhi.	Rs.25/-
	3. For drawing up a Paper of Typewriting (Practical)	Rs.50/-
	4. For supplying additional copies (typed or hand-written of a question paper per copy)	Rs.5/-



- |     |                                                                                                                                                                                                           |                                                                                                                                                                                      |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.  | For writing out stencils of a question paper of 3 hours duration or translation thereof in a Modern Indian Language or Model Answers or a question paper of 3 hours duration                              | Rs.30/-                                                                                                                                                                              |
| 6.  | For writing out stencils of a question paper of less than three hours duration of translation thereof in a Modern Indian Language or Model Answers of a question paper of less than three hours duration. | Rs.25/-                                                                                                                                                                              |
| 7.  | For supplying copies from the stencils written out under clauses 5 and 6 above.                                                                                                                           | Rs.7/- for 25 copies<br>Rs.9/- for 26 to 50 copies<br>Rs.11/- for 51 to 100 copies<br>Rs.13/- for 101 to 150 copies<br>Rs.7/- extra for every additional 100 copies or part thereof. |
| 8.  | For supplying additional copies of a passage for translation per copy                                                                                                                                     | Re.1/-                                                                                                                                                                               |
| 9.  | For translating a question paper in a regional language                                                                                                                                                   | Rs.45/-                                                                                                                                                                              |
| 10. | To an expert paper-setter                                                                                                                                                                                 | Rs.225/- Token honorarium for each paper set.                                                                                                                                        |

*NOTE* : Notwithstanding anything contained in this Regulation, when alternative question on an old and a new text books or an old and a new course of studies are required to be set in one and the same question paper, the paper-setters and translators concerned shall be paid remuneration at one and half times the remuneration payable to them for the items concerned.

II. Work of correcting proofs of Question Paper :-

- |    |                                                                                                                           |                                                                        |
|----|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 1. | For correcting proofs of Question paper.                                                                                  | Rs.25/- per question paper (Subject to the maximum of Rs.45/- per day) |
| 2. | For attendance to correct the proof of a passage or passages in a Modern Indian Language set for translation into English | Rs.15/-                                                                |

III. For assessing Answer Books :-

For assessing an Answer Book :-

- |    |                                          |
|----|------------------------------------------|
| a) | Re.1.50 for an answer-book of 3 hours.   |
| b) | Re.1.25 for an answer-book of 2.5 hours. |
| c) | Re.1.00 for an answer-book of 2 hours.   |
| d) | Re.0.75 for an answer-book of 1.5 hours. |
| e) | Re.0.50 for an answer-book of 1 hour.    |

IV. 1. A Senior Examiner in a subject in which there are no moderators shall be paid an extra remuneration as follows :-

- |      |                                                                                  |          |
|------|----------------------------------------------------------------------------------|----------|
| (i)  | Where the number of examiners including a senior examiner does not exceed three. | Rs.100/- |
| (ii) | Where the number of examiners exceeds three.                                     | Rs.200/- |

2. An associate examiner shall be paid a lump-sum remuneration as follows :

- |      |                                                            |          |
|------|------------------------------------------------------------|----------|
| (i)  | If he examines more than 50 but less than 100 answerbooks. | Rs.150/- |
| (ii) | If he examines more than 20 and upto 50 answerbooks.       | Rs.100/- |

- |       |                                                                                                                                                                                                                                                                     |          |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| (iii) | If he examines 20 or less answerbooks.                                                                                                                                                                                                                              | Rs.45/-  |
| (iv)  | An associate examiner assessing more than 100 answerbooks shall be paid a remuneration of Rs.150/- for assessing the 1st 100 answerbooks plus additional remuneration for each answerbook in excess of 100 at the rates mentioned under clauses (i) to (iii) above. | Rs.150/- |
3. When the remuneration earned for all work connected with the appointment, by a paper-setter and examiner or by one who is only an examiner, amounts to less than Rs.110/-, the person concerned shall be paid a sum of Rs.110/- as his remuneration for all such work.

#### V. Postage etc.

1. Persons entitled to remuneration shall be paid for postage, telegram etc. as under :-
- |       |                                                                |          |
|-------|----------------------------------------------------------------|----------|
| (i)   | Examiner assessing 301 answerbooks and above.                  | Rs.75/-  |
| (ii)  | Examiner assessing 201 answerbooks to 300 answerbooks.         | Rs.55/-  |
| (iii) | Examiner assessing 101 to 200 answerbooks.                     | Rs. 45/- |
| (iv)  | Examiner or associate examiner assessing 1 to 100 answerbooks. | Rs.25/-  |
2. Each Moderator is entitled to get postage. Rs.25/-

3. When the expenditure on account of postage, telegram etc. incurred by an examiner, associate examiner or moderator falling under the categories in sub-clauses, such excess amount shall be paid to the examiner or Moderator on his producing the requisite vouchers or certificates in that behalf.
4. An examiner who is required to return the answerbooks to the Boards office or to his local moderator will be paid Rs.15/- towards postage and conveyance expenses.
5. For the cost involved in, returning the answerbooks to the Board's office (by those who are not paid local conveyance allowance) the moderator will be paid the following amount on production of vouchers :-

**LOCAL MODERATOR :-**

Actual expenditure as per Vouchers  
subject to the maximum of Rs.25/-

**For Bombay and Greater Bombay :-**

Actual expenditure as per Vouchers  
subject to the maximum of Rs.70/-

**Outsiders :-**

Actual expenditure as per luggage  
vouchers of State Transport or Railway  
plus Rs.40/- towards hamali and trans-  
portation to State Transport or Railway  
Station and to Board's Office.

**VI- Moderation and Scrutiny of Answerbooks :**

1. Each of the moderator in subject shall be entitled to a lump-sum remuneration

Rs.900/- for performing his duties and work entrusted to him as a moderator as per instructions issued by the Divisional Board from time to time which shall include the work of moderation, scrutiny of all answerbooks etc.

2. The Chief Moderator in a subject shall be entitled to a lump-sum remuneration of Rs.1000/- for performing his duties as Chief Moderator as per the instructions issued by the Divisional Board from time to time which shall include moderation of answerbooks, scrutiny of answerbooks, co-ordinating the work of his colleagues and distribution of answerbooks etc.
3. The Moderator in a subject to which no senior examiner or chief moderator is appointed, shall be entitled to receive Rs.100/- in addition to the remuneration to which he is entitled as a moderator, for such additional work as he may be called upon to do.
4. An associate moderator shall be paid Rs.450/- as a fixed lump-sum remuneration for the answerbooks moderated - and scrutinised by him.
5. A Moderator, to whom additional work over and above the average quota fixed by the Board is allotted in any special circumstances under orders of the Divisional Chairman, shall be entitled to additional remuneration at the rate of Rs.100/- per additional examiner over and above the average quota of seven examiners fixed by the Board.

**NOTE :** In the case of subject in which work of assessing the answerbooks is done centrally the average quota of examiners shall be five instead of seven as in the case of other subjects.

Provided that remuneration payable to an examiner, moderator, Chief Moderator, paper-setter, translator or the like, may be reduced or refused for inefficiency, negligence, disobedience of instruction, irregularity noticed, if any, by such amount as the Standing Committee may decide.

**VII. For the work of Supervision and Conduct of Examination :-**

1. The conductor shall receive remuneration at Rs. 40/- per day and Rs. 20.00 per half day for actual days of work and a lump-sum remuneration of Rs.90/- for the work before and after the examination.
2. A deputy conductor shall receive remuneration at Rs.30/- per day and Rs.15/- per half day for actual days of work.
3. An invigilator appointed at a centre shall receive a remuneration as follows :-
  - (i) For Bombay and Greater Bombay
    - a) Rs.24/- per day.
    - b) Rs.12/- per half day.
  - (ii) Centres other than Bombay
    - a) Rs.20/- per day.
    - b) Rs.10/- per half day.

In the case of the examination in Typewriting the conductor, deputy conductors, invigilators, block peons etc. shall receive remuneration per session of not less than 2 hours duration each, as per rates admissible to them.

4. The remuneration payable to invigilator or a deputy conductor or conductor may be reduced for inefficiency or negligence in his work by such amount as the Standing Committee may decide.

5. The remuneration payable to writer, if employed at the cost of the candidate in the case of a disabled candidate appearing for the examination shall be Rs.10/- per paper.

VIII For Practical Test :-

1. (i) Chairman for Practical examination for Physics or Chemistry or Biology shall receive remuneration as under :-

No.of candidates	Amount
Upto 2000 pupils	Rs.150/-
2001 to 4000 pupils	Rs.225/-
above 4000 pupils-	Rs.300/-

- (ii) Deputy Chairman for practical Examination for Physics or Chemistry or Biology shall receive remuneration as under :-

<u>No.of candidates</u>	<u>Amount</u>
Upto 2000 pupils	Rs.110/-
2001 to 4000 pupils	Rs.150/-
above 4000 pupils	Rs.225/-

- (iii) Local Expert Rs.15/- per day.

- (iv) Laboratory Assistant Rs.15/- per day  
(Bombay)

- (a) Class-III Servants for Bombay and Greater Bombay. Rs.7/- per half day.

- (b) Class-III Servants centres other than Bombay. Rs.12/- per day  
Rs.6/- per half day.

- (c) Class-IV Servants Rs.10/- per day  
Rs. 5/- per half day.

- (v) Store-keeper (for Chemistry)
- (a) Class-III Servants for Bombay and Greater Bombay. Rs.15/- per day.
- (b) Centres other than Bombay (irrespective whether he belongs to Class-III or Class-IV Category) Rs.10/- per day.
- (vi) Store-keeper (for workshop Technology, Engineering Drawing Craft Production etc.) Rs.10/- pe day
- (vii) Store-keeper (For Textile Laundry and Clothing). Re.1.50 per candidate
- (viii) Store-keeper (for drawing Design and Colour Composition etc.) Rs.10/- per day
- (ix) Work-shop assistant Rs.10/- per day
- (x) Field Collector (for Biology)
- (a) For Bombay and Greater Bombay Rs.12/- per day.
- (b) Centres other than Bombay. Rs.6/- per day.
- (xi) Peons (Any Class IV Servants)-
- (a) For Bombay and Greater Bombay Rs.12/- per day.  
Rs.6/- per half day.
- (b) Centres other than Bombay Rs.10/- per day  
Rs.5/-per half day.
- 2 (a) For practical test of a candidate in a subject to each examiner (Both internal and external). Re.1.50 per candidate (Minimum of Rs.30/- irrespective of the number of candidates)



- |                                                                                                                                               |                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| (b) For Practical test of a candidate in Drawing, Design and Colour Composition etc. subjects to each examiner.                               | Re.1.50 per candidate<br>(Minimum of Rs.30/- irrespective of the number of candidates)               |
| (c) For practical test of candidates in Drawing, Design and Colour Composition etc. subjects to each conductor (who conducts the examination) | Rs.11/- per day                                                                                      |
| 3. Material charges to be paid to Junior Colleges.                                                                                            | Physics-Re.1.50 per candidate.<br>Chemistry-Rs.5.50 per candidate.<br>Biology-Rs.4.50 per candidate. |

#### IX. FOR LOCAL EXPERTS

For practical tests in Engineering, Agriculture and Textile subjects and in the subjects of Home Science and Science (including an additional day for preparation, if required by the examiner.

Rs.15/- per day

#### X. MISCELLANEOUS :-

- |                                                                                                          |                                              |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 1. Tabla Player at Music<br>Practical Test.                                                              | Rs.8/- per day                               |
| 2. Harmonium Player                                                                                      | Rs.8/- per day                               |
| 3. Tambora Player                                                                                        | Rs.8/- per day                               |
| 4. Clerks working on Examination Centres as well as other places will be paid remuneration as follows :- |                                              |
| (i) For Bombay and Greater Bombay                                                                        | a) Rs.16/- per day<br>b) Rs.8/- per half day |
| (ii) Centres other than Bombay                                                                           | a) Rs.12/- per day<br>b) Rs.6/- per half day |
| 5. For assistance at the practical Test in Art (Still Life)                                              | Rs.7/- per day.                              |

6. Class IV Servants (Block Peons, water-boys, Watchman, Sweeper etc) appointed at each centre of examination will be paid remuneration as follows :-

- |                                   |                        |
|-----------------------------------|------------------------|
| (i) For Bombay and Greater Bombay | a) Rs.12/- per day     |
|                                   | b) Rs.6/- per half day |
| (ii) Centres other than Bombay    | a) Rs.10/-per day      |
|                                   | b) Rs.5/-per half day. |

Class IV Servants appointed at each Centre of examination for despatch work of answerbooks shall be paid remuneration as follows:-

- |                                     |                        |
|-------------------------------------|------------------------|
| 7. i) For Bombay and Greater Bombay | a) Rs.12/- per day     |
|                                     | b) Rs.6/- per half day |
| ii) Centres other than Bombay       | a) Rs.10/- per day     |
|                                     | b) Rs.5/-per half day. |

NOTE : A claim for remuneration at the rates prescribed under this Regulation shall be submitted within one month of completion of work

#### RATES OF REMUNERATION FOR CENTRAL VALUATION WORK

- |                           |                     |
|---------------------------|---------------------|
| 1) Local Expert           | : Rs.15/- (per day) |
| 2) Custodian Camp-Officer | : Rs.500/-          |
| 3) Custodian              | : Rs.450/-          |
| 4) Assistant Custodian    | : Rs.300/-          |
| 5) Custodian Clerk        | : Rs.90/-           |
| 6) Despatch Clerk         | : Rs.15/- (per day) |
| 7) Peons & Others         | : Rs.10/- (per day) |

#### XI. T.A. Rules :-

1. Paper setter (including expert paper setter) translator, conductor, deputy conductor, moderator, examiner, examiner conducting practical test and proof reader or reviewer who undertake journey for performance of their duties in connection with the examination work or any other official work on invitation shall receive travelling allowance at the rate of one 1st class Railway fare each away from their place of

residence to place of duty and daily allowance at rates sanctioned by Government from time to time to the Government servants of corresponding category. However, the daily allowance for Pune, Bombay (Greater Bombay) Nagpur, Aurangabad, Nasik and Amravati shall not be less than Rs.40/- per day for the actual halt at these places irrespective of their pay.

2. A paper-setter (including expert paper setter), translator, Moderator, Examiner, Conductor, Deputy conductor and proof- reader, examiner conducting practical test who undertake journey by Road Transport for performance of their duties in connection with the examination shall be paid the actual cost of hiring a single journey. He shall be paid daily allowance at the rates sanctioned by Government from time to time to the corresponding categories of Government Servants.

However, the daily allowance for Pune, Bombay (Greater Bombay), Nagpur, Aurangabad, Nasik and Amravati shall not be less than Rs.40/- per day for the actual halt at these places irrespective of their pay.

3. All paper-setters, translators, moderators, examiners and examiners conducting practical test travelling in connection with the Divisional Board's work shall invariably avail of and be paid at the concessional railway fares whenever available.
4. All local paper-setters or translators or proof-readers or examiners or moderators or a local external examiners appointed to conduct the practical test, shall be paid a conveyance allowance of Rs.16/- per day in corporation area Rs.8/- at all other places.



4. Subjects of instruction for which recognition is solicited---

(1)

(2)

(3)

(4)

(5)

(6)

(7)

(8)

(9)

(10)

5. Medium / media of instruction through which instruction is being/to be imparted.

6. (i) Accommodation provided in class-rooms and the number of pupils in each Class or Division.

Class	Division (s)	Number of Pupils	Dimensions of the rooms	Remarks
-------	--------------	------------------	-------------------------	---------

(ii) Laboratory provided

(iii) Equipment and teaching aids provided

(iv) Playground with carpet area and other facilities provided for Gymkhana

(v) The maximum number of pupils assigned to a teacher in practical work at a time :-

7. The provision made for health, recreation and discipline of pupils.
8. The financial position of the junior college and the sources and amount of income for the year 19--

Income		Expenditure	
Tuition Fee	...Rs.	Teaching Staff	...Rs.
Other Sources	...Rs.	Non-teaching staff	...Rs.
		Contingencies	...Rs.
		Equipments	...Rs.

9. The rate of fees charged and the provision, if any, for grant of educational concessions to poor pupils. } (i) Rate of fee for Classes--  
 ..... Rs.  
 ..... Rs.  
 (ii) Pupils to be benefitted under educational concessions to poor pupils from Institution's Fund--  
 (a) Pupils--  
 (b) Amount--

I hereby promise to abide by all the conditions of recognition as laid down in the Maharashtra Secondary and Higher Secondary Education Boards Regulations (Part III), 1977

Yours faithfully,

Manager/Secretary/Headmaster/Headmistress/Principal.

*Enclosures* :- (1) An attested copy of the resolution of the managing body appointing a person as Secretary or Correspondent for the purpose of communicating with the Board.

- (2) An attested copy of the constitution of the Memorandum, Rules and Regulations etc. of the Society or Trust.
- (3) An attested copy of the certificate of registration of the Society or Trust.
- (4) A plan of the junior college building if the application is for recognition for the first time.
- (5) Names of Trustees/Executive Body of the Management.
- (6) Financial Statement of the preceding year alongwith the balance sheet.

## APPENDIX II

[ Vide Regulation (66) ]

*Form of Application for recognition in additional subjects or medium*

1. Name of the junior college ...
2. Number and date of the letter communicating previous recognition :
3. Subject in which recognition has already been granted :
4. Additional subject or subjects in which recognition is desired and the medium or media of instruction proposed for the subject or subjects :
5. List of teaching staff with qualifications, scales of pay, present pay and subjects taught :
6. Equipment provided for teaching additional subjects :
7. Accommodation ( including laboratory accommodation ) provided for the additional classes :
8. Remarks :

## CERTIFICATE

I certify that the arrangements for teaching the additional subjects detailed above are adequate and I promise that the conditions of recognition mentioned in my previous application shall continue to be observed.

Signature of the Manager/Secretary/Principal

Recommendations of the Inspecting Officer.  
 Recommendations of the Regional Deputy Director.  
 Recommendations of the Examination Committee,  
 Decision of the Standing Committee.

**APPENDIX III (Vide Regulation 85)**

*Higher Secondary Certificate Examination at the end of Second Year of Junior College (i.e. Std.XII)*

*Pune, Nagpur, Bombay and Aurangabad Divisional Boards*

**Subjects and Number of Papers and Practicals for the Examination**

To qualify for the Higher Secondary Certificate at the end of Second Year of the Junior College (i.e. Std. XII), a candidate must possess a certificate of having completed satisfactorily the course in the subject Physical Education and must pass at one and the same examination or in accordance with the provisions of Regulation 101 for the grant of exemption separately (i) in each of the two languages under the Compulsory Group carrying 100 marks each and (ii) in each of the four optional subjects from the Optional Group carrying 100 marks each.

The names of the individual subjects to be taken according to the scheme are shown below alongwith the number of papers, duration of papers and maximum marks.

Sr. No	Subject.	Theory			Practical			Maximum Marks
		No. of Papers	Duration (Hours)	Marks	No. of Practicals	Duration (Hours)	Marks	
1	2	3	4	5	6	7	8	9
<b>A. Compulsory Subjects</b>								
<i>(See Note No. 1 at the end)</i>								
1.	English	One	3	100	---	---	---	100
2.	Modern Indian Language or Modern Foreign Language or Classical Language	One	3	100	---	---	---	100
<b>B. Optional Subjects (Any four subjects under any one of the three streams of subjects viz Arts, Commerce and Science-Vide classification of subjects under the three streams attached as Appendix IV.)</b>								
1.	Modern Indian Language (Other than the one offered under Compulsory Group)	One	3	100	-	-	-	100
2.	Modern Foreign Language (Other than the one offered under Compulsory Group)	One	3	100	-	-	-	100



Sr. No	Subject.	Theory			Practical			Maximum Marks
		No. of Papers	Duration (Hours)	Marks	No. of Practicals	Duration (Hours)	Marks	
1	2	3	4	5	6	7	8	9
3.	Sanskrit	One	3	100	---	---	---	100
4.	Prakrit	One	3	100	---	---	---	100
5.	Pali	One	3	100	---	---	---	100
6.	Arabic	One	3	100	---	---	---	100
7.	Persian	One	3	100	---	---	---	100
8.	Avesta-Pahlavi	One	3	100	---	---	---	100
9.	History	One	3	100	---	---	---	100
10.	Geography	One	3	100	---	---	---	100
11.	Mathematics & Statistics (for Arts and Science Students)	Two	2 $\frac{1}{2}$ (each)	100(50 + 50)	---	---	---	100
12.	Mathematics and Statistics (for Commerce Students)	Two	2 $\frac{1}{2}$ (each)	100(50 + 50)	---	---	---	100
13.	Geology	Two	2(each)	80(40 + 40)	One	2 $\frac{1}{2}$	20	100
14.	Political Science	One	3	100	---	---	---	100
15.	Child Development	One	3	100	..	---	---	100
16.	Textile, Laundry and Clothing	One	2 $\frac{1}{2}$	80	One	3	20	100
17.	Sociology	One	3	100	---	---	---	100
18.	Philosophy	One	3	100	---	---	---	100
19.	Logic	One	3	100	---	---	---	100
20.	Psychology	One	3	100	---	---	---	100
21.	Economics	One	3	100	---	---	---	100
22.	Book-keeping & Accountancy	One	3	100	---	---	---	100
23.	Organisation of Commerce	One	3	100	--	---	---	100
24.	Secretarial Practice	One	3	100	---	---	---	100
25.	Co-operation	One	3	100	---	---	---	100
26.	Physics	Two	2(each)	80(40 + 40)	One	3	20	100

Sr. No	Subject.	Theory			Practical			Marks
		No. of Papers	Duration (Hours)	Marks	No. of Practicals	Duration (Hours)	Marks	
1	2	3	4	5	6	7	8	9
27.	Chemistry	Two	2(each)	80(40 + 40)	One	3	20	100
28.	Biology	Two	2(each)	80(40 + 40)	One	3	20	100
29.	Drawing	---	---	---	One	3	100	100
30.	Design and Colour	---	---	---	Two	(3 + 3)	100(50 + 50)	100
31.	Composition	---	---	---	One	6	100	100
32.	History of Art & Appreciation	One	3	100	---	---	---	100
33.	History and Development of Indian Music	One	3	100	---	---	---	100
34.	Vocal Light Music(Practical I)	---	---	---	One	3	100	100
35.	Vocal Classical Music (Practical II)	---	---	---	One	3	100	100
36.	Instrumental Music (Practical III)	---	---	---	One	3	100	100
OR								
37.	Indian Music (Percussion)	One	3	100	---	---	---	100
38.	Practical I	---	---	---	One	3	100	100
39.	Practical II	---	---	---	One	3	100	100
40.	Practical III	---	---	---	One	3	100	100
41.	European Music	One	1	20	One	2 $\frac{1}{2}$	80	100
42.	Dancing	---	---	---	One	3	100	100
43.	Crop-Production II	Two	2(each)	80(40 + 40)	One	2 $\frac{1}{2}$	20	100
OR								
44.	Animal Science II	Two	2(each)	80(40 + 40)	One	2 $\frac{1}{2}$	20	100
45.	Defence Studies	One	2 $\frac{1}{2}$	80	One	2 $\frac{1}{2}$	20	100
46.	Occupational Orientation :-							
	(i) Auto-Electricals	One	2	50	One	3	50	100
	(ii) Stenography (English)	---	---	---	One	3	100	100
	(iii) Library Science	One	2	50	One	3	50	100
	(iv) Stenography (Maharathi)	---	---	---	Two	1	30	100
						2.	70	

## CERTIFICATE SUBJECT

### Physical Education-

(The subject will not be the subject for Higher Secondary Certificate Examination. But the candidate will not be held eligible to appear for the Higher Secondary Certificate Examination unless he produces a Certificate of having satisfactorily completed the course in this subject

- Notes:* (1) Students in 2nd Year of Junior College (Standard XII) will have to offer two languages as Compulsory Subjects:
- (2) The cases arising out of the offering of wrong combinations of the subjects shall be decided by the State Board on the merits of each case.
  - (3) The students selecting Agriculture or Technical streams may offer Agriculture or Biology as one more fifth additional subject respectively under optional subjects, provided that :
    - (i) Such students selecting Agriculture or Technical streams will be required to pass in two compulsory Languages and four out of the five optional subjects.
    - (ii) However, the percentage of marks obtained by them will be calculated on the total marks allotted for seven subjects offered at the Higher Secondary Certificate Examination.
  - (4) A bonafide foreign national residing in India for a temporary period not exceeding two academic years and seeking admission in F.Y.J.C. or S.Y.J.C. shall be permitted to offer Arabic or Persian under optional group, as Modern Foreign Language, under compulsory group. Such permission shall be given after scrutiny of each case on its merits by the concerned Divisional Board.
  - (5) In the case of a physically disabled candidate or a candidate who, on the advice of the registered medical practitioner, is unable to complete the course in the "satisfactorily Physical Education" the Divisional Chairman, on the merits of each case, shall condone the requirement of producing a certificate of having completed satisfactorily the course in the subject "Physical Education" by the candidate: Provided such a request shall be made by the candidate to the concerned Divisional Board through the Head of the concerned Junior College, alongwith a medical certificate to that effect issued by the registered medical practitioner.

- (6) A candidate appearing under Vocational Group shall offer English or any one of the Modern Indian Languages or the Modern Foreign Languages or the classical languages under " 'A' Compulsory subjects", any three of the Optional Subjects under " 'B' Optional subjects" and any one of the following Vocational subjects :

(I) Technical Group

- (i) Electrical Maintenance
- (ii) Mechanical Maintenance
- (iii) Scooter and Motor-Cycle Servicing
- (iv) General Civil Engineering
- (v) Electronics
- (vi) Chemical Plant Operations
- (vii) Computer Science

(II) Commercial Group

- (i) Banking
- (ii) Insurance
- (iii) Office Management
- (iv) Marketing & Salesmanship
- (v) Small Industries and Self-Employment
- (vi) Elementary Industrial Management

(III) Agricultural Group

- (i) Animal Science & Dairying
- (ii) Farm Mechanics
- (iii) Crop Science
- (iv) Horticulture

(IV) Food Technology Group

- (i) Cookery
- (ii) Bakery & Confectionary
- (iii) Food Preservation

(V) Fisheries Group

- (i) Fish Processing Technology
- (ii) Fresh Water Fish Culture

(IV) Para-Medical Group

- (i) Multipurpose Health Worker
- (ii) Elementary Laboratory Technology

## (7) Concessions to Blind, Deaf-Dumb, Physically disabled and Spastic candidates :-

- (1) Deaf-Dumb, Blind and Physically disabled candidates shall be given extra 30 minutes to solve the question paper and if found necessary they will be provided a writer at the time of the examination. The supervision charges for such arrangements will however be borne by the Board. Seating arrangement in such cases shall be made in a separate room.
- (2) Spastic candidates shall be given extra 2 hours to solve the question paper. These candidates shall be permitted to type or write the answer scripts or they shall be permitted to take help of a writer for full paper or for part of the paper in case the candidate feels tired or exhausted while typing or writing the paper. The writer will be provided in consultation with the head of the institution concerned.

The writers shall be persons not directly concerned with teaching the candidates but able to understand the candidate's speech. They shall be chosen very carefully and instructed to write down exactly what the spastic candidate says to them.

Before the examination commences, an undertaking shall be taken from the writer, to the effect that there will be no misuse of the concession.

The institution shall arrange to provide typewriters, tables, Chairs (Specially made for such students), etc. if necessary, without any charge to the Board. However, the supervision charges at the time of examination will be borne by the Board.

- (3) These candidates will be given nearest examination centre of their choice and further seating arrangement of these candidates shall be made in a separate room.
- (4) In the case of Deaf and Dumb candidates teachers from the Junior College concerned may be permitted for a period of maximum 15 minutes to explain the question paper to the concerned candidates in the examination hall.
- (5) Deaf Dumb & Spastic candidates shall be permitted to offer one language only instead of two languages. Candidates appearing under Vocational group shall be permitted to offer only one permissible language.
- (6) Deaf-Dumb and Spastic candidates selecting Arts or Commerce or Science stream, shall be permitted to offer one language and five more subjects from optional group, instead of the two languages and four optional subjects.

- (7) In the case of Blind, Deaf-Dumb, Physically disabled and Spastic candidates selecting Vocational Course, a certificate of having completed the course satisfactorily issued by the Head of the Institution specially recognised for imparting education to such students shall be considered valid for H.S.C. Examination.
- (8) Blind, Spastic and Physically disabled candidates shall be exempted from drawing figures, maps and graphs etc. and the marks for these shall be proportionately increased.
- (9) Blind, Deaf-Dumb, Physically disabled and Spastic candidates, who on the advice of the Orthopaedic Surgeon are unable to complete the course in the subjects Physical Education and Work Experience, the Divisional Chairman on the merits of each case, shall condone the requirement of appearing for School Certificate subjects.

Provided that the candidate makes such a request to the concerned Divisional Board through the Head of the institution concerned alongwith a medical certificate to that effect issued by the Orthopaedic Surgeon.

#### Definition of the Physically handicapped Candidates :

For the purpose of allowing the candidates to avail of the concessions including the Scheme of subjects, the definition of the term Blind, Deaf, the Physically (Orthopaedically) handicapped and Spastic shall be as under :-

- A. Blind :-** The blind are those who suffer from either of the following conditions viz :-
- a) Total absence of sight;
  - b) Visual acuity not exceeding 6/60 or 20/200 (Snellon) in the better eye with correcting lenses;
  - c) Limitation of the field of Vision subtending an angle of 20 degrees or worse.
- B. Deaf :-** The deaf are those in whom, the sense of hearing is non- functional for ordinary purposes of life. Generally a loss of hearing at 60 decibels of above 500, 1000 or 2000 frequencies will make hearing non-functional.
- C. Orthopaedically Handicapped :**

The orthopaedically handicapped are those who have a physical defect or deformity (as certified by the Orthopaedic Surgeon is more than 25 percent)

which causes an interference with the normal functioning of the bones, muscles and joints.

**D Spastic :**

The spastics are those who are suffering from cerebral palsy. This is a disorder of movement and posture appearing in the early years of life due to damage to that part of the brain which controls his or her motor or physical functions or the failure to develop normally in a small part of brain controlling movement which causes an interference with the normal functioning of bones, muscles and joints, thereby affecting communication.

These candidates shall have to apply through the concerned head of the Junior College alongwith a certificate of Ophthalmologist, or Ear, Nose and Throat Specialist or Orthopaedic Surgeon, in the prescribed forms appended to Appendix-III to Part II of these regulations, as the case may be to the Divisional Chairman.

## APPENDIX IV

### Classification of Subjects under Arts, Commerce and Science Streams

#### ARTS

(1) A Modern Indian Language, (2) A Modern Foreign Language, (3) Sanskrit, (4) Prakrit, (5) Pali, (6) Arabic, (7) Persian, (8) Avestsa-Pahlavi, (9) History, (10) Geography, (11) Mathematics and Statistics, (12) Political Science, (13) Home Management (for Std. XI only), (14) Food Science (for Std. XI only), (15) Child development (for Std. XII only), (16) Textile, Laundry and Clothing (for Std. XII only), (17) Sociology, (18) Philosophy, (19) Logic, (20) Psychology, (21) Economics, (22) Defence Studies, (23) Drawing, (24) Design and Colour, (25) Composition, (26) History of Art and Appreciation, (27) History and Development of Indian Music, (28) Vocal Light Music (Practical I), (29) Vocal Classical Music (Practical II), (30) Instrumental Music (Practical III), OR (31) Indian Music (Percussion), (32) Practical I, (33) Practical II, (34) Practical III, (35) European Music, (36) Dancing, (37) Book-keeping and Accountancy, (38) Co-operation, (39) Occupational Orientation.

#### COMMERCE

(1) Mathematics and Statistics, (2) Economics, (3) Geography, (4) Book-keeping and Accountancy, (5) Organisation of Commerce, (6) Secretarial Practice, (7) Co-operation, (8) Occupational Orientation.

#### SCIENCE

(1) Mathematics and Statistics, (2) Geology, (3) Home Management (for Standard XI only), (4) Food Science (for Std. XI only), (5) Child Development (for Standard XII only), (6) Textile, Laundry and Clothing (for Standard XII only), (7) Psychology, (8) Economics, (9) Geography, (10) Defence Studies, (11) Physics, (12) Chemistry, (13) Biology (Botany and Zoology), (14) Crop Production I (for Standard XI only), OR (15) Animal Science (for Standard XI only), (16) Crop Production II (for Standard XII only), OR (17) Animal Science II (for Standard XII only), (18) Sociology, (19) Sanskrit.



Scheme of Examination of H. S. C. (Vocational Courses)

I. TECHNICAL GROUP

Course	Paper I					Paper II				
	Theory		Practical & Internal Assessment*			Theory		Practical & Internal Assessment*		
	Marks	Duration	Marks	Duration	Marks	Marks	Duration	Marks	Duration	Marks
1. Electrical Maintenance	40	2½ Hrs.	40	3 Hrs.	20	40	2½ Hrs.	40	@ No Time Limit	20
2. Mechanical Maintenance	40	2½ Hrs.	40	4 Hrs.	20	40	2½ Hrs.	40	4 Hrs.	20
3. Scooter & Motor-Cycle Servicing	40	2½ Hrs.	40	3 Hrs.	20	40	2½ Hrs.	40	3 Hrs.	20
4. General Civil Engineering	50	3 Hrs.	25	3 Hrs.	25	50	3 Hrs.	25	3 Hrs.	25
5. Electronics	50	3 Hrs.	30	3 Hrs.	20	50	3 Hrs.	30	3 Hrs.	20
6. Chemical Plant Operation	50	2 Hrs.	30	3 Hrs.	20	50	2 Hrs.	30	3 Hrs.	20
7. Computer Science	50	3 Hrs.	30	3 Hrs.	20	50	3 Hrs.	30	3 Hrs.	20

\* The marks for internal assessment should be awarded by the pair of examiners at the time of Practical Examination. The student is, therefore, expected to submit the journal for assessment at the time of Practical Examination.

@ The students should bring with them the sheets completed during the year. They are expected to draw the diagrams at the time of Examination, in addition to the oral test based on electrical drawing to verify that the sheets are drawn by them. Since it is an individual examination, the time-limit is not specified.

## II. COMMERCE GROUP

1. Banking
2. Insurance
3. Office Management
4. Marketing & Salesmanship
5. Small Industries and Self-Employment
6. Elementary Industrial Management.

### Paper I

Written Examination of 75 Marks, 3 Hrs. duration.

This will consist of two sections.

Section A—Theory carrying 50 Marks.

Section B—Questions on Practical Portion carrying 25 Marks.

Practical Examination of 25 marks 2 Hrs. duration.

A batch of 20 students will be examined by a pair of Internal and External examiners. They will interview each student to ascertain how far he has done the work himself or copied down from some other candidate's journal. The items of assessment which are to be completed by the student during the year are as follows :

The pair of examiners will assess these as per scheme of marks shown against each item :

1. Assignment	}	... .. 15 Marks
Projects or		
Visit reports		
2. Tutorial		... .. 10 Marks
		Total      25 Marks

### Paper II

Written and Practical Examination same as Paper I.

### III. AGRICULTURE GROUP

Course	Paper I				Paper II			
	Theory		Practical		Theory		Practical	
	Marks	Duration	Marks	Duration	Marks	Duration	Marks	Duration
1. Animal Science & Dairying	40	2 Hrs.	60	3 Hrs.	40	2 Hrs.	60	3 Hrs.
2. Farm Mechanics	40	2 Hrs.	60	2 Hrs.	40	2 Hrs.	60	2 Hrs.
3. Crop Science	40	2 Hrs.	60	3 Hrs.	40	2 Hrs.	60	3 Hrs.
4. Horticulture	40	2 Hrs.	60	3 Hrs.	40	2 Hrs.	60	3 Hrs.

*Note* :—Each course has a practical examination of 60 Marks. 20 Marks out of these 60 marks should be assigned to the journal, which is to be produced at the time of Practical Examination.

#### IV. CATERING & FOOD TECHNOLOGY GROUP

1. Cookery
2. Bakery & Confectionery
3. Food Preservation

##### Paper I

Theory : 50 Marks. Duration : 3 Hrs.

##### Paper II

This paper is common for all the three courses under this group.

Theory : 50 Marks. Duration : 3 Hrs.

##### Practical :

(For Paper I & II combined). Marks : 100 (75 + 25)\*. Duration : 6 Hrs.

- \* 75 Marks for actual performance of a student at the practical examination and 25 marks for the Training Report submitted by the student at the time of practical examination which should be assessed by the pair of examiners.

#### V. FISHERY GROUP

1. Fish Processing Technology
2. Fresh Water Fish Culture

##### Paper I

Theory : 50 Marks. Duration : 3 Hrs.

##### Practical :

50\* Marks. Duration : 3 Hrs.

\*10 Marks should be allotted to the Journal to be submitted by the student at the time of the practical examination.

##### Paper II

Theory : 50 Marks. Duration : 3 Hrs.

##### Practical :

50\* Marks. Duration : 3 Hrs.

\*10 Marks should be allotted to the Journal to be submitted by the student at the time of the practical examination.

## PARA-MEDICAL GROUP

Course	Paper	Theory		Practical		Journal and Term Work Marks
		Marks	Duration	Marks	Duration	
1. Multipurpose Health Worker	I	50	2½ Hrs.	30	1 Hr.	20
	II	50	2½ Hrs	30	1 Hr.	20
2. Elementary Laboratory Technology	I	50	2½ Hrs.	45	3 Hrs.	5
	II	50	2½ Hrs.	45	3 Hrs.	5