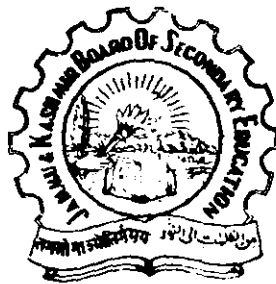


The Jammu & Kashmir Board of Secondary Education

HAND BOOK
1987



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The Jammu & Kashmir Board of Secondary Education

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CONTENTS

	Page
A. The Jammu and Kashmir Secondary Education Act, 1965	1-25
B. The J&K Secondary Education Regulations 1965, Notification	27
Chapter	
I. Preliminary	29-31
II. The Board	31
III. The Chairman	32
IV. The Secretary	32-34
V. The Joint Secretary	34
The Deputy Secretary	34
The Assistant Secretaries	34
VI. Committees of the Board	34-36
VII. The Committee of Courses	36-43
VIII. The Examination Committee	44
IX. Recognition of institutions	45-60
X. The Finance committee	60-61
XI. The Academic committee	61-63
XII. The Results committee	63-64
XIII. The committee for Women's Education	64-65
XIV. Meetings of the Board and its Committees	65-76

XV. General	Page
1) Application for admission to an Examination	76
2) Fees for Examinations	76
3) Bi-annual Examinations	
a) Matriculation	79
b) Higher Secondary, core and Elective	80
4 to 9) Dates etc. of Examinations and Declaration of Results	80-82
10) Refund of Fees	82-84
11 to 16) Permission for admission to Examination Halls	84-86
17) Marks Fee	86
18) Rechecking of Results	86-88
19 to 24) Board certificates	88-90
25 to 26) Optional subjects and change of subjects by private candidates	90
27) Appearing privately by regular students	90
28) Admission rules for appearing Matriculation Examination	91-94
29) Admission as private candidates to Higher Secondary Examination	94
30) Officers competent to attest permmission cum Admission form	94-95
31 to 34) Rules for candidates for appear- ing as examinees	95-96

	Page
35) Rules regarding alternative questions for failures due to change of syllabus.	97
36 to 66) Rules for conduct of Examinations and appointment of supervisory staff	97-108
67-68) Rules for constituting examination centres	108-111
69-83) Rules regarding appointment of Examiners	112-117
84) Remuneration to Examiners and Supervisory staff	117-125
85) Complaints against question papers	125-126
86) Tabulations & collation of results	126-128
87) Appointment of amanuensis in Board Examinations	129-130
88-98) Practical Examinations and its Rules	130-132
99-100) Miscellaneous rules	132
XVI. Crest & Seal	133
XVII. Rules for admission to Matriculation Examination and its syllabus	133-152
XVIII. Rules for admission to core and Elective Examinations and its syllabi	152-169
XIX. Accounts & Finance Regulations	169-193
C. Rules and Regulations for Prizes and Medals	195
D. Rules and Regulations for Scholarships	196-200

E. Rules and Regulations for G. P. Fund and C.P. Fund	Page 200-233
F. Rules and Regulations for correction in Name/Parentage	234-237
G. List of Board/Universities Recognised	238-235

The Jammu & Kashmir Secondary Education Act, 1965.

ACT NO II OF 1965.

**The Act received the assent of the Sadar-i-Riyasat
on the 24th March, 1965.**



An Act to establish and incorporate a Board
of Secondary Education.

Be it enacted by the Jammu and Kashmir
State Legislature in the Sixteenth Year of the
Republic of India as follows :—

CHAPTER I.

Preliminary.

1. Short title, extent and commencement :—

(1) This Act may be called the Jammu and Kashmir
Secondary Education Act, 1965.

(2) This section shall come into force at once.
The rest of the Act shall come into force on such
date as the Government may by notification in the
Government Gazette appoint in this behalf.

(3) It extends to the whole of the State.

2. Interpretation :-In this Act, unless there is anything repugnant in the subject or context,---

- (a) "Board" means the Board of Secondary Education established under section 3;
- (b) "Chairman" means the Chairman of the Board;
- (c) "Vice-Chancellor" means the Vice-Chancellor of the Jammu and Kashmir University;
- (d) "Educational Adviser" means the Educational Adviser of the Jammu and Kashmir State;
- (e) "Director of Education" means the Director of Education of the Jammu and Kashmir State;
- (f) "Head of the Institution" means the Headmaster or Head-mistress of a High School or a Principal of a Higher Secondary School, recognised by the Board;
- (g) "Institution" means an institution imparting Secondary Education and may also include a part of an institution;;
- (h) "recognised" with its grammatical variation, used with reference to institutions means recognised by the Board for the purpose of admission to the privileges of the Board;
- (i) "prescribed" means prescribed by regulations;

- (j) "regulations" means regulations made under this Act;
- (k) "Secondary Education" means the Education imparted in High Schools or Higher Secondary Schools of the Jammu and Kashmir State;
- (l) "Secretary" means the Secretary of the Board;
- (m) "University" means the University of Jammu and Kashmir;
- (n) "Vice-Chairman" means the Vice-Chairman of the Board.

CHAPTER II.

Constitution of the Board.

3. Incorporation of the Board :--(1) The Government shall establish, by a notification in the Government Gazette, a Board of Secondary Education for the State.

(2) The Board shall be a body corporate by the name of the Jammu and Kashmir Board of Secondary Education. It shall have perpetual succession and a common seal and may sue or be sued in its corporate name.

4. Composition of the Board :--The Board shall consist of the following, namely :--

- (a) ~~Vice-Chancellor~~ ~~(ex-officio)~~ (Chairman)

- (b) Educational Adviser ~~(ex-officio Vice-Chairman)~~;
- (c) two Divisional Pro-Vice Chancellors of the University of Jammu and Kashmir;
- 1 (d) Director of Education;
- 2 (e) Deputy Directors of Education of Jammu and Kashmir Provinces;
- 2 (f) Deputy Directresses of Women's Education of Jammu and Kashmir Provinces;
- 2 (g) two Principals of Higher Secondary Schools for Boys--one each from the Provinces of Jammu and Kashmir, nominated by the Government;
- 2 (h) two Principals of Higher Secondary Schools for Girls--one each from the Provinces of Jammu and Kashmir, nominated by the Government;
- 4 (i) four Headmasters of Boys High Schools--two each from the Provinces of Jammu and Kashmir, nominated by the Government;
- 2 (j) two Head mistresses of Girls High Schools--one each from the Provinces of Jammu and Kashmir, nominated by the Government;
- 4 (k) four persons nominated by the Central Council of the University of Jammu and Kashmir--two each from the Provinces of Jammu and Kashmir;

- 4 (l) four persons nominated by the Government to represent interests not otherwise adequately represented;
- (m) the Registrar of the University of Jammu and Kashmir;
- (n) the Joint Registrars of the two Divisions of the University of Jammu and Kashmir;
- (o) Principal, Medical College, Srinagar ;
- (p) Principal, Engineering College, Srinagar ;
and
- (q) one Principal of an Agriculture College, nominated by the Government.

5. Headquarters of the Board and its two Divisions. – The headquarters of the Board shall be at Srinagar and Jammu from such dates to such dates as the Chairman may from time to time determine.

6. Terms of office of members. Members, other than **ex-officio** members of the Board, shall hold office for a term of three years from the date of the notifications published under section 8 :

Provided that even after the said period of three years such members shall continue to hold office till their successors have been notified under section 8.

7. Filling of vacancies on expiry of term of office. – When the term of office of members, other than **ex-officio** members, has expired, vacancies so caused shall be filled within one month in the

prescribed manner.

8. Publication of names:— The names of persons who have been nominated to be members of the Board under section 4 shall be published by the Government and the University of Jammu and Kashmir by notifications in the Government Gazette

9. Powers and functions of the Board:— Subject to the provisions of this Act and also subject to the board educational policies and such directions and instructions as the Government may adopt and issue from time to time, the Board shall have the following powers and functions :—

- (i) to prescribe courses of instruction for the High School and Higher Secondary School examinations;
- (ii) to conduct public examinations for persons who have pursued the High Schools and Higher Secondary Courses;
- (iii) to publish the results of examinations conducted by the Board;
- (iv) to grant diplomas or certificates to persons who have passed the examinations of the Board under conditions laid down in the regulations;
- (v) to recognize institutions for the purpose of providing instruction in the High Schools and the Higher Secondary School Courses;

-
- (vi) to admit candidates to the examinations of the Board;
 - (vii) to demand and receive such fees as may be prescribed;
 - (viii) to hold, control and administer the funds and property of the Board;
 - (xi) to co-operate with the University of Jammu and Kashmir in particular and with other authorities in general, in such manner and for such purpose as the Board may determine;
 - (x) to place before the Government and the University of Jammu and Kashmir, as the case may be, the views of the Board, on any matter with which it is concerned;
 - (xi) to call for reports from the Educational Adviser and the Director of Education on the conditions prevailing in recognised institutions or in institutions applying for recognition ;
 - (xii) to adopt measures, to promote the physical, moral, cultural and social welfare of students in recognised institutions;
 - (xiii) to take such measures as the Board may think are necessary to raise the standard of Secondary Education in the State;
 - (xiv) to institute and award scholarships,

- medals and prizes under conditions that may be prescribed;
- (xv) to frame regulations for carrying out its purposes;
 - (xvi) to approve the annual financial estimates of the Board after having been endorsed by the Finance Committee;
 - (xvii) to appoint committees, consisting of such members of the Board and such other persons, if any, as the Board in each case may deem fit, for carrying out specified purposes and to delegate to these committees such powers as it may deem fit ; and
 - (xviii) to do all such other acts and things as may be requisite in order to further the objects of the Board as a body constituted for regulating and supervising High School and Higher Secondary Education in the State.

— — —

CHAPTER III.

Funds, Accounts and Contracts.

10. Constitution of Board Fund.—A Board shall be constituted and all sums received by or on behalf of the Board under this Act or otherwise shall be placed to the credit thereof.

11. Custody and investment of Board Fund.--

- (1) All moneys at the credit of the Board Fund

except permanent advance required to meet petty expenditure, shall be kept in the current or savings bank account with a scheduled Bank ;

Provided that nothing in this section shall be deemed to preclude the Board from investing any moneys belonging to the Board including any unapplied income in any of the approved securities or to place on fixed deposit in any scheduled bank, any portion of such moneys not required immediately for expenditure.

Explanation : In this sub-section, the expression 'scheduled Bank' means a Bank whose name is for the time being contained in the second Schedule to the Reserve Bank of India Act, 1934 (II of 1934).

(2) Subject to the direction of the Chairman, the accounts of the Board with a Bank shall be operated upon by the Secretary of the Board or by such other Officer, as may be authorised by the Board for the purpose.

12. Application of Board Fund.—(1) Subject to the provisions of this Act, the Board Fund shall be applied as follows :—

- (i) for the payment of charges and expenses incidental to several matters specified in this Act in accordance with regulations made in this behalf;
- (ii) for other purposes for which by or under this Act powers are conferred or duties

imposed upon the Board in accordance with the regulations.

13. Audit of the accounts of the Board: - The accounts of the Board shall be audited annually by such agency as may be specified by the Government, and a copy of the audited accounts and balance sheet shall be submitted by the Board to the Government each year by such date as the Government may specify.

14. Contracts: - All contracts and assurances of property of the Board shall be in writing for and on behalf of the Board and shall be signed by the Secretary or a person authorised by the Board or in such other manner as may be prescribed, and shall, if so signed, be binding on the Board.

CHAPTER IV.

Officers of The Board And Their Duties And Powers.

15. Officers of the Board: - Subject to the other provisions of this Act, the following shall be the officers of the Board, namely :—

- (1) the Chairman ;
- (2) the Vice-Chairman ;
- (3) the Secretary to the Board ;
- (4) such other officers as may be declared by regulations to be the officers of the Board.

16. Chairman:—The Vice-Chancellor of the University of Jammu and Kashmir shall be the *ex-officio* Chairman of the Board.

17. Powers and duties of the Chairman: —
(1) The Chairman shall be the head of the Board, and shall ensure that this Act and the regulations are faithfully observed and shall have all powers necessary for this purpose.

(2) The Chairman may at any time, and shall at prescribed intervals or on receipt of a requisition signed by not less than one third of the total number of members of the Board and stating the business to be brought before the Board, call a meeting of the Board in the prescribed manner.

(3) The Chairman shall have the power to seek a review of previous decision or decisions of the Board as he deems necessary.

(4) If, in the opinion of the Chairman, any emergency has arisen which requires that immediate action should be taken, he shall take such action as he deems necessary, and shall thereafter report the action taken to the Board at its next meeting.

(5) The Chairman shall preside at every meeting of the Board at which he is present.

18. Vice-Chairman.—The Educational Adviser to the Jammu and Kashmir Government or such other official as the Government may nominate shall

be the **ex-officio** Vice-Chairman of the Board.

19. Duties and Powers of Vice-Chairman :—

The Vice-Chairman shall assist the Chairman in all matters, administrative and academic, shall discharge such duties and exercise such powers as may be delegated to him under the regulations and shall, in the absence of the Chairman, preside over the meetings of the Board.

20. Appointment, Powers and duties of Secretary : -

(1) The Registrar of the Jammu and Kashmir University, in addition to his own duties, shall act as the Secretary of the Board and shall perform such duties and exercise such powers as have been delegated to the Secretary under the provisions of this Act and the regulations.

(2) The Secretary shall, subject to the control of the Board, be the Chief Executive Officer of the Board.

(3) The Secretary shall be responsible for the preparation and presentation of the annual estimates and statements of accounts.

(4) The Secretary or any other officer authorised by him, shall, under the authority of the Chairman, conduct the official correspondence of the Board.

(5) Subject to the control of the Examination Committee, the Secretary shall be responsible for making arrangements for holding the Examinations of the Board.

(6) The Secretary shall, on behalf of the Board, issue diplomas and certificates in the prescribed form to the successful candidates who have passed the examinations of the Board.

(7) All meetings of the Board shall be convened through the Secretary in the manner provided in the regulations.

(8) The Secretary shall be responsible for seeing that all moneys of the Board are expended for the purpose for which they are granted or allotted.

(9) The Secretary shall be responsible for keeping the minutes of all meetings of the Board.

(10) The Secretary shall be entitled to be present and to speak at any meeting of the Board, but shall not be entitled to vote thereat.

(11) The Secretary shall exercise such other powers as may be prescribed.

2.1. Other officers and servants of the Board :-

(1) The Board shall appoint one Joint Secretary and two Assistant Secretaries and other officers on such conditions and for such period as the Board may deem fit.

(2) The Joint and Assistant Secretaries shall perform such functions and exercise such powers as may be prescribed by the Board.

(3) The Board may appoint such clerical staff

and other servants as it considers necessary for the efficient performance of its functions.

(4) The qualifications, conditions of service and the scales of the pay of the Joint and Assistant Secretaries, the other officers and the other servants of the Board, other than the Secretary, shall be determined by the regulations.

CHAPTER V.

Committees of the Board.

22. Appointment and constitution of Committees and their Powers and functions :—(1) The Board shall appoint the following Committees, namely :—

- (a) Committees of Courses;
- (b) a Committee for examinations;
- (c) a Recognition Committee;
- (d) a Finance Committee;
- (e) an Academic Committee to Consider general questions relating to the Curricula;
- (f) a Results Committee;
- (g) a Committee on Women's Education;
- (h) such other Committees, if any, as may be prescribed.

(2) Each Committee of Courses shall be so constituted as to provide adequate representation

to the members of the Board of Studies of the University of Jammu and Kashmir.

(3) A Committee shall have the power to co-opt experts to serve thereon up to a limit of one-third of the total number of members of the Committee.

(4) The number of members appointed by the Board to any Committee shall ordinarily be not less than three and not more than five.

(5) The Board shall appoint a member of each Committee to be the convener thereof.

(6) The term of the members shall be as prescribed by regulations.

(7) Unless otherwise provided in the regulations, no person shall be member of more than two of the following Committees :-

- (a) the Committee for Examinations ;
- (b) the Finance Committee ;
- (c) the recognition Committee ;
- (d) the academic Committee.

23. Power and functions of the Committees –

(a) **The Committees of Courses** :—In accordance with the Regulations to be prescribed for the purpose, each Committee of Courses shall lay down a Syllabus in the subject or subjects with which it is concerned and recommend suitable text books when necessary.

(b) **The committee of Examinations** :—The Committee for examinations shall, subject to the control of the Board :—

- (i) make arrangements for the conduct of the examinations in conformity with the regulations;
- (ii) appoint paper-setters and examiners after considering the recommendations of the Committees of Courses, subject to the approval of the Board;
- (iii) propose the opening and closing of centres of examinations;
- (iv) appoint tabulators for the examinations conducted by the Board;
- (v) consider cases of the use of unfair means in the examinations conducted by the Board;
- (vi) scrutinize applications from private candidates for permission to appear at the examinations of the Board; and
- (vii) consider all other matters arising out of the conduct of examinations and make recommendations, where necessary, to the Board.

(c) **The Recognition Committee** :—The Recognition Committee shall scrutinize applications received from schools desiring to be recognised for

the purpose of an examination or examinations conducted by the Board, call for other information necessary for purposes of recognition and perform such other duties as may be delegated to it by the Board. It may appoint sub-committees for the purpose when necessary.

(d) **The Finance Committee** :--(i) The Finance Committee shall act as an advisory body in all matters concerning the finances of the Board.

(ii) The Finance Committee shall prepare the annual budget of income and expenditure and submit it to the Board for its approval

(iii) No new items of expenditure shall be incurred by the Board or its administrative or executive head except with the prior permission of the Finance Committee.

(e) **The Academic Committee** :—The Academic Committee shall : —

(i) consider all academic questions relating to the examinations conducted by the Board, including the conditions to be fulfilled and the tests to be passed by the candidates and report thereon to the Board; and

(ii) recommend to the Board the syllabi and courses of study for the examinations

held by the Board except such text books as may be got edited by the Board itself, after considering the recommendations of the Committees of Courses.

(f) **The Results Committee** : In accordance with the regulations, the Results Committee shall :-

- (a) authorise declaration and publication of the results of the examinations conducted by the Board;
- (b) subject to the approval of the Board, quash the result of a candidate after it has been declared if he is disqualified for having used un fair means in the examinations ; and
- (c) amend, subject to confirmation by the Board the result of a candidate after it has been ascertained and published, when found to have been affected by error, mal-practice, fraud or any other improper conduct.

(g) **The Committee for Women's Education**:-

The Committee for Women's education shall make suggestions and recommendations to the Board for the dissemination and promotion of such education in the State. It shall also perform such other duties and exercise such other powers as may be prescribed by the regulations.

— — —

CHAPTER VI.

Procedure of the Board and of its Committees

24. Casual vacancies :—All casual vacancies among the members other than **ex-officio** members of the Board, or of a Committee appointed by the Board shall be filled as soon as convenient, by the Government or body or person who nominated the member whose place has become vacant and the person nominated or appointed to a casual vacancy shall be a member of the Board or of the Committee, as the case may be, for the residue of the term for which the person whose place he fills would have been a member.

25. Proceedings not invalidated by reason of vacancies and irregularities : No act or proceedings of the Board or of a committee appointed by it shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members, or by reason of a defect in its constitution or an irregularity in procedure not affecting the merits of the case.

26. Quorum :—No business shall be transacted at any meeting of the Board or any Committee thereof unless members numbering at least one-third of the total number of members of the Board or Committee are present at such meeting.

27. Members interested not to take part in discussion :—No member shall take part in the

discussion of, or exercise his vote on, any matter in which he has any personal interest.

CHAPTER VII.

Control

28. Powers of the Government :---(1) The Government shall have the right to cause an enquiry to be made by such person or persons as it may direct in respect of any matter connected with the functioning of the Board.

(2) The Government may address the Board with reference to the result of such enquiry with such advice as the Government may offer upon the action to be taken.

(3) The Board shall report to the Government such action, if any, as it proposes to take or has taken upon the communication received under sub-section (2.)

(4) If the Board does not, within a reasonable time, take action to the satisfaction of the Government with reference to the matter on which a communication has been received under sub-section (2), the Government may, after considering any report which the Board may furnish, issue such directions, consistent with the provisions of this Act, as it may think fit and the Board shall comply with such directions.

29. If any difficulty arises as to the first constitution of the Board and of any of its committees after the commencement of this Act, or otherwise in giving effect to the provisions of this Act, the Government as occasion may require, may by order do anything which appears to them necessary for the purpose of removing the difficulty.

CHAPTER VIII.

Miscellaneous.

30. Powers of the Board to make regulations :-

(1) The Board may make regulations for the purposes of carrying into effect the provision of this Act.

(2) In particular and without prejudice to the generality of the foregoing powers, the Board may make regulations providing for the following matters, namely : —

- (a) the procedure of the Board and its Committees ;
- (b) the constitution, powers and duties of the Committees set up by the Board ;
- (c) the conferment of diplomas and certificates;
- (d) the conditions for admission of institutions to the privileges of recognition and withdrawal of recognition;
- (e) the courses of study to be laid down for all certificates including such courses of

- study as may be edited, printed and published by the Board itself ;
- (f) the conditions under which candidates shall be admitted to the examinations of the Board and shall be eligible for diplomas and certificates ;
 - (g) the fees for admission to the examinations of the Board ;
 - (h) the remuneration for paper-setters, examiners, supervisory staff engaged for conduct of the examinations of the Board and others;
 - (i) the appointment of examiners and their powers and duties ;
 - (j) the conduct of examinations ;
 - (k) the appointment of officers, clerical staff and other servants of the Board ;
 - (l) the constitution of a Provident Fund for the benefit of officers, clerks and other servants employed by the Board;
 - (m) the control, administration, safe custody and management in all respects of the finances of the Board ;
 - (n) the institution of scholarships, medals and prizes ;
 - (o) the allowances of members of the Board and all its Committees;
 - (p) the conditions of the pensions of permanent employees of the Board ; and

- (q) all matters which by this Act are to be or may be prescribed or provided for by regulations.

31. First regulations of the Board :— The first regulations shall be made by the Government after previous publication, and they shall be deemed to have been made by the Board and shall continue to be in force until altered by the Board ;

Provided that till such time as the Government publishes the first regulations, the Statutes, Rules and Regulations prescribed and adopted by the University of Jammu and Kashmir in accordance with the provisions of the Jammu and Kashmir University Act of Samvat 2005, shall be acted upon for organising, regulating and supervising the High School and Higher Secondary School Education in the Jammu and Kashmir State, unless otherwise those are repugnant to the provisions of this Act.

32. Copies of regulations and alterations thereof :—A copy of every regulation made by the Board under section 30 and of every modification or revision thereof or of each of the first regulations of the Board made or deemed to have been under section 31 shall be submitted to the Government for information.

33. Provisions regarding institutions imparting Secondary Education affiliated to the University of Jammu and Kashmir :—Notwithstanding

anything contained in this Act, all educational institutions admitted to the privileges of the University of Jammu and Kashmir in respect of High School and Higher Secondary School Education and situate within the territories of the State shall, in respect of such education, with effect from the date of commencement of this Act, be deemed to be admitted to the privileges of the Board, and the Board shall, as far as possible and consistent with the provisions of this Act, admit such institutions to all such privileges in respect of Secondary Education as they had from the University of Jammu and Kashmir before the said date.

34. Facilities to be afforded to students studying and eligible for Examinations of the University of Jammu and Kashmir in Secondary Education :— Notwithstanding anything contained in this Act or the regulations made thereunder, the Board shall provide for such period and such manner as may be prescribed for instruction of students of institutions admitted to the privileges of the University of Jammu and Kashmir, who, before the date of the commencement of this Act were studying or were eligible for any examination of the said University in Secondary Education and for the Examination of such students and others in accordance with the prospects of studies of the University of the Jammu and Kashmir.

35. Transfer of the services of the personnel of the administrative and other staff to the Board

from the establishment of the University of Jammu and Kashmir :- Notwithstanding anything contained in this Act, the continuity of the services of the personnel of the administrative and other inferior staff which may be transferred to the Board from the establishment of the University of Jammu and Kashmir shall remain unaffected in any way. Under the employment of the Board, they shall be entitled to all such claims, privileges and facilities as they have in the service of the said University, besides such other privileges and facilities as the Board may prescribe under the provisions of this Act, for its employees.

36. Alteration in the designation of a Government officer : - Where any provision of this Act or the regulation refers to any officer of Government by designation, then, if that designation is altered or the office held by such officer ceases to exist, the reference shall be construed as reference to the altered designation, or as the case may be, to such corresponding officer as the the Government may direct.

37. Transitional arrangements : - Till such time as the Board and the Committees are constituted under the provisions of this Act, the Chairman shall have power to perform such duties and exercise such powers, as have been conferred upon the Board and the Committees under the provisions of this Act.



NOTIFICATION

Jammu, the 8th of February 1966 SRO-30 In exercise of the Powers conferred by Section 31 of the Jammu and Kashmir Secondary Education Act, 1965. the Government hereby make the following first Regulations of the Board of Secondary Education, the same having been previously published in the Government Gazette dated 11-9-65 as required by the said section, namely ;—

The Jammu and Kashmir Secondary Education
Regulations 1965.

THE JAMMU & KASHMIR SECONDARY
EDUCATION REGULATIONS 1965.

CHAPTER I.

Preliminary :

1. These Regulations may be called the Jammu and Kashmir Secondary Education Regulations 1965

2. These shall come into force at once.

3. In these Regulations, and in the Rules and Byelaws made thereunder, unless the context otherwise requires :—

(i) "Act" means the Jammu and Kashmir Secondary Education Act, 1965;

(ii) "Board" means the Board of Secondary Education for Jammu and Kashmir;

(iii) "Chairman" means the Chairman of the Board;

(iv) "Higher Secondary School" or Multipurpose Higher Secondary School" or Multilateral Higher Secondary School" means an educational institution preparing candidates for the Higher Secondary Education of the Board and recognised by the Board for such a purpose ;

(v) "High School" means an educational institution preparing candidates for the High School Examination of the Board and recognised by the Board for such a purpose ;

- (vi) "Recognised Institution" means an institution recognised for admission of candidates to any examination of the Board ;
- (vii) "Principal" means the Head of a High School or a Higher Secondary School or a Multipurpose Higher Secondary School or a Multilateral Higher Secondary School, recognised by the Board for the High School Examination or the Higher Secondary Examination ;
- (viii) "Headmaster" or "Headmistress" means the Head of a High School recognised by the Board for the Matriculation Examination ;
- (ix) "Head of an Institution" means the Headmaster or the Headmistress or the Principal of a School recognised by the Board ;
- (x) "Teacher" means a person actually engaged in the work of giving instructions in School recognised by the Board;
- (xi) "Session" means the period for which an institution is open for tuition during the twelve months commencing with the formation of new classes ;
- (xii) "Private candidate" means a candidate for an examination conducted by the Board who has not, during the academic year preceding the examination, been

studying at an institution recognised by the Board for the purpose ;

(xiii) "Regular Course of Study" means a course of study prescribed by the Board; and ;

(xiv) "Secretary" means the Secretary of the Board of Secondary Education for Jammu and Kashmir.

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CHAPTER II.

The Board.

1. The Board shall meet ordinarily in the months of August and February.

A special meeting of the Board may be called by the Chairman as and when necessary or on a requisition in writing signed by not less than one third of the total number of members of the Board for a purpose to be specified in the requisition.

2. The meeting of the Board held in the month of February shall be deemed to be the annual meeting of the Board ;

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

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CHAPTER III.

The Chairman.

1. The Chairman shall have the right to attend and speak at, and otherwise take part in, any meeting of any Committee of the Board but shall not be entitled to vote.

CHAPTER IV.

The Secretary.

1. The Secretary shall be responsible for the proper maintenance of all the records of the Board and shall be the Custodian of the Common seal and such other property of the Board as may be committed to his charge.

2. All fees and dues payable to the Board, and all sums received by the Secretary on behalf of the Board shall be credited without delay to the account of the Board with the scheduled Bank appointed by the Board for the purpose.

3. The Secretary shall be responsible for the proper printing and issue of examination papers and, subject to the control of the examination Committee for making arrangements connected with the conduct of the Board Examinations.

4. The Secretary shall receive and, subject to the control of the examination Committee, deal with applications from candidates for admission to

the examinations of the Board.

5. The Secretary shall have charge of the Boards Library if any, and shall forward to Conveners of Committees of Courses concerned, books received from Publishers and shall at the request of the Conveners, circulate the same among the members.

6. The Secretary shall annually at the convenient date circulate to all concerned a list of High and Higher Secondary Schools recognised for the purpose of the Board's Examinations, specifying the optional subjects and streams in which recognition has been granted.

7. The Secretary shall have power to realize and receive all moneys due to the Board and sign and grant receipts for the same, to make all disbursements on account of the Board and sign such cheques and other instruments as may be necessary for the purpose.

8. The Secretary shall, in the execution of his office, be subject to the immediate direction and control of the Chairman and shall generally render such assistance to the Chairman as may be desired by him in the performance of his official duties.

9. The Secretary shall be competent :—

- (i) to appoint temporary staff in anticipation of Chairman's approval, out of the budg-

etary provision for appointment of temporary staff;

- (ii) to enter a black mark in the work and conduct Book of the ministerial staff, maintained by him, against the persons found responsible for omission and errors.
- (iii) to impose, subject to the approval of the Chairman, fines on the clerical staff and inferior servants of the Board;

10. The Secretary shall perform such other duties as may be assigned to him by the Board or may be necessary for the carrying out of its decisions,

CHAPTER V.

The Joint Secretary, the Deputy Secretary and the Assistant Secretaries.

1. The Joint Secretary, the Deputy Secretary and the Assistant Secretaries of the Board shall perform such functions and exercise such powers of the Secretary as may assigned to them by the Chairman.

CHAPTER VI.

Committees of the Board.

1. If, in the opinion of the Chairman, a Committee, appointed under any of the regulations or

Bye-laws, is not sufficiently representative of the interests of all the areas under the jurisdiction of the Board or of the subject to be treated by the Committee, he may, notwithstanding anything contained in the Act or the Regulations or the Bye-laws, nominate additional members on the Committee.

2. Members of the Committees, and their Conveners, other than Co-opted members, shall hold office for a period of three years. The term of three years shall be reckoned from the date of the Board's meeting at which the Committees were appointed.

The term of co-opted or nominated members of a Committee shall be one year from the date of co-option or nomination.

3. Appointment of members to fill casual vacancies in the Committees of the Board shall be made at the meeting of the Board immediately following the occurrence of the vacancies, and members so appointed shall hold office from the date of appointment for the residue of the term.

The Board shall appoint at its annual meeting of the Committee a member of each Committee to be the Convener.

4. If the Convener of a Committee ceases to hold office, the Committee shall appoint a substitute from among its own members to hold office till the next annual meeting of the Board.

5 Any member of a Committee who has failed to attend two consecutive meetings of the Committee shall cease to be a member of that Committee.

CHAPTER VII.

Committees of Courses

1. The Board shall appoint Committees of Courses in the following subjects which may be grouped in such a manner and with such additions and alterations as the Chairman may from time to time decide : -

- (i) English
- (ii) Sanskrit
- (iii) Persian
- (iv) Arabic
- (v) Hindi
- (vi) Urdu
- (vii) Panjabi
- (viii) History and Civics
- (ix) Geography
- (x) Mathematics
- (xi) Arithmetic, Domestic Arithmetic and Household Accounts
- (xii) Physics
- (xiii) Chemistry
- (xiv) Biology
- (xv) Physiology and Hygiene
- (xvi) Drawing and Design

- (xvii) Geology
- (xviii) Music
- (xix) Social Studies
- (xx) General Science
- (xxi) Crafts (including Hand Spinning and weaving and Basket making, Wood work, Smithy, Clay Modeling and Paper Machie, Sewing, Needle work, Embroidery and Knitting, Pottery, Workshop Practice, Tailoring, Commercial Drawing, Dying and Calico Printing, Embroidery and Gabba Making, Art and design).
- (xxii) Home Science (including the subject comprised in the group)
- (xxiii) Education
- (xxiv) Elements of Psychology and Logic
- (xxv) Applied Mathematics
- (xxvi) Commercial and Mechanical Drawing
- (xxvii) Physics and Chemistry (Technical Group)
- (xxviii) Engineering (All subjects)
- (xxix) Commerce
- (xxx) Agriculture and Allied subjects
- (xxxi) Fine Arts including the subjects comprised in the group.

2. Committees of Courses shall also be constituted for such other purposes of Study as may from time to time be prescribed by the Board.

3. Each Committee of Courses shall have at least one expert person who is not a teacher in any recognised High School or Higher Secondary School of the State.

4. Each Committee of Courses shall prepare and recommend to the Academic Committee, a syllabus in the subject or subjects with which it is concerned, and, when necessary, recommend suitable text books.

5. Every Committee of Courses shall meet once a year in the month of May or earlier unless otherwise directed by the Chairman. If it is found necessary for any special reason to hold an additional meeting of a Committee during the Course of a session, special permission of the Secretary shall be previously obtained by the Convener of the Committee concerned.

6. The draft courses proposed by the Committee shall be placed before the Academic Committee at its annual meeting for being recommended to the Board for adoption.

7. The courses finally recommended by the Academic Committee shall be submitted to the Board at its February meeting for approval.

8. The Courses as finally approved and sanctioned by the Board shall be printed in the prospectus and issued by the Secretary preferably two months ahead of the date on which the Course for a particular examination is to commence.

9. If the Board or the Academic Committee is of opinion that a recommendation made by a Committee of courses requires reconsideration, it may refer the matter back to the Committee. After considering the views of the Committee upon the reference, the Board or the Academic Committee as the case may be, shall decide the matter.

10. A committee may bring to the notice of the Academic Committee any matter connected with the Examinations or Courses in respect of subject or subjects with which it is concerned.

11. Any two or more Committees of Courses may, with the consent of the Chairman, or under a resolution of the Board or the Academic Committee meet and render a severally and jointly concerned. In such cases the joint meeting shall elect its own Chairman from among the Conveners of the Committees jointly meeting.

12. It shall be the duty of the various Committees of Courses to recommend to the examination Committee panels of names of paper setters and examiners for each year's examinations, in the subject or subjects with which they are concerned.

13. The reports of the examiners regarding the general character of answer books relating to the immediately preceding examinations of the Board shall be placed for consideration before the Committees of courses concerned.

14. No Committee of Courses shall recommend

for study for any examination, any book written or published by a member of the Committee; and no book prescribed or recommended shall ordinarily be changed before a period of three years.

15. A copy of each book submitted by the Authors or publishers shall be sent by the Secretary to each member of the Committee of courses concerned at least one month before the date of the meeting of the Committee.

16. The following procedure is laid down for submission of books by the Publishers or authors of books for consideration of Committees of Courses:-

- (i) The Secretary shall in the month of April or earlier invite printed books on subjects or parts thereof for the examinations conducted by the Board on receipt of the suggestions of the Committees of Courses. A notification to this effect shall be issued in one or two important Daily papers and the Government Gazette, and to local and outside publishers of repute.
- (ii) Books invited should reach the office of the Secretary on or before 15th of May.
- (iii) Full name and address of the author of a book, submitted for consideration, should be given by the publisher on each book and the publisher must produce satisfactory evidence that the book is the production of the author named.

- (iv) Publishers should disclose clearly, while submitting a book, whether they or any of their near relatives have any financial interest in any other firm of publishers.
- (v) The Publishers or Author publisher who are found guilty of one or more of the following acts shall be disqualified :—
1. Infringing copyrights.
 2. Charging more than the authorised prices ;
 3. Making wrong statments about the authorship of books; or with-holding information regarding partnership in royalty.
- (vi) Publishers or author-publishers should submit seven copies of each book to the Secretary. No book shall be sent by the publishers or author-publishers direct to the members of a Committee of Courses.
- (vii) On the reverse of the title page of each copy of a book a slip of paper should be pasted containing the following information :—
- (a) Name of the Book ;
 - (b) Name and address of the author ;
 - (c) Name and address of the publisher;
 - (d) Name of the subject ;

- (e) Name of class for which intended;
 - (f) Purpose (whether submitted as a text-book or supplementary reader).
 - (g) Price ;
 - (h) Number of pages ;
 - (i) Whether the book was submitted before, and, if so when ?
 - (j) Date ;
 - (k) Signature of the Publisher ;
- (viii) The following declaration shall be accompanied with each book submitted for consideration :—

This is to certify that —

- (i) There has been no infringement of copyright rules in the book entitled.....;
- (ii) The book entitled.....does not contain any obscene passage and its contents are not objectionable in any other way;
- (iii) The author's name given on the book is the name of real author and he has no secret partners ;
- (vi) Required number of copies of the book will be made available by the beginning of Academic Session and that in

subsequent editions the get-up of the book according to the sample of the book submitted to the office of the Board for consideration will be maintained.

- (v) No change in price will be made without the previous approval of the Board.
 - (ix) The word "Specimen" should be stamped boldly on the first page of each book and on several other pages inside the book.
 - (x) Separate forwarding letters should be sent for books relating to each subject.
 - (xi) If a book is prescribed or recommended by the Board for any examination the publishers or author-publishers should send two copies of each book for record in the Board. They should also send two copies of the same book whenever they bring out a new edition so long as that book remains in force so that it could be checked with the specimen originally submitted by them.
 - (xii) Convassing by the Publisher or authors for publication of their work will render them disqualified for this work.
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CHAPTER VIII

The Examination Committee

1. The examination Committee shall consist of:-
 - (a) The Chairman ;
 - (b) The Vice-Chairman ;
 - (c) The Director of Education ;
 - (d) Two persons nominated by the Chairman from among the Conveners of various Committees of Courses, by rotation, and;
 - (e) Four persons, being members of the Board, elected by the Board.

2. The Secretary of the Board shall be the Secretary of the Committee

3. In addition to the powers and functions outlined in the Act, the Examination Committee shall be competent
 - (i) to recommend forms of applications to be filled in by candidates applying for permission to appear at examinations, and forms of certificates and diplomas to be granted to successful candidates;
 - (ii) to propose rates of honoraria for paper-setters, examiners and supervisory staff appointed for the conduct of the Board's examinations;
 - (iii) to arrange for the moderation of question papers as and when considered necessary by the Board ;

- (iv) to appoint inspection and supervisory staff for conduct of examinations of the Board.

CHAPTER IX

Recognition of Institutions by the Board

(a) The Recognition Committee.

1. The Recognition Committee shall consist of-
 - (i) The Chairman ;
 - (ii) Vice-Chairman ;
 - (iii) The Director of Education ;
 - (iv) Two members appointed by the Board from the Inspecting officers of Education Department of the State of whom one shall be a woman ;
 - (v) Three members appointed by the Board from among its members.

2. The Secretary of the Board shall act as the Secretary of the Committee.

3. It shall be the duty of the Recognition Committee to scrutinise applications for recognition and, after considering the recommendations of the inspector or inspectors, to make definite recommendations to the Board on each application.

4. The Recognition Committee shall meet whenever the Chairman directs.

(b) Recognition of Institutions.

5. An educational institution desiring to be recognised for purposes of an examination conducted by the Board shall apply to the Secretary on a prescribed form through the Educational Adviser or the Director of Education, as the case may be, who shall scrutinise the list of the various subjects proposed to be taught in the school and also certify that adequate arrangements exist or will be provided within a time to be specified for the teaching of the subject taught or to be taught in the school.

Note :— No educational institution which is not recognised by the Board shall be permitted to present the candidates for any examination conducted by the Board.

6. All applications for grant of recognition (for new institutions or classes or new subjects) supported by necessary documents, in the case of Government or private institutions, shall be forwarded to the Secretary by the Educational Adviser or the Director of Education as the case may be, within thirty days of the opening of such classes or subjects.

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

8. Institutions applying for recognition shall remit fees at the following rates alongwith their applications :-

Higher Secondary High School

1) for first inspection Rs. 100/- Rs. 75/-

2) for seeking recognition in a new subject	Rs. 50/-	Rs. 30/-
3) for periodical inspection	Rs. 75/-	Rs. 50/-

9. Application for recognition shall set out in detail the following particulars upon which the Educational Advisor or the Director of Education as the case may be, shall make his report and recommendations :-

- (a) whether there is a real need for the institution in the locality;
- (b) the constitution and personnel of the governing body in the case of private institution;
- (c) whether it guarantees satisfactory standard of educational efficiency for the purpose for which recognition is sought, and that it is established on permanent basis ;
- (d) whether its financial resources are such as to enable its continued maintenance;
- (e) the qualifications and grades of pay and conditions of service of the teaching staff;
- (f) the examination or examinations for which it desires recognition;
- (g) the subject or subjects of instruction in which the institution has made provision;

- (h) the financial position of the institution and the Sources and the amount of income;
- (i) the number of students in each class or section of a class;
- (j) the provision made for the health, recreation and discipline of students;
- (k) the provision for a suitable library;
- (l) whether the institution has a hall. If so, what is its seating capacity.

10. (i) On receipt of this application, the Secretary shall, after preliminary examination submit it to Chairman who shall direct a local inquiry and report on that application. For purposes of this inquiry, the Chairman shall appoint an inspector or inspectors, as he may consider in each case, from a panel of 20 persons constituted by the Recognition Committee;

- (ii) The Chairman may in any case, either for dearth of suitable persons on the panel, or strengthen the Inspection Committee, appoint inspectors from outside the panel;
- (iii) The inspector or inspectors shall fix the date for inspection of an institution well in advance so that an intimation to the institution is given at least two weeks earlier than the date fixed for the inspection.

- (iv) The inspector or inspectors shall, in his/their report and recommendations, state whether and in what subjects or on what conditions, recognition should, in his/their opinion, be granted.
- (v) The inspection of an institution shall be conducted by the Inspector or inspectors within two months from the date of intimation of appointment.
- (vi) The file of particular institution shall be sent by the Secretary to the inspector or inspectors, as the case may be, alongwith the intimation of appointment.
- (vii) Each inspector appointed to conduct inspection of an institution for grant of recognition shall be paid remuneration at the following rates in addition to the T. A. and D. A. admissible under rules :—

In the case of Higher Secondary Schools Rs. 15/-

In the case of High School Rs. 10/-

In the case of a subject or subjects Rs. 8/-

11. The report recommendations of the inquiry shall be submitted by the Secretary to the Recognition Committee.

12. Any other information which the Board may call for in connection with the application shall be supplied by the institution through the

Educational Adviser or the Director of Education, as the case may be.

13. No educational institution shall be recognised or continue to be recognised unless it complies with the following requirements, namely :—

- (a) that it shall be open to inspection by such person or persons as the Board may depute for this purpose ;
- (b) that the middle and primary section of the school continue to be recognised by the Department of Education ;
- (c) that Rules and Regulations issued by the Education Department of the State, so far as they are not inconsistent with the provisions of the Act and Regulations of the Board, are duly followed ;
- (d) that all information and returns called for from the institution by the Board shall be duly furnished by the Head of the institution ;
- (e) that it shall not prepare and send up candidates for a rival examination of any other Board, University or examining Body when an examination of the same nature and similar standard is held by the Board ;
- (f) that it shall make suitable arrangements for health and recreation of its students, which will include the following :—

- (i) proper sanitary arrangements;
- (ii) medical inspection of its students at least once a year;
- (iii) Physical Education of its students consisting of outdoor games or physical exercises;

N. B. Clause (ii) shall be optional for girls only.

- (g) that it shall provide accommodation at the rate of 12 Sq. feet of floor space for each student in a class room;
- (h) that it shall limit the admission into any class or section of a class for which there is accommodation in the class room, subject to maximum of 45 students in each class or section of a class;
- (i) that if called upon to do so, it shall place its building, halls, staff, furniture and Science laboratories with apparatus at the disposal of the Board to be used for its examinations;
- (j) that it shall appoint and maintain an adequate number of teaching staff possessing the minimum qualifications as prescribed in the Regulations ;
- (k) that it shall follow such rules regarding the admission to various courses as may be laid down by the Board;
- (l) that it shall provide space for playgrounds and gardening etc:

- (m) that it shall provide sufficient equipment and furniture for teaching the various subjects.

14. No educational institution shall be recognised in any experimental science subject unless, it satisfied the Board :—

- (a) that the number of students assigned to a single teacher in practical work of a subject at one time does not exceed 20;
- (b) that suitable laboratories in each branch of experimental science are provided and each of them is adequately equipped;
- (c) that workshops etc; are provided whenever vocational and technical education is given;

15. If the Board is satisfied that an educational institution deserves recognition, it shall direct the Secretary enter its name in the list of recognised institutions to be maintained by him, and the Secretary shall inform the institution through the Educational Advisor or the Director of Education, as the case may be, in which subject, on what conditions and for what examination or examinations it has been recognised.

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

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

17. Where an institution desires to add to the subjects of instruction in respect of which recognition has been granted, the procedure prescribed by the foregoing Regulations in this behalf shall be followed.

18. An institution recognised by the Board for the purpose of any of its examinations shall submit to the Board, through the Educational Adviser or the Director of Education, as the case may be, Annual Returns showing the personnel and pay of the teaching staff. Any change in the management shall be communicated as soon as possible.

19. The Board shall have every recognised institution periodically inspected. Such inspection for an institution shall be held once in every three years and at short intervals, if necessary. The Recognition Committee shall select the institutions for such inspection in each year and, on receipt of the reports from the inspectors selected from the approved panel, recommend to the Board, steps, if any, to be taken on them. The reports alongwith the opinion of the Committee shall be submitted to the Board for its consideration. The decision arrived at the Board shall be communicated to the

institution through the Educational Adviser or the Director of Education, as the case may be.

20. If the Educational Adviser or the Director of Education is of the opinion that any institution recognised by the Board has, by reason of deterioration, ceased to meet the requirements of the Board, he shall make a report of the same to the Chairman. On receipt of this report the Chairman may institute such inquiry as he thinks fit. The report of the inquiry will be placed before the Recognition Committee which will take it into consideration at its next meeting. The opinion of the Committee on the report of the inquiry will be submitted to the Board at its next meeting and the decision taken by it will be conveyed to the institution through the Educational Adviser or the Director of Education, as the case may be.

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

22. No action shall be taken by the Board on any report by the Educational Adviser or the Director of Education without first giving the institution concerned an opportunity of making any representation, it may wish to make, through the Educational Adviser or the Director of Education to the Board.

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

24. If within the time fixed by the Board, or within such further time as may be allowed by it, the institution fails to satisfy the Board, that it is conforming to its requirements, the Board shall strike the name of the institution off the list of Recognised Institutions, or shall withdraw recognition in one or more subjects.

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

26. The head of each recognised institution shall forward the following certificate to the Board at the time of submission of admission forms for various examinations :—

“Certified that the subjects in which the candi-

dates of the institution are to be examined have been taught by qualified teachers throughout the duration of course”.

Categorisation of high and Higher Secondary Schools and Qualifications of Teachers Teaching Matriculation and Higher Secondary Courses Classes.

(27) A. Categorisation of High and Higher Secondary Schools.

- (i) The following criteria for staffing the high and higher secondary schools with regard to their recognition by the Board shall be adopted :—

Schools shall be divided into four categories as under :—

- (A) category schools with a roll of 500 and above;
- (B) category schools with a roll of 300 to 499;
- (C) category schools with a roll of 150 to 299;
- (D) category schools with a roll of below 150.

(The figures given above exclude the number of students in primary classes).

- (ii) in the case of a high school in category (D) three trained graduates shall be provided.
- (iii) One additional trained graduate shall be provided in schools falling in categories A, B, and C on the basis of one trained

graduate teacher against every 45 students on roll in the high department.

- (iv) if a school has undertaken the teaching of a Science subject, one Science teacher shall be provided in the school; when the number of Science students is more than 45 in the high Department, the additional work shall be attended to by providing additional staff.

(B) Qualifications of teachers teaching Matriculation and Higher Secondary Course Classes.

The minimum qualifications of teachers teaching Matriculation and Higher Secondary Course classes, shall be as under :—

English	B. A., B. Ed.
Mathematics	B. A with Mathematics
Domestic Arithmetic and Household Accounts	A graduate who has read these subjects in Matriculation.
General Knowledge	A graduate with History or Geography or Social studies.
Physiology	B. Sc. with Botany or Zoology or F.Sc. (Medical).
Classical and Modern Indian Languages	Honours or High Proficiency in the subject plus Matriculation.

Or

	B.A. with the language concerned as an elective subject.
Home Science	Post-matric diploma or certificate in Home Science of any Indian University.
Drawing	For high Schools a diploma or certificate holder of any technical institution recognised by a University or a Government or a Board of Technical Education. For Higher Secondary Schools a Matriculate with the technical qualification mentioned above.
Gardening (Craft)	Matriculate with one year's training course from an agricultural training centre for junior teachers for high Schools.
Agriculture stream	B. Sc. in Agriculture of a University for instructors for higher Secondary Schools.
Science	B. Sc. or F. Sc. with physics and Chemistry.

Craft	Diploma or certificate from a recognised technical institution with a practical training course of one year in the relevant craft.
Technical group (an elective group of Higher Secondary course)	Diploma or certificate in the relevant engineering course from a recognised institution.
Commerce Group (An elective group of higher Secondary course)	B. Com., or M. Com.
History, Economics, English and other subjects or Higher Secondary course in elective groups Physics, Chemistry and Mathematics in Science group.	B.A. or M. Sc. in the subject.
Music	One of the following diplomas, preferably with Matriculation. 1. Sangeet Visharad of Bhat - Kande University, Lucknow; 2. Sangeet Visharad of Gundharva Mahavidyalaya Bombay.

3. Sangeet Prabhakara of Prayag Sangeet Samiti, Allahabad.
4. Final examination in Music of Shankar Gandharva Vidyalaya, Gwalior.

27. The detailed instructions for the guidance of inspectors and the procedure to be followed by them shall be prescribed by the Board, from time to time.

CHAPTER X.

The Finance Committee

- (1) The Finance Committee shall consist of :—
 - (a) The Chairman ;
 - (b) The Vice-Chairman ;
 - (c) The Director of Education ;
 - (d) Four members elected by the Board, one of whom should be a financial expert.
- (2) The Chairman shall be the Chairman of the Finance Committee.
- (3) The Secretary of the Board shall act as the Secretary of the Finance Committee.
- (4) The Financial statement and the annual budget estimates of income and expenditure shall

be prepared by the Secretary and submitted to the Board, through the Finance Committee with their remarks.

(5) It shall be the duty of the Finance Committee—

- (i) to examine the budget submitted by the Secretary and advise the Board thereon.
- (ii) to make recommendations to the Board on all matters relating to the finances of the Board;
- (iii) to review the financial position of the Board periodically ; and.
- (iv) generally to advise on the improvement of the financial position of the Board.

CHAPTER XI.

The Academic Committee.

1. The academic Committee shall consist of the following :—

- (i) The Chairman ;
- (ii) The Vice-Chairman ;
- (iii) The Director of Education ;
- (iv) Ten members elected by the Board from among the Conveners of the various Committees of Courses.

(v) The Secretary.

2. The chairman of the Board shall be the Chairman of the Committee.

3. The Secretary of the Board shall act as the member Secretary of the Academic Committee.

4. Subject to the provisions of the Act, the duties of the Academic Committee shall be —

- (a) to consider the total number of compulsory and optional subjects for each of the Board's examinations ;
- (b) to recommend curriculum and arrange the standard of the courses for the High School and the Higher Secondary stages in a regular graded order;
- (c) to consider proposals for the introduction of new subjects and the exclusion of existing subjects ;
- (d) to recommend the number of question papers to be set in each subject after receiving recommendations from the Committee of Courses concerned ;
- (e) to recommend the standard of length for written and practical tests in different subjects after consulting recommendations of the Committees of courses concerned;
- (f) to propose maximum and minimum marks for each subject and for each part of a subject after receiving recommend-

ations from the Committees of courses concerned ; and,

- (g) to suggest to the Board, the mode of conducting the oral and practical test, if any.

CHAPTER XII.

The Result Committee.

1. The result Committee shall consist of :—

- (i) The Chairman ;
- (ii) The Secretary ; and
- (iii) Three members elected by the Board.

2. The Chairman shall be the Chairman of the Committee.

3. The Secretary of the Board shall be the Secretary of the Committee.

4. The Result Committee shall authorise publication of the results of the examinations conducted by the Board.

5. The Results Committee shall be competent to take decisions regarding interpretation of Regulations and rules and shall do some minimum amount of test checking of the results after these have been tabulated and collated.

6. Before publication, the result of an examina-

tion shall be submitted by the Secretary, together with a statement of the percentage of passes in the whole examination and in each subject, separately for the regular and private candidates, for the current and five preceding years, to the Result Committee for scrutiny. After it is satisfied that the results are in conformity with the relevant provisions in the Regulations, Rules and By-laws the Committee may order publication of results.

If, however, the Committee considers after examination of figures that there has been a distinct change of standard in the whole examination or in a particular subject, it shall submit the matter for appropriate action to the Board which may either refer it for advice to a Committee consisting of (1) the Chairman, (2) the Educational Adviser (3) the Director of Education, and (4) three members of the Academic Committee to be nominated by the Chairman, and pass orders there on or may take any other action in respect of award of grace marks etc., it deems necessary.

7. The Examination results as passed by the Result Committee shall be published and notified by the Secretary.

CHAPTER XIII.

The Committee for Woman's Education.

1. The Committee for Women's Education shall consist of :—

- (i) The Vice-Chairman ;
- (ii) Two Deputy Directresses for Women's Education ;
- (iii) Two Headmistresses of High Schools (for girls) nominated by the Chairman-one each from Jammu and Kashmir Provinces ;
- (iv) Two Principals of Higher Secondary Schools (for girls) nominated by the Chairman, one each from Jammu and Kashmir Provinces.

2. The Vice-Chairman of the Board shall be the Chairman of the Committee.

3. The Secretary or any other officer authorised by him shall act as the Secretary of the Committee.

4. The Committee shall perform such duties and functions as may be prescribed by the Board from time to time.

CHAPTER XIV.

Meetings of the Board and its Committees

1. All meetings of the Board or any Committee thereof, at least one third of the total number of members of the Board or a Committee, shall form a quorum

2. If a quorum is not present within fifteen minutes after the time fixed for the meeting, the

Chairman may adjourn the meeting. In a meeting adjourned for want of quorum no quorum will be necessary.

3. If in the course of a meeting any member calls attention to the absence of quorum, the Chairman shall dissolve or adjourn meeting.

4. If a member continually disregards or questions any order or ruling of the Chairman made at a meeting and of the Board, the Chairman may suspend that member from membership for the rest of the meeting and in case of gross misbehaviour he may, with the consent of two thirds of the members present at the meeting, suspend him for such longer time as he may consider necessary. No member may be suspended longer than the duration of the meeting without the vote of the two thirds of the members present.

5. A member suspended for the rest of the sitting shall not take part in any discussion, but may remain present at the meeting.

6. A member suspended with the vote of two-thirds of the members present for a longer period than the duration of a meeting may be called upon to withdraw from the meeting, and thereupon, he shall do so.

7. The Chairman shall be the judge of any point of order, and may at his own instance or at the instance of any member, call to order any

member who is speaking. The Chairman may, if necessary dissolve the meeting or adjourn it on his discretion.

8. No motion which has been negatived by the Board shall be again brought forward, except with the permission of the Chairman, within one year from the date upon which it was negatived.

9 The Secretary shall, ordinarily at least ten days before each meeting of the Board, issue to each member thereof, a notice convening the meeting and a copy of the agenda thereof.

Provided that in case of emergent meetings, the Chairman may suspend or modify the operation of this Regulation.

10. No resolution proposal or other matter foreign to, wholly inconsistent with the matter appearing in this agenda paper, shall be decided at a meeting, except to the extent permitted by the Chairman whose decision on the subject shall be final.

11. Notice of a motion or resolution to be moved at a meeting of the Board must be in the hands of the Secretary not less than five days before the meeting.

12. All questions as to whether proper notice of a motion has been given, shall be decided by the Chairman, whose decision shall be final.

13. (a) No motion or resolution of which due notice has not been given may be moved at a meeting of the Board, except :—

- (i) to adjourn a debate ;
- (ii) to adjourn the meeting ;
- (iii) to dissolve the meeting ;
- (iv) to change the order of the business ;
- (v) to pass to the next item of business ;
- (vi) to appoint a Committee ;
- (vii) to refer any matter to any of the Committees of the Board ;
- (viii) to propose that the question be put to vote ;
- (ix) to move an amendment to a motion of which notice has been given.

(b) A motion under (v) or (vi) or (vii) above shall be put to vote without discussion.

(c) Motion under (i), (ii), (iii), (iv), (viii) or (ix) shall only be moved with the consent of the Chairman.

14. Every motion must be seconded, otherwise it shall drop. The seconder of a motion may reserve his speech with the permission of the Chairman.

15. A motion standing in the name of a member who is absent from the meeting may be

proposed on his behalf by any other member with the permission of the Chairman.

16. When a motion has been duly proposed and seconded, the Chairman shall read it out to the meeting, It shall then be open to discussion, and if there is no discussion, the motion shall at once be put to vote.

17. A motion once disposed of shall not be again brought forward at the same meeting or at any adjourned sitting thereof.

18. Any member present may propose an amendment to a motion. When two or more amendments are proposed, the Chairman shall put them to vote in the inverse order, the last amendment being put to the vote first, and the first, last.

19. Every amendment must be relevant to the motion upon which it is moved.

20. No amendment shall be proposed which would in effect constitute a direct negative to the original motion.

21. It shall be at the discretion of the Chairman to decide whether an amendment is in order or not.

22. An amendment must be seconded in the same way as a motion, otherwise it shall drop. The seconder of an amendment may reserve his speech with the permission of the Chairman.

23. When an amendment that is in order has

been moved and seconded, it shall be read out to the meeting by the Chairman.

24. The proposer of an amendment may make speech in support of his amendment, but he shall not be entitled to reply.

25. The mover of a motion for dissolution has no right of reply.

26. No member shall have a right to speak more than once in the course of the discussion or a motion or of an amendment when the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the original resolution may reply upon the whole debate.

27. No member shall speak on the question after mover has entered on his reply.

28. No speech other than of the Chairman shall exceed ten minutes in duration.

29. It shall be in the power of the Chairman to regulate the order of speeches.

30. When the debate is concluded, the Chairman shall, after summing up, if he so desires, put the question to the vote thus :—

- (i) if there is an ammendment, the Chair- man shall state the motion and the ammendment and take the vote of the meeting on the ammendment.

- (ii) If the amendment is negative, the original motion shall again be read out by the Chairman and subject to foregoing Regulations any other amendment which is in order may then be proposed thereto.
- (iii) If an amendment is carried, the motion as amended shall be stated by the Chairman, and may then be debated as substantive question to which any further amendments, to the original motion which are in order so far as they shall be applicable, may be proposed, subject to the foregoing Regulations. Such further amendment shall be disposed of in the same manner as the original amendment. When all the amendments have been thus dealt with, the Chairman shall take the vote of the meeting on the motion as amended as the substantive resolution.

331. At all meetings of the Board or of its Committees, every question shall be decided by a majority of the votes of the members present. It shall be in the option of the Chairman to decide the manner in which the votes of the members shall be recorded.

332. In the case of equality of votes, the Chairman or the Convener, as the case may be shall have the casting vote in addition to his vote as member.

33. A motion for dissolution of the meeting, adjournment of the meeting, adjournment of the discussion, or closure may be moved at any time as a distinct question but not in the form of an amendment. This has not to be moved while a member is speaking.

34. If a motion for dissolution of the meeting is carried, the meeting stands dissolved. If a motion for adjournment of the discussion is carried, the meeting shall be adjourned and the business resumed at the adjourned meeting. If a motion for closure is carried, the substantive proposal, or the amendment thereto, as the case may be, shall immediately be put to vote.

35. A member proposing the adjournment of the meeting or of discussion shall also mention the date and hour for such adjournment. A meeting or discussion continued on the adjourned date shall be deemed to be continuation of the adjourned meeting.

36. No discussion shall be allowed on a motion mentioned in Regulation No. 34.

37. A meeting or debate renewed or continued after an adjournment is to be deemed on with that preceding the adjournment.

38. A member may withdraw his motion or amendment and any motion or amendment may

be withdrawn by its proposer with the consent of two thirds of the members present at the meeting.

39. Any member may, by way of personal explanation, with the permission of the Chairman, explain any misconception of the fact but in doing so he shall strictly confine to a statement of the fact.

40. Proposals relating to vote of thanks, messages of congratulations or condolence, addresses and other matters of a like nature, may be moved from the chair without previous notice.

41. The Chairman may, at any stage in the proceedings, at his own discretion or at the request of a member, explain the scope and effect of the motion or amendment which is before the meeting. He may also at the conclusion of a debate sum up the debate, he desires.

42. Any member may with the permission of the Chairman, rise even while another is speaking, to explain any expression by himself which may have been misunderstood by the speakers, but he shall confine himself strictly to such explanation.

43. Any member may, at any time in the course of discussion, rise and call the attention of the Chairman to a point of order.

44. If a point of order is raised by one member in the course of speech by another, the speaker

shall forthwith resume his seat until the Chairman has decided it.

45. If the Chairman be of opinion that the point of order has been raised vexatiously or for the purpose of more obstruction, of interruption to the discussion, or to the business of the meeting he shall so declare, and it shall be deemed a breach of order.

46. A motion for the appointment of a Committee on a subject under debate may be made by any member at any time and without previous notice.

47. A motion for the appointment of a Committee must define the purpose for which the Committee is to serve, and the number of members to compose it. Amendments for enlarging or restricting the number may be made without previous notice. If the motion is carried, the member shall name the persons, whom he wishes to form the Committee. Any member or members may thereupon propose and second other names, votes shall then be taken if necessary and the requisite number appointed from those who obtained the largest number of votes. The Chairman shall nominate one of the members elected as Convener of the Committee.

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

49. The convener of a Committee shall furnish to the Secretary a copy of the report of every meeting of the Committee together with a list of the members present.

50. The quorum of a Committee shall not be less than one third of the total number of members consisting it.

51. No quorum shall be necessary for an adjourned meeting of a Committee.

52. In all cases of election other than those specifically provided for, the candidate shall be proposed and seconded. If no more candidates are nominated than there are vacancies to be filled, the Chairman shall declare those candidates to be elected. If the number of candidates exceeds the number of vacancies, the voters shall state on the ballot paper the names of the candidates they desire to vote for upto the limit of the number of vacancies. The Chairman shall then appoint tellers to count the votes and declare the result of the voting forthwith.

53. The Chairman may at his discretion direct that any business of a Committee shall be transacted by correspondence.

54. Only decisions, not speeches, shall be printed in the records.

55. As soon as practicable after a meeting of the Board, a draft of the minutes of such meeting

shall be submitted by the Secretary to the Chairman and approved by him. The minutes shall then be circulated to all members, and such of them as were present, shall within a fortnight of the issue of the minutes, communicate to the Secretary any exceptions, they may take to the correctness thereof. The minutes and the exceptions taken, if any, shall be laid before the next meeting of the Board in their final form, shall then be confirmed.

56. In any case not provided for by these Regulations the Chairman shall have power to give his own ruling as to procedure.

CHAPTER XVI.

General

1. Application for Admission to an Examination. How made :—A candidate for any examination of the Board shall, on or before the date prescribed for the purpose, submit to the Secretary his/her application for admission on the prescribed permission - cum - admission form alongwith the prescribed fees signed by an officer authorised for this purpose, under the Regulations, to the effect that he/she has fulfilled all the conditions laid down by the Board in this behalf and is of good character.

2. Fees for Examinations :—(a) The following fees shall be paid in respect of the examinations held by the Board :—

Provided that blind and deaf candidates shall be exempted from payment of all fees, including charges for invigilation or writers.

(i)	Permission fee from all private candidates.	Rs. 5.00
(ii)	For appearing in Matriculation Examination as a regular candidate:-	
	(a) without Science subjects	17.00
	(b) with one or more Science subjects	19.00
(iii)	For appearing in Matriculation examination as a private candidate :-	
	(a) without Science subject	29.00
	(b) with one or more Science subjects	31.00
(iv)	For appearing in English only of the Matriculation Examination :—	14.50
(v)	For appearing in an additional subject after qualifying in Matriculation Examination :—	
	(a) in case of Arts Subjects	5.00
	(b) in case of Science subject	6.00
(vi)	For appearing in Higher Secondary core or Elective examination :—	
	(a) For pupils of a recognised school	20.00
	(b) For failures and late school students	30.00

An additional fee of Rs. 5 shall be paid by the candidate offering science, Technical or Agriculture Group and Rs. 3.00 by a candidate offering Home Science.

- (vii) For appearing in an additional elective group of subjects as private candidates after having passed the Higher Secondary Examination 30.00
- (viii) For appearing in an additional subject of elective groups after having passed the Higher Secondary Examination 10.00

2. Whenever the application or fee of the candidate is received after the last prescribed date, he/she shall pay an additional fee of Rs. 5 on each count for a delay of 15 days, subject to a maximum delay of one month.

- (a) The Chairman to avoid hardship in genuine cases, shall have the power to sanction the remission of late fee, and acceptance of permission and admission forms and fees, after the expiry of the last date with late fee. In the case of a recognised institution a request for remission of late fee shall be considered if the delay is due to the total stoppage of postal communications for a period of one week or more.

- (b) The Chairman may condone the delay in submission of forms, applications and all other documents to the Board in exceptional cases where the delay is occasioned by circumstances beyond the control of the applicant, provided always he has not been guilty of negligence or fraud.

3. The dates of commencement of each examination shall be notified separately.

The Biannual examination shall be conducted in :—

- (a) Matriculation.
- (b) Higher Secondary Core.
- (c) Higher Secondary Elective and shall be open to the following categories of candidates :—

MATRICULATION.

- (i) Fresh candidates who are otherwise eligible to appear in the examination as private candidates.
- (ii) Failures.
- (iii) Late school students having completed the prescribed course before the annual examination but not having appeared therein.
- (iv) Shortage cases provided they complete

the shortages before the commencement of the Biannual examination according to the Board Regulations.

HIGHER SECONDARY EXAMINATION.

(Core and Elective)

- (i) Failures ;
- (ii) Late school students having completed the prescribed course before the commencement of the annual examination but not having appeared therein ;
- (iii) Shortage cases provided they make up the shortages before the commencement of the Bi - annual examination according to the Board Regulations.

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

5. The dates of commencement of the annual and Bi-annual examinations held by the Board shall be notified separately. The Special Matriculation Examination for Leh, Kargil, Karnah and Gurez shall be conducted alongwith the Bi-annual examinations of the Kashmir Province.

6. The last date for the receipt in the Board office of forms and fees shall be notified separately.

The dates of receipt of forms and fees in the Board sub-office at Jammu and Srinagar shall be considered to be the dates of their receipt in the Secretary' office at the headquarters and delay fees, wherever due, shall be regulated accordingly.

In case the last date prescribed for submission of forms, fees, etc., falls on a holiday, or Sunday shall be extended to the next working day.

Candidates who are eligible to appear in the Higher Secondary Elective Core and Matriculation Examinations as a sequel to the result of the preceding Examinations may submit their forms and pay the fees without late fee within fifteen days of the declaration of the results and thereafter with a late fee of Rs. 5 for each count of 15 days upto a maximum of 30 days of delay. This concession will, however, not apply to those candidates in whose case the duration of the time between the respective dates prescribed above and the dates of declaration of result is less than 15 days.

7. The Head of a recognised institution shall be empowered to withdraw the admission form of a candidate, sent up by him/her for an examination, for good and sufficient reasons recorded in writing.

8. (a) Save with the special permission of the Chairman the results shall not be declared later than two months of the date of commencement of examinations.

(b) A fee of Rs. 10 shall be charged from a candidate for communication of results

to a college or colleges outside the State where the candidate seeks admission before the actual date of announcement of result.

9. Whenever any of the days on which any examination has to be held according to the Regulations for the time being in force happens to be a holiday or when, in the opinion of the Examination Committee, there is sufficient reason for altering the days for holding any examination as fixed by the Regulations, the Board may fix such days other than days fixed by the Regulations for holding such examination as they may consider proper.

Provided that notice shall be given by a notification of any such alteration of dates as the Board may direct, at least 15 days before the day fixed by the Regulations for the commencement of such examinations.

10. (a) A candidate who fails to pass or is unable to present himself at an examination conducted by the Board shall not be entitled to refund of the admission fee or to have it kept in deposit for a subsequent examination ; unless :—

- (i) a candidate dies before he finishes examination. The fees may be refunded to his legal heir.
- (ii) a candidate is detained from appearing at the examination on account of shortage in percentage of attendance ;

(iii) a candidate is declared ineligible to appear at the examination. Provided that refund of fee or to keep it in deposit shall not be allowed to candidates whose forms have been rejected on account of their producing a false certificate or making a false statement in the form of application or who have failed to produce documents subject to production of which they were declared eligible.

(b) A candidate, who from sickness or other adequate cause is unable to present himself for an examination shall not be entitled to refund of his fees provided that the Board may, for sufficient cause, permit the candidate to present himself at the next ensuing examination without payment of any further fee, his fee being held over for the next examination. In such a case the application of the candidate supported by a proper medical certificate from a qualified medical practitioner, of a status not lower than that of licentiated practitioner, or other evidence to show that his absence from the examination was unavoidable must reach the Secretary not earlier than the commencement of the examination and not later than a month after the date of commencement of the examination at which a candidate is unable to appear. Such an application must be forwarded by the head of the institution concerned in the case of students who sought admission as regular students or ex-students of

recognised institutions and in the case of private candidates, by the officer authorised in this behalf under the Regulations, who forwarded the original application of the candidate for permission to appear at the examination.

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

- (c) Marks fee and late fee shall be refundable or adjustable wherever admission fee is refundable or adjustable.
- (d) The permission fee shall not be refunded.
- (e) Notwithstanding anything contained in (a) above, if a candidate pays admission fee but does not submit the prescribed form, the fee paid by him may be refunded.
- (f) Any fee paid for a certificate which cannot be issued or any other service which cannot be rendered under the Regulations, may be refunded.
- (g) Notwithstanding anything contained above, the Chairman may, to avoid hardship in genuine cases sanction refund of a fee in exceptional cases not covered by the Regulations.

11. The Secretary shall, after satisfying himself

that a candidate has complied with all the requirements for admission to an examination, furnish the candidate with an admission card permitting him to appear at the examination.

12. A candidate may not be admitted into the examination hall, unless he produces to the Superintendent of the examination centre, his examination admission card or satisfies the Superintendent that it will be produced.

13. The Secretary may, if satisfied that an examination admission card has been lost or destroyed, grant on payment of a further fee of Rs. 1 a duplicate examination admission card. The card so granted shall show in a prominent place the number and date of card originally granted.

14. Permission to appear at a Board examination may be withdrawn for conduct, which in the opinion of the Board, justifies the candidate's exclusion.

15. A candidate, when applying for admission to one or more subsequent examinations shall pay the prescribed fee for such examination on each occasion on which he applies for admission.

16. A candidate who has been disqualified for any specific period in any examination of the Board for having used unfair means in the examination shall not be permitted to appear in any examination before the expiry of that period. He may,

however, be permitted to join any recognised institution at any time during the period subject to the condition that he makes up the required percentage of attendances of the academic session or sessions in which he joins the institution and that his name is sent up for admission to an examination only after the expiry of the disqualification period.

17. (i) A candidate appearing at an examination of the Board shall pay a fee of Rs. 2/- along with the prescribed examination fee for the supply of marks obtained by him at the examination. In respect of a subject in which a practical test is held, the total marks secured by the candidate in the concerned subject shall be intimated.

(ii) The detailed marks will be supplied within 21 days after the declaration of the results of an examination and within a week on payment of an additional fee of Rs. 1/-.

18. (a) A candidate who has appeared at an examination conducted by the Board may apply to the Secretary for the scrutiny of his marks and the rechecking of his result in accordance with the following rules :—

(i) Such application must be made in a prescribed form so as to reach the Secretary within thirty days of the date of declaration of results at the Board office.

(ii) The application must be forwarded by

the Head of a recognised institution or other competent authority who forwarded the candidate's original application for permission to appear at the examination.

- (iii) All such applications must be accompanied by a fee of eight rupees plus two rupees for each subject in which re-checking is sought.

(b) A candidate shall not be entitled to a refund of the fee unless his result is effected by the scrutiny.

(c) The work of scrutiny does not include re-examination of the answer-books of a candidate. It consists of rechecking the marks entered in the answerbooks with a view to seeing whether there has been any mistake in totalling the marks assigned to individual questions or in the form of omission of the marks assigned to any of the question.

(d) In no case the scrutiny and re-checking referred to above will be done in the presence of the candidate or any one on his behalf ; nor will the answer books be shown to him or his representative.

(e) If on scrutiny and re-checking by the Results Committee a mistake in the result is detected, the result of the scrutiny shall be at once notified. In all other cases the result of the scrutiny shall be communicated to the candidate as soon as possible.

(f) All cases of re-checking shall be scrutinised by the Results Committee and the decision taken by the Committee on such application shall be final.

19. (a) Duplicate copies of certificate of examinations conducted by the Board shall not be granted except in case in which the Chairman is satisfied by the production of an affidavit on stamp paper of the value of two rupees through the Head of the Institution from which the applicant passed the examination, or in the case of private candidates, through the officers who had forwarded their application forms for permission to appear at the examination that the applicant has lost his certificate, or that it has been destroyed and that the applicant has a real need for a duplicate copy of his certificate. In such cases a duplicate of a certificate may be granted on payment of a fee of Rs. 5/-.

The application form and the affidavit should be in the form approved by the Board.

(ii) Notwithstanding anything contained in the above regulation, fresh certificates shall be issued on payment of Rs.5/- in the case of candidates in whose certificates changes in date of birth, name or father's name etc., are sanctioned by the appropriate authority; provided that the Chairman shall certify in each case that the original certificate was produced before him and destroyed in his presence.

20. Board certificates that are not issued to the candidates concerned within one year of their receipt by an institution shall be returned to the Secretary.

21. Certificates to candidates to the effect that they have appeared in a particular examination conducted by the Board shall be issued on payment of a fee of Rs. 5/-.

22. Any candidate who has been declared successful at an examination of the Board after the declaration of his result, before the certificate is delivered to him, may apply to the Secretary for a provisional certificate for having passed the examination. The application should come through the officer who forwarded the application of the candidate for appearing at the examination together with a fee of Rs. 10/-.

23. A migration certificate shall on application be issued on payment of a fee of Rs. 12/- by the Secretary in cases where it is required for migration to other Boards or Universities.

24. Duplicate copies of the following certificates shall be granted by the Secretary on payment of half the fee prescribed for the original certificates:-

- (a) Marks certificate
- (b) Date of Birth Certificate
- (c) Migration Certificate

Provided that in cases where the Secretary is satisfied that the original certificate was miscarried

in post and did not reach the applicant, a duplicate copy may be issued free of charge.

25. Private candidates and ex-students shall not be allowed to take an optional paper prescribed in the Syllabus unless provision has been made for an examination in such paper of regular students attending recognised institutions.

Provided, however, that a private candidate or an ex-student who has once taken an optional subject in any examination conducted by the Board shall be allowed to offer the same subject when he re-appears at any subsequent examination, within two years, if that subject forms part of the syllabus.

26. A candidate who has not appeared in the examination after having completed the prescribed course in a recognised institution may change one of his subjects while appearing in a subsequent examination as a late school student in the capacity of a private candidate.

27. Unless otherwise provided in the Regulations no one who has been on the rolls of a recognised institution as a *regular student at any time during the **academic year preceding the examination conducted by the Board for which he is studying, shall appear at that examination as a private candidate ;

*A casual student is one whose name is not on the rolls of a recognised institution as a regular stu

Provided that this shall not apply to candidates who are otherwise eligible to appear at the bi-annual examination.

28. Subject to Regulation 27, the following classes of persons may be allowed admission as private candidates to an examination for Matriculation ;

- (a) Woman candidates, provided that candidates who are not permanent residents of the Jammu and Kashmir State shall
-

dent but who, with the consent of the Head of the Institution, attends the class in a subject or subjects. A casual student will not lose his right to appear as a private candidate if he is otherwise eligible to do so.

****Academic year** means the total period during which institution is required for the purpose of any examination between the commencement of one annual examination and in case a candidate is admitted as a casual student in any recognised institution, the Head of the Institution shall be required to report to the Secretary all particulars about such a candidate as soon as such admission has been granted.

produce a certificate of residence of not less than three months within the territorial jurisdiction of the Board immediately previous to the date of their submitting admission forms for the examination.

- (b) Candidates who, having passed the Matriculation Examination of the Board or of the University of the Jammu and Kashmir or an equivalent examination of any Indian University or Board, appear in additional subjects.
- (c) Candidates who failed in the Matriculation Examination of the Board or of the University of Jammu and Kashmir.
- (d) Candidates who having passed an examination in an Oriental, Classical or Modern Indian Language of the University of Jammu and Kashmir or of the Jamia Urdu, Aligarh, or an equivalent examination of another University desire to appear in English only, provided they appear from territories within the jurisdiction of the Board.
- (e) Candidates who, having passed in English only of the Matriculation Standard of the Board or of the University of Jammu and Kashmir or of the Punjab University (Pakistan or India) before

1949 appear in the remaining subjects of the Matriculation Examination.

(f) Candidates who reside within the territorial limits of the Board and have not joined any recognised institution for the Matriculation at any time during the fifteen months preceding the commencement of the Matriculation Examination.

(g) Candidates who reside within the territorial limits of the Board and have passed the ninth class examination from a recognised institution in the Jammu and Kashmir State provided they have not been on the rolls of a recognised institution at any time during nine months preceding the commencement of the Matriculation Examination. Such candidates shall be required to produce a certificate to this effect from the head of the institution concerned.

(h) Under exceptional circumstances, other candidates who reside outside the territorial limits of the Board and satisfy the conditions laid down in Regulation 28 (f) and (g) above ;

Provided that in the case of candidates from outside the Jammu and Kashmir State, only those bona-fide candidates shall be allowed to appear in the examination who themselves or their guardians are, or have been, residents of the Jammu and Kashmir State and produce a certificate to this effect.

* (i) Candidates who have passed the Higher Secondary Core Examination but could not continue their studies for the Higher Secondary Elective course in a recognised institution, can appear in the Matriculation Examination in the capacity of private candidates after the expiry of one year of having passed the Core Examination, provided they fulfil all the conditions prescribed under rules for the eligibility of private candidates except the condition of their having been on the rolls of a recognised institution for 15 months (vide regulation No. (28)b page 36).

29. Subject to Regulation 27 the following classes of persons may be allowed admission as private candidates to the Higher Secondary Examination :—

- (i) Failures at the same examination conducted by the Board in a previous year;
- (ii) Candidates who have completed the required course in a recognised institution but could not take the examination.

30. Officers Competent to attest Permission-cum-Admission Forms.

- (a) Candidates for the Matriculation Examination :—
 - (i) Headmaster or Headmistress of a

*This has been approved by the Board Notification issued vide No. F-7/Acd Dated 19-9-1966.

- recognised High School ; or
- (ii) Tehsil Education Officer ; or
- (iii) Inspector or Inspectress of Schools.
- (b) Candidates for the Higher Secondary Course Examination :—
 - (i) Principal of the Higher Secondary School concerned in the case of late school students ;
 - (ii) Principal of any recognised Higher Secondary School in the case of failures etc.
- (c) Army personnel
 - (i) By the Commanding Officer of the Unit concerned or any other Officer authorised by him in this behalf.

Notwithstanding anything contained in the above Regulation, an admission form signed in the presence of a first class magistrate, principal of an affiliated college of an Indian University, head of a recognised institution of an Indian Board of Secondary Education outside the jurisdiction of the Board shall be accepted.

31. A Private candidate offering a Science subject or subjects for an examination shall produce a certificate of having undergone practical training as prescribed under Regulations, in a laboratory of an institution recognised by the Board in the subject or subjects concerned.

The certificate, duly signed by the head of institution in which the practical training has been received, must reach the Secretary not later than fifteen days before the commencement of the examination.

32. All private ~~male~~ candidates applying for permission to appear at the examination conducted by the Board are required to paste (and not to stitch) one copy of their photograph (2"x3") taken ordinarily during the year preceding the examination, on the first page of the permission-cum-admission form and another copy on the attendance sheet (attached to the form) at the space provided for the purpose. The candidates, should write their names on the photographs and the attesting officer should attest the photographs by signing across the photographs.

33. The examinations of the Board shall be held at such centres and on such dates and at such time as the Board may from time to time appoint.

34. The tests at the Board's examinations may be written or partly, oral or practical and partly written. Oral and practical tests shall be carried out by the examiners appointed by the Examination Committee in such manner as the Board may prescribe from time to time. Written tests shall be by means of question-papers, and the question-papers shall be given out simultaneously at every centre at which the examination is being held.

35. Wherever 50% or more change has been made in the syllabus or prescribed text books, alternative question papers or questions shall be set for failures or late school students for one year only and in case the whole scheme of the course is changed, alternative question papers shall be set for three years. The change shall be determined by the Secretary in consultation with the Convener of the Committee of courses concerned.

CONDUCT OF EXAMINATION

36. Every candidate shall be required to appear at the centre nearest to his place where he has been studying provided that if a candidate proposes to take the examination at a centre other than the one fixed for him by the Board, he shall require for it permission of the Secretary for which he shall make an application on the prescribed form accompanied by a fee of ten rupees.

37. No one who has passed an examination of this Board shall be permitted to appear at the same examination, except as specifically provided in the Regulations.

38. The Superintendent, Assistant Superintendent and supervisory staff of each centre shall be appointed by the examination Committee at least one month before the date fixed for the commencement of the examination.

In cases of emergency, owing to the refusal o

inability of a Superintendent and other supervisory staff to act, or to some other cause, the Secretary shall be empowered to appoint such Superintendent and supervisory staff.

39. The Secretary shall every year request heads of recognised institutions to recommend panels from among their subordinate staff for various duties (viz Superintendent, Deputy Superintendent, etc). The strength of such panels which shall ordinarily not be less than $1\frac{1}{2}$ times the strength of staff required for the candidates sent up by the institution concerned shall be indicated by the Secretary in each case. The Secretary shall also request Deputy Director and Deputy Directresses for Women's Education to recommend a specified number of their subordinate staff for offices of Superintendents and Deputy Superintendents.

40. (i) No one shall be appointed Superintendent of an examination centre unless he has worked at least twice as Deputy Superintendent.

(ii) No one shall be appointed Superintendent, unless he has the status of a gazetted officer.

Explanation For purposes of the above Regulation, the heads of private recognised institutions shall be deemed to be gazetted officers.

(iii) No one shall be appointed as Deputy Superintendent unless he has worked twice as supervisor.

(iv) No person shall be entrusted with duty in more than one examination.

41. Notwithstanding anything contained in the above Regulation, the Examination Committee may in exceptional cases make appointments otherwise than as laid down above,

42. The Examination Committee shall ordinarily make appointment of Superintendents, Deputy Superintendents and other Supervisory staff from the panels sent and it shall not be necessary in these cases to obtain any further approval of the officers concerned. Where it becomes necessary to appoint some persons outside a panel, previous approval of only the immediate officer concerned shall be necessary and in such cases the Secretary shall request the immediate officer to lend the services of the persons concerned to the Board.

43. At mufassil centres, the Superintendent, Deputy Superintendent and at least some of the Supervisory staff shall be such as are not on the staff of institutions concerned and T. A. and D. A. shall be paid to them.

44. At least two persons, including the Superintendent shall always be on duty at an examination centre, irrespective of the number of candidates.

45. The Superintendent and the Deputy Superintendent as far as possible shall belong to different communities.

46. Superintendents of examination centres shall appoint menial staff required for conduct of examination in consultation with the head of the institution where the examination centre is located.

47. The rules relating to duties and remuneration of Superintendents, Deputy Superintendent, Assistant Superintendents and other Supervisory staff including directions to candidates, shall be framed by the Board.

48. *If a candidate's answer book is lost after having been received by the Superintendent of the Examination centre or by one of his assistants, and if he passes in all other subjects of the examination, he may be required to appear in that paper which is lost on a date fixed by the Secretary and if he obtains pass marks, he shall be deemed to have passed the examination. In case of dispute as to whether a candidate's answer book was duly received or not, the findings of the Secretary shall be final.

*Answer books shall be disposed of by auction after removing title pages after a period of one year and the award rolls shall be destroyed after a period of three years, after the declaration of results.

49. Every day before the examination begins, the Superintendent or the Deputy Superintendent shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books, or notes, which they may have in their possession. No late-comer shall be admitted to the examination hall unless this warning has been repeated to him at the gate. Superintendent or the Deputy Superintendent, or both, as the case may be, shall forward to the Secretary every day a declaration signed by him or them and witnessed by all the supervisors then on duty to the effect that he or they did, as a matter of fact, call upon the candidates to search their pockets and to surrender all papers, books, or notes in their possession.

50. A candidate found to be or suspected to be guilty of using unfair means in the examination hall shall be permitted to answer the remaining part of his question paper, but on a separate answer book and the answer book in which the unfair means is suspected shall be seized by the Superintendent, who shall send both the answer books to the Secretary with his report. This will not effect the candidates right to appear in the rest of the examination in subsequent papers.

51. If a candidate is found having in his possession or accessible to him, papers, books or notes, which might possibly be of assistance to him, and

- (i) If it is found that his possession of such books* notes, papers was due to inadvertence and was not malefide, he shall in the case of Matriculation and Higher Secondary Core Examination be debarred from passing the examination in the paper, and in the case of Higher Secondary Elective Examination from passing the examination for that year only.
- (ii) In other cases of possession, he shall, in the case of Matriculation and Higher Secondary Core examinations, be disqualified from passing any examination for that year only and in the case of Higher Secondary Elective examination, from passing examination that year and the following year.

52. Any candidate, detected in giving or receiving assistance or found guilty of copying from any paper book or note or consulting these while he is outside the examination room, having left his seat temporarily during the examination or allowing any other candidate to copy his answer book, shall in

*Notes for purposes of these Regulations include writing of any kind such as those written on any part of the candidates clothing or body or table or desk.

the case of Matriculation and Higher Secondary Core Examination, be disqualified from passing any examination that year and the next year and in the case of Higher Secondary Elective Examination from passing any examination that year and the following two years.

53. A candidate found guilty of deliberate previous arrangements to cheat in the examination such as male-fide possession of an extra answer book, or smuggling of another answer book, change of seat or roll number card shall, in the case of Matriculation and Higher Secondary Core examination, be disqualified from passing any examination for that year and the following year and in the case of Higher Secondary Elective examination, from passing any examination that year and the following two years.

54. Any candidate obtaining or attempting to obtain admission to one of the examinations of the Board on false representation made on his admission form or forging another persons signatures on his admission form, shall be deemed to have used unfairmeans within the meaning of Regulation 53 and shall be punished accordingly.

55. Any candidate found guilty of an attempt, direct or through a relative, guardian or friend to influence the examiner in the award of marks or tabulators in the compilation of results or the Superintendent of the examination centre for receiving illegal advantage shall in the case of

Matriculation and Higher Secondary Core Examinations, be disqualified from passing any examination for that year only and, in the case of Higher Secondary Elective examination, from passing any examination that year and the following year.

56. Any candidate or candidates who disobey the orders of the Superintendent, or attempt to create a disturbance in or near the examination hall or dissuade or prevent or attempt to dissuade or prevent candidates from taking the examination or organise or attempt to organise, or participate in a walk-out or strike or commit any other misbehaviour or act of violence, shall be liable to expulsion by the Superintendent as well as to any of the following punishment according to the seriousness of the offence :—

- (i) Cancellation of the answer book ; and of
- (ii) Disqualification for one to five years from appearing in an examination conducted by any recognised Board or University of India ; or
- (iii) In cases of exceptional gravity a permanent disqualification from being admitted as a student of a recognised institution of the Board or to any examination of any Indian University or Board of Secondary Education.

57. If a candidate is found talking during the examination but not with a view to giving or rece-

iving assistance his answer-book shall be liable to be cancelled.

58. If a candidate makes in the answer book an appeal to the examiner for special consideration or is guilty of disclosing his identity or making peculiar marks in his answer book for that purpose or of using abusive or obscene language in the answer book it shall be liable to be cancelled.

59. If a candidate commits impersonation (within the meaning of the Indian Penal Code) he shall be disqualified for five years from appearing in any examination of the Board and in cases of extreme gravity he shall be declared as not a fit and proper person to be admitted to any examination of the Board or as a student of a recognised institution.

60. Any candidate who has committed or attempted to commit an act or series of acts relating to a Board Examination amounting to the preparation for an offence (as defined in the Indian penal Code) shall be disqualified for a period which may extend to five years from appearing in any examination of the Board or may be declared as not a fit and proper person to be admitted to any examination of the Board or as a student of a recognised institution.

61. No disciplinary action under these Regulations shall be taken against a candidate except after giving him a reasonable opportunity to offer

an explanation, within a stated time, of the act or acts complained of against him and after having considered the same.

62. The Superintendent of the examination centre shall report to the Secretary without delay and in detail each case of misconduct or use of unfair means with all available evidence and, wherever possible, with the explanation of the candidate concerned. In calling upon the candidate to explain his conduct with reference to the incident concerned the material facts shall invariably be stated in precise terms. Where necessary, the Secretary shall obtain the explanation of the candidate or candidates concerned or make inquiries at the instance of the Superintendent or on direct receipt of a report of misconduct or use of unfair means relating to a Board examination.

63. Each case shall be scrutinised by and decided by the examination Committee. After the Committee has considered the case and arrived at a tentative decision, such decision shall be communicated to the candidate who shall be asked to show cause, within a stated time, why the action proposed by the Committee should not be taken against him. After considering the candidate's final explanation, the committee shall take a final decision and the Secretary shall, as soon as possible communicate the same to the candidate concerned.

64. In the case of the alleged use of unfair means in connection with examinations if in the

opinion of the Chairman, facts have been brought to light within thirty days of the receipt of the final decision by the candidate which, had they been before the Committee, might have induced them to come to a decision other than the one arrived at, then the Chairman may order that such facts be reduced to writing and placed before the Committee. The Committee shall then consider the case and an unanimous decision of the Committee shall be final. But in the event of the difference of opinion the Chairman shall have power to finally decide the case himself.

65. Notwithstanding anything contained in Regulations 49 to 64 above, the Board shall be competent to review, set aside, alter, vary, reduce or otherwise interfere with any punishment imposed or disqualification incurred under the above mentioned Regulations on receipt of representation from the examinee or sue note in suitable cases.

66. The Board shall have power to quash the results of a candidate after it has been declared, if he is disqualified for using unfair means in the examination.

(2) In any case where it is found that the result of an examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, the Board 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 the Board shall consider necessary in that behalf ;

Provided that, but subject the Regulation immediately following no result shall be amended after the expiration of six months from the date of publication.

3. In any case where the result of an examination has been ascertained and published, and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefitted, and that such examinee has, in the opinion of the Board, been party to, or connived at, such malpractice, fraud, or improper conduct the Board shall have power at any time, notwithstanding the issue of a certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as the Board shall consider necessary in that behalf.

EXAMINATION CENTRES

67. The minimum number of candidates required for the constitution of a centre for a theory examination of the Board shall be 75.

- (i) A special centre may be constituted on payment of Rs. 10/- per candidate short of the minimum mentioned above, provided that the minimum number of candidates likely to appear from that

centre is not less than 50 in case of Matriculation and Higher Secondary Core examination and not less than 40 in respect of the Higher Secondary Elective examination.

The amount will be realised from the institution concerned and not from the individual candidates.

No new special centre will be constituted for less than the minimum mentioned in (i) above even on payment.

Notwithstanding anything contained in the above Regulation, Special centre for Matriculation Examination irrespective of the minimum number of candidates and without payment of any additional charges shall be constituted, both for theory and practical at Leh, Kargil, Karnah, Gurez and Kilhotran and on payment of additional charges, but irrespective of the minimum number at Kishtwar.

The Board shall be competent to examine, on the recommendation of the Examination Committee, the question of constitutions of special centres in far off places on receipt of such requests and grant permission in deserving cases on payment of usual fees irrespective of the fulfilment of the prescribed conditions with regard to the minimum number of candidates required to constitute a centre.

(i) The minimum number of candidates

required for the constitution of a centre for the practical examination of the Board shall be 20.

A special centre may be constituted on payment of an extra fee of Rs. 3/- for Matriculation and Higher Secondary Core and Rs. 5/- for Higher Secondary Elective per candidate short of the minimum mentioned above, provided that the minimum number of candidates likely to appear at that centre is not less than 15.

NOTE The above Regulations are subject to the fundamental condition that satisfactory and adequate arrangements for the constitution of a centre can be made at a place.

68. (i) The conduct of examination, both theory and practical at all centres shall be made subject to inspection by inspectors appointed by the examination Committee for the purpose. The inspector shall advise the Superintendent of a centre or the examiner of a practical centre, as the case may be, and shall report to the Secretary the result of the observations.

(ii) An Inspector of practical examination centre shall have the power to check and, if necessary, revise an award given on the spot by an examiner. All such cases of revision shall be specifically

brought to the notice of the head-examiner whose decision thereon shall be final.

- (iii) The maximum number of visits that can be paid for inspection of a centre of theory examination shall be two.
- (iv) No one shall be appointed as inspector of centre in theory examination unless he has at least three years experience as Superintendent of an examination centre;

Provided that the appointing authority may in exceptional cases make appointments otherwise.

- (v) The fee for inspection of the centres of the theory examination shall be Rs. 15/- per day of inspection plus conveyance charges at the rate of Rs. 3/- per day of inspection or actual tonga charges which ever is less.
- (vi) Inspectors appointed for inspection of practical examinations shall be paid remuneration at the rate of Rs 15/- per day and conveyance or actual expenses, whichever is less (maximum conveyance charges to be paid per day being Rs. 3/-). The maximum remuneration payable to an inspector shall be Rs. 15/- per day of inspection irrespective of the number of centres inspected.

APPOINTMENT OF EXAMINERS

69. Subject to the provisions of the Regulations, all arrangement for the conduct of Board examinations shall be made and all paper-setters, head-examiners and examiners shall be appointed by the Examination Committee, subject to the approval of the Board.

70. If any paper setter, head-examiner or examiner is for any cause incapable of acting as such or a vacancy arises for any other reason, the Chairman shall appoint a substitute to fill the vacancy.

71. In each examination at least one paper-setter, who is not a teacher in a recognised institution shall be appointed for each subject in which there is more than one theory paper;

Provided that in the case of a subject in which is only one theory paper it will be set by the external paper-setter.

72. (i) The appointment of paper-setters and examiners for all examinations conducted by the Board shall be made by the Examinations Committee after consideration of the recommendations of the Committee of Courses, and with the approval of the Board.

(ii) The Committee of Courses shall, before the end of May of each year, recommend panels of names of suitable

and qualified persons eligible under regulations for appointment as paper-setters and examiners, for the academic year following, in the subject with which they are concerned.

- (iii) The names of persons recommended for appointment as paper-setters and examiners shall be reported to the Secretary by the Convener of each Committee of Courses, who shall place them before the Examination Committee, for their consideration.

73. Wherever possible, not more than one examiner shall be appointed from any one recognised institution in the same paper at any one examination.

74. (i) No person shall normally be appointed a paper-setter or head-examiner for any examination conducted by the Board unless he :—

(a) is a trained graduate or holds a Master's degree with B. Ed. or M. Ed,

(b) has at least five year's experience of teaching the subject not below the standard of the examination for which he is appointed paper-setter or head-examiner ;

(ii) No one shall be appointed a sub-examin-

er for any examination unless he has atleast three year's teaching experience of the subject for which he is appointed sub-examiner.

- (iii) For the Higher Secondary examination, the following persons shall, unless otherwise ineligible, be considered for appointment as sub-examiners in order of preference :—
- (a) Principals of Higher Secondary Schools with five years teaching experience of Matriculation and Higher Secondary Classes ;
 - (b) Teachers of colleges affiliated to the University of Jammu and Kashmir, possessing five years teaching experience ;
 - (c) Inspecting officers of the State Education Department with five years teaching experience of Matriculation and Higher Secondary classes, with a maximum gap of three years in between the tail end of the teaching period and the date of the particular examination in which they are appointed sub-examiners ;
 - (d) Qualified trained teachers of Higher Secondary Schools with five years'

teaching experience of Matriculation and Higher Secondary classes.

(iv) For the Matriculation examination, the following persons shall, unless otherwise ineligible, be considered for appointment as sub-examiners in order of preference :—

- (a) Headmasters and Headmistresses of High schools with five years' teaching experience of Matriculation classes ;
- (b) Teachers of colleges affiliated to the University of Jammu and Kashmir with four years' teaching experience ;
- (c) Inspecting officer of the State Education Department with five years' teaching experience of high classes, with a maximum gap of three years in between the tail end of the teaching period and the date of the particular examination in which they are appointed sub-examiners ;
- (d) Qualified trained teachers of high schools possessing five years teaching experience of Matriculation classes.

75. All appointments of examiners from among the teaching staff of the recognised institutions and the colleges affiliated to the University of Jammu and Kashmir shall be made on the principle of rotation by seniority.

76. Notwithstanding anything contained in the above Regulations, the appointing authority may in exceptional cases make appointments otherwise than as laid down above.

77. No person shall ordinarily be appointed examiner in more than one paper in any one year.

78. The maximum number of answer-books allotted to an examiner at a session shall not exceed 300.

79. No examiner shall, as far as possible, continue for more than three consecutive years for a particular examination and there shall be a gap of not less than one year before he is reappointed.

80. In the case of papers where more than one examiner is appointed all co-examiners shall conform to the standard of the head-examiner. The Head Examiner (Paper-Setter) should send detailed instructions for marking of answer-books to the Secretary along with the question papers set, so that sub-examiners may be supplied with the copies of those instructions together with the first instalment of answer-books.

81. If a paper-setter is unable to mark the answer-books after setting the question paper, he shall be entitled to only half the amount of the fees for paper setting.

82. The detailed instructions for examiners and the scale of automatic deductions for having

committed mistakes in the assessment of answer-books and for the late submission of documents by the examiners, shall be prescribed by the Board.

83. The Secretary in exceptional cases, shall have the power to condone deductions to be made from the remuneration of the examiners for having committed mistakes in the marking of answer-books or for belated submission of documents.

REMUNERATION TO EXAMINERS ETC.

84. The following are the rates of remuneration to examiners, tabulators and collators fixed for the Board's Examinations:-

1. H I G H E R S E C O N D A R Y E L E C T I V E E X A M I N A T I O N .

- | | |
|---|-----------|
| (i) For setting a theory question paper | Rs. 50.00 |
| (ii) For marking each answer-book | Re. 0.75 |
| (iii) For revising each answer-book | |
| (a) Theory | Re. 0.75 |
| (b) Practical | Rs. 0.50 |
| (iv) For setting question paper in Practical Examination. | |
| (a) Ist paper | Rs. 20.00 |
| (b) each subsequent paper | Rs. 10.00 |

(v) For viva Voce or practical Examination to each examiner Rs. 1.00 per candidate with a minimum fee of Rs. 25.00

(vi) Allowance payable to Head Examiners only for clerical and menial assistance Rs. 4.00 per sub-examiner (if any) working under him subject to a minimum of Rs. 10/- and a maximum of Rs. 50/-.

II. MATRICULATION AND HIGHER SECONDARY CORE EXAMINATION.

(i) For setting a theory question paper Rs. 25.00

(ii) For marking each answer-book Re. 0.50

(iii) For revising each answer-book.

(a) Theory Re. 0.50

(b) Practical Re. 0.30

(iv) For setting a question paper in Practical Examination

(a) Ist paper Rs. 10.00

(b) each subsequent paper Rs. 7.00

- (v) For viva-voce or practical Examination to each examiner Rs. 0.75 per candidate with a minimum fee of Rs. 20/-.
- (vi) Allowance payable to Head examiners only for clerical and menial assistance Rs. 4.00 per sub-examiner (if any) working under him subject to a minimum of Rs. 10/- and a maximum of Rs. 50/-

NOTE:—(i) All rates are subject to alteration without notice ;

(ii) If more than half a question paper is changed by the Board of Moderators in the paper, Chairman may direct that no remuneration be paid for setting the question paper.

(iii) In case the question paper is rejected by the Board of Moderators, the paper-setter concerned shall not be entitled to any remuneration and fresh paper-setter for setting the question paper may be appointed.

- (iv) Separate setting charges shall be paid to paper-setters for setting question papers on more than one option of a particular paper or subject.
- (v) Co-paper-setters, where appointed, shall be paid at the same rate of remuneration as is admissible to a paper-setter.

III. MISCELLANEOUS.

- 1. To tabulators for tabulating the results of the examinations conducted by the Board Rs. 25.00 per hundred candidates.
- 2. To Collators for collating the result of the examinations conducted by the Board Rs. 5.00 per hundred candidates-

Scale of Remuneration Paid to the Supervisory Staff.

The following shall be the rates of payment to the supervisory staff in connection with the conduct of examinations:-

1. Superintendent Matriculation and Core Examinations—Rs. 80/- for the complete examination.

2. Superintendent Higher Secondary Elective Examination—Rs. 120/-, for a centre lasting for 10 working days, a normal period. At centres lasting for more than 10 working days, additional fee at the rate of Rs. 10 per working day.

3. Deputy Superintendents (Men or Women) Rs. 5/- per session and Rs. 8 for two sessions of the day, subject to a maximum of Rs. 60/- in the case of Matriculation & Core Examinations and Rs. 70 in the case of Higher Secondary Elective examination, for the entire examination.

Conveyance allowance for Women Deputy Superintendents. One way actual expenditure, as certified by the Superintendent of the centre, subject to a maximum of Re. 1/- per session, may be paid to women deputy superintendents only.

4. Assistant Superintendent ...Rs. 5 per session and Rs. 8 for two sessions of the day, and Rs. 5 for the preparation day at the examination centre, subject to a maximum of Rs. 60 in the case of Matriculation and Core Examinations and Rs. 70 in the case of Higher Secondary Elective Examination.

5. Supervisors (Men) ... Rs. 3 per session and Rs. 5 for two sessions of the day.

Teachers of Intermediate Colleges and Trained or Certified Teachers (B.T, B. Ed., and S.A.V. only) including Demonstrators shall be paid at Rs. 4 per session and Rs. 6 for two sessions of the day.

6. Supervisors (women)—Rs. 5 per session and Rs. 8 for two sessions of the day, subject to a maximum of Rs. 50 in the case of Matriculation and Core Examinations and Rs. 70 in the case of Higher Secondary Elective Examination, for the entire examination.

Scale of remuneration to menial staff :-

1. Daftari ... Rs. 1.50 for a centre up to 200 candidates per working day and Rs. 2 for over 200 candidates. No Daftari is allowed for less than 50 candidates.
2. Chowkidar Re. 1/- per day.
3. Waterman and water woman Re. 1 per working day.
4. Sweeper Re. 6 for the entire examination.
5. Drawing Master for arranging Models etc. for examination in Drawing. Rs. 5 up to five groups and thereafter 75 n. p. per group.

Practical Examination.

Particulars	Qualification	No.	Remuneration	
			One session.	Two sessions
1. Supervisor	Science Teacher or B.Sc.	One	Rupees 2.50	Rupees 4
2. Laboratory Assistant	Nil	One	1.50	2.50
3. Laboratory Bearer	Nil	One	1.50	2.50

4. Gasman	Nil	One	1.00	2.00
5. Mistri	Nil	One	1.25	2.50
6. Waterman	Nil	One	.50	1.00
6. Sweeper	Nil	One	.25	.50

Higher Secondary Elective

1. Laboratory Assistants and Laboratory Bearers :—The following rates of payment inclusive of all preparation charges shall be allowed :-

- (i) Physics ...8 rupee per candidate for 1st batch and .6 rupee per candidate for all subsequent batches.
- (ii) Chemistry ...Re. 1 per candidate for the 1st batch and .6 rupee per candidate for all subsequent batches.
and Agricultural
Biology Chemistry
- (iii) Botany and Zoology .3 rupee per candidate.
- (iv) Geology (i) H.S.E. 75 n. p. per candidate.
- (v) Geography 75 n. p. per candidate.
- (vi) Farm management including
A. H. A Drawing Animal
Husbandary. Re. 1.00
per candidate
- (vii) Music Re. 1.00
per candidate
- (viii) Home Science Group VI. Re. 1.00
per candidate

- (ix) Type-writing & S. H. Re. 0.50
per candidate
- (x) Horticulture & Fruit Growing Re. 0.50
per candidate
- (xi) General Agriculture Re. 0.50
per candidate

2. Remunerarion to Gasman, Mistri Waterman and Sweeper ... as for the Matriculation and Core Examinations.

The following are the rates laboratory expenses:-

Matriculation and Core

- (i) Physics and Chemistry
... Rs. 0.50 per candidate
- (ii) Physiology and Hygiene
... Rs. 0.50 per candidate

Higher Secondary Elective

1. Physics ... Rs. 0.69 per candidate
2. Chemistry Agri-
cultural Biology
& Chemistry ... Rs. 2.50 per candidate
3. Botany ... Rs. 1.00 per candidate
4. Zoology ... Actual expenses
5. Geology ... Rs. 0.37 per candidate
6. Geography ... Rs. 0.37 per candidate
7. Domestic Science

& Home Science ... Rs. 3.00 per candidate
subject to a minimum
of Rs. 10

(viii) Farm Management including
A. H. A. & Dairying Animal
Husbandary Re. 0.75
per candidate

(ix) Music Re. 0.75
per candidate

(x) Type-writing & Shorthand Re. 0.50
per candidate

(xi) Horticulture & Fruit Growing Rs. 0.50
per candidate

(x) General Agriculture Re. 0.75
per candidate

COMPLAINTS AGAINST QUESTION PAPERS.

85. Complaints, if any, against individual question-papers shall reach the Secretary (telegraphically, if necessary) by the fourth day of the examination in the particular paper. The Secretary shall immediately pass them on to the Convener of the Committee of Courses concerned, who will despatch his comments and suggestions within two days of his receipt of the complaint. If the Convener is of the opinion that the complaint deserves to be entertained, the relevant extracts from the complaint shall be forwarded to the paper setter for his comments and suggestions. After the reply

has been received from the paper-setter the complaint and the comments and suggestions of the Convener and the paper setter there in shall be placed before the Results Committee for scrutiny and recommendations to the Board, if necessary. If the paper-setter makes suggestions regarding modifications in the paper, the Committee may accept the suggestions and the paper-setter shall be informed accordingly. In case the Committee feels that the suggestions are not adequate to meet the requirements of the case it may make such other recommendations to the Board as it deems fit.

Each question paper irrespective of whether there is a complaint against it or not shall be sent to the Convener of the committee of Courses concerned for review on the fifth day of the examination in that paper. If the Convener passes some adverse remarks against the paper, these shall be sent to the paper-setter for his comments and suggestions. If the Convener does not pass any such remarks no further action will be necessary.

TABULATION & COLLATION OF RESULTS

86. (i) The results shall be tabulated by two sets of tabulators selected from among suitable persons other than the officials of the Board. One of these sets will work in Srinagar and the other in Jammu, e x c e p t where Chairman determines otherwise in the exceptional circumstances of a case.

- (c) Failure to submit the required diaries and statements. Rs. 5.00 per document.
- (d) Delay in submitting tabulation registers within one week of the date of the receipt of last instalment of award rolls or the date indicated by the Secretary for submission of registers, whichever is earlier. Rs. 10.00 per day of delay.
- (e) Omission to draw circles or failure to abide by the instructions issued by the Secretary regarding tabulation (not more than one mistake shall be penalised for one Roll Number). Re. 1.00 per mistake
- (f) Failures to fill in the entries at the bottom of each page of the Result Register. Rs. 5.00 per page

APPOINTMENT OF AMANUENSIS IN BOARD EXAMINATIONS

87. (1) Amanuensis shall only be allowed in the case of :—

- (i) Blind candidates and candidates who are permanently disabled from writing with their own hands.
- (ii) The Secretary will arrange for appointment of an amanuensis and inform the Superintendent of the Centre concerned.
- (iii) The amanuensis must be a student of a lower grade of Education than the candidate and must not be attached to the institution to which the candidate belongs.

EXPLANATION :—If the candidate is appearing in the Higher Secondary Elective Examination, the amanuensis must be a student of the Higher Secondary Core or lower class and so on.

- (iv) The Superintendent shall arrange for a suitable room for the candidate and appoint a special supervisor for him out of the list supplied by the Secretary.
- (v) Physically handicapped examinees shall be permitted to typewrite their answers.

- (vi) Save as otherwise provided in the Regulations, the candidate shall pay a fee of Rs. 6/- for one session and Rs. 10/- for two sessions on the same day for the privilege to cover expenses. Blind candidates shall not be required to pay.

MISCELLANEOUS

88. A practical examiner outside Srinagar or Jammu shall have the power to effect change in the date of practical examination of a candidate, subject to confirmation by the Secretary, provided satisfactory evidence is produced that a change was called for. In the case of local centres, such change shall always be effected with the previous approval of the Secretary.

89. In the case of practical examinations, late arrival of candidates at the examination centre, shall be permitted only upto a maximum of ten minutes on payment of a penalty of Re. 1/- by each candidate.

90. The practical examination held at two or more centres in the same examination by the same examiner shall be taken as one examination and the remuneration shall be calculated accordingly.

91. As far as possible, no practical examiner shall conduct two meetings on the same day.

92. The practical examiner may issue to examinees continuation sheets in excess of the scale, if any, fixed, but the examiners should keep a complete record of the continuation sheets issued by them as it is the practice in the theory examination.

93. In practical examinations, the paper setters and head-examiners should lay greater emphasis on the actual work done in the examination shall and instructions for practical sub-examiners for awarding marks for various steps in individual questions and for awarding marks for the note-book and viva-voce should be so detailed as to make the marking uniform at the various centres. The paper setter or the head examiner, as the case may be, shall examine twenty-five percent in respect of the Matriculation and Higher Secondary Core Examinations and 15 to 20 percent at random in the case of the Higher Secondary Elective Examination, of the answer-books marked by the sub-examiners to ensure their uniformity of the standard. Unless otherwise provided marks for the note-books and vive-voca should not exceed 20 percent.

94. The sub-examiner in practical examination shall be required to maintain a chart showing the award of marks for various steps in individual questions and to send these charts to the head-examiners along with the award rolls and the answer-books.

95. The maximum number of candidates to be

examined by a practical examiner should not exceed 90.

96. The examiners appointed to conduct the practical examinations must possess a teaching experience of at least three years in that subject with a maximum gap of one year in between the tail end of the teaching period and that of the particular examination.

97. The class note - books of the candidates should be kept in the respective practical centres for further reference, if any. They can, however, be claimed back by the candidates after the declaration of the Board results.

98. Candidates shall not be required to appear in an examination in more than one theory paper of three hours duration on any one day.

99. A candidate who has had the opportunity to take the examinations at the annual/bi-annual session shall not be permitted to sit in the special Matriculation Examination held in the same year in Leh, Kargil, Karnah and Gurez.

100. The Board examinations shall be held on all days except Sundays and the following holidays :—

New Year Day, Republic Day, Shiv Ratri, Navroz, Holi, Shabi-Barat, Baisakhi, Ram Navmi, Shabi-Qadir, Jamat-ul Vida, Id-ul-Fiter, Martyrs Day, Id-ul-Zuha, Independence Day, Muharum (two days

Janam Ashtami, Mahatma Gandhis's Birth Day, Dussehra (one day), Id-i-Milad-ul-Nabi, Diwali, Guru Nanak's Day Christmas Day.

CHAPTER XVI

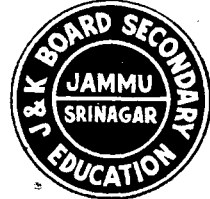
Crest and Seal

The impressions of the crest and the Seal of the Board as approved by the Chairman are given below :-

C R E S T



S E A L



Terms and Vacations

The terms and vacation in the institutions recognised by or affiliated to the Board shall be as will be notified from time to time.

CHAPTER XVII

Matriculation Examination.

The Matriculation Examination shall be open to :-

*(a) A pupil of a recognised institution who—

*(1) A candidate struck off the rolls of a recognised institution after his/her application has been sent up ceases to be eligible for the examination. If however, the candidate is readmitted before the commencement of the examination he/she becomes automatically eligible for the examination on readmission.

- (i) has his/her name submitted to the Secretary by the head of the recognised institution he/she has recently attended; and
- (ii) produces the following certificates signed by the head of the recognised institution he/she has most recently attended :—
 - (a) of good character ;
 - (b) of having completed the *prescribed course of attendances for the examination ;

*Prescribed course mean 75 per cent of the attendances counted from the opening of the class (10th class) in the case of boys, and 66% in the case of girls. In the case of those who join the class after having failed in the examination, the percentage of attendances shall be calculated on the possible attendances eleven days after the declaration of the results to the date prescribed by the Board for submission of the names for the subsequent examination. If a candidate's attendances at the institution, upto the date of submission of names to the Board, fall short of the required percentage, the head of the institution should submit his/her admission form and fee provisionally, If the candidate does not complete the required percentage before the fourteenth day preceding the

Continued.

(c) of having satisfactorily performed the work of the class.

first day of the commencement of the examination, the head of the institution should immediately report his/her name to the Secretary with a view to his/her admission being disallowed or if any such candidate deserves special consideration the head of the institution may refer his/her case to the Chairman for condonation of deficiency in attendance, beyond 20, in which case the roll number of the candidate concerned will be issued provisionally on the distinct understanding that the admission of the candidate to the examination shall be cancelled unless deficiency in attendance is condoned by the Chairman.

Attendance of the candidates is to be calculated upto the fourteenth day preceding the first day of the commencement of the examination. This rule shall be applicable to those who have not completed the required percentage of attendances up to the date of submission of admission form. The head of the institution concerned is empowered to condone shortages in attendance in the case of regular candidates up to and including 20, and the Chairman upto and including 30, on the recommendation of the head of the institution concerned. If a candidate has not completed the required percentage before the class is let off for the preparatory holidays or 14th day preceding the first day of

Continued

(2) Permission to appear in the Matriculation Examination in the same elective subjects in which a candidate had appeared previously and failed, and for teaching of which there is no arrangement in the institution, which he/she joined after his/her failure, shall ordinarily be granted,

(b) Any private candidate who is eligible under Regulations pertaining to the admission of private candidates and produces the required certificates.

Provided that the Board or the determining authority shall have power to exclude any candidate from the examination, if it is satisfied that such a candidate is not a fit person to be admitted thereto.

2. *Candidates shall submit the applications to the Secretary on the prescribed form accompanied by the prescribed fee and the necessary

examination upto which date the attendance of all the candidates irrespective of the fact whether they fall short, of attendance or not, is compulsory, the Head of the Institution shall report to the Board authority, the names and particulars of all such candidates with a view to the candidates admission being disallowed. If the letter of withdrawal in both the cases is received in the Board Office within one week before the first day of commencement of examination the admission fee received from the candidate shall be refunded

certificates, signed by persons authorised in this behalf under Regulations.

3. Besides written examination, an oral and practical examination shall be held in the following:-

- (i) Physics and Chemistry.
- (ii) Physiology and Hygiene.
- (iii) Civics and Hygiene.
- (iv) Music.

**In the case of all candidates taking up Science subjects in the matriculation classes a certificate of their having completed twenty minimum number of practicals shall be required to be produced from the head of the recognised institution where taught.

4. The medium of examination in all subjects shall be English, i. e. the questions shall be asked and their answers given in English; Provided the

*A fine of Rs. 5/- shall be charged from candidates for entering a wrong elective subject or script for History and Geography and Domestic Arithmetic and Household Accounts or Translation in admission form of the Matriculation Examination.

**Interpretation : Science candidates who have produced the necessary certificate once after having appeared in a science subject or subjects may be permitted to re-appear in the same subject or subjects on the basis of the previous year's certificate.

questions in Oriental Classical Languages shall be asked and answered in the corresponding Modern Indian Language and the questions in Modern Indian Languages shall be asked and answered in the language concerned.

Provided further that answers to questions in History and Geography, and Domestic Arithmetic and Household Accounts. (for girl candidates only) may be given in English or in any Modern Indian Language.

5. For the Matriculation Examination five subjects must be offered by a candidate. The following are the subjects with the number of papers and the scale of marks allotted to each :—

(i) Compulsory	Marks
(a) English two papers each carrying 100 marks	200
(b) Mathematics/ or in the case of girls/ two papers Arithmetic and Domestic Arithmetic and House- hold Accounts, each carrying 100 marks	200
(c) History and Geograpy, two papers	150
(ii) Electives : Any two of the following :	
(a) A Modern Indian Language (Urdu, Hindi, Punjabi) two papers	150

- (b) An Oriental Classical Language
(Sanskrit, Persian, Arabic) two 150
Papers.
- (c) Physics and Chemistry, two
written papers and Practical 150
- (d) Physiology and Hygiene, two
written papers and practical 150
or
Civics and Hygiene, two written
paper and practical 150
- (e) Arts and Design, two papers 150
- (f) Music (for girls only), one written
paper and practical 150

5. Blind candidates and those students who are permanently disabled from drawing figures and diagrams with their own hands shall be permitted to take up the Arts subjects in place of Mathematics, or Arithmetic, Domestic Arithmetic and household, Accounts and Science.

7. A candidate who qualifies in Matriculation English only of the Board or has qualified in Matriculation English only of the University of Jammu and Kashmir after passing one of the Oriental classical or Modern Indian Languages examinations, may qualify in the examination on payment of fee as prescribed for the full examination by appearing in the remaining subjects; but he shall not be eligible for scholarship.

8. To qualify for Matriculation, a candidate must obtain 33% of marks in (1) English (2) Mathematics, (or, in the case of girls, Arithmetic and Domestic Arithmetic and Household Accounts) and (3) any two of the remaining three subjects. In each Science subject this percentage is required in the written examination and in the aggregate, but only 25% in the practical examination. The minimum number of marks required to pass in the subject of Music shall be 33% in the written examination in practical and also in the aggregate.

provided that a candidate who obtains 33% or more marks in the aggregate of four subjects including English, Mathematics (or, in the case of girls, Arithmetic and Domestic Arithmetic and Household Accounts), but less than the pass percentage required by not more than five marks in one of these subjects only, shall be deemed to have passed the examination, subject to the condition that if the subject concerned be a Science subject or Music, the candidate must obtain 25% marks in the case of a science subject and 33% marks in respect of Music, in the oral and practical test of the subject.

Only candidates who appear in all the subjects in one session shall be eligible for this concession.

9. A candidate who has qualified for Matriculation Examination of the Board, or of the University of Jammu and Kashmir or an equivalent examination of any recognised Board or University may

present himself for the examination at any subsequent examination taking one or more subjects of the Matriculation group in which he has not already passed and if he passes, shall receive a certificate of so passing.

10. The successful candidates shall be placed in three divisions as follows :—

- (i) Those who gain 60% of the aggregate number of marks or more shall be placed in the first division ;
- (ii) Those who gain 45% of the aggregate number of marks or more but less than 60% shall be placed in the second division;
- (iii) Those who gain below 45% of the aggregate number of marks shall be placed in the third division.

A deficiency upto one percent marks in the aggregate shall be condoned for purposes of placing a candidate in the first and second divisions.

11. The syllabus and courses of study shall be prescribed by the Board. In case where text books are prescribed, the candidates will be required not only to show a thorough knowledge of the text-books, but also to answer questions of a similar standard set with a view to testing their general knowledge of the subject. Courses of study can be changed from time to time by the Board. All changes in

courses of study shall be duly notified at least two years before the date of the examination in which they will take effect.

12. Two months after the commencement of the examination, or with the special permission of the Chairman as soon thereafter as possible, the Secretary shall publish a list of the candidates who have passed, showing in which division each has passed a list of those who have passed in additional subjects, and a list of candidates who have passed in English only. Each successful candidate shall be granted a certificate.

13. Any candidate who has passed the Proficiency, High Proficiency or Honours Examination in Arabic, Sanskrit or Persian of the University of Jammu and Kashmir or an equivalent examination of another University shall, if he so desires, be exempted from passing in that language, provided that he goes up within two years of his so passing, and that in awarding marks for that language in which he may have obtained a certificate, "pass marks" shall be taken as representing the value of those marks.

14. An outline of the tests in each subject is given below. This outline can be changed, from time to time, by the Board.

OUTLINE OF THE TEST IN EACH SUBJECT
FOR THE MATRICULATION EXAMINATION.

1. English :

Two written papers of three hours each

Paper A

PART I

	Marks
Translation from English into a Modern Indian language.	20
Translation from a Modern Indian language into English	30
	<hr/>
	50

For candidates other than those whose mother tongue is a Modern Indian Language, equivalent questions of the following or similar type will be set at a standard which may be presumed to apply to a candidate whose mother tongue is English :

- (i) Exercise in comprehension on the basis of an easy unseen passage of standard modern English.
- (ii) Simple questions on unseen passages of English verse, involving understanding of the substance of passage.
- (iii) Exercise in English prose involving knowledge of the current idiomatic forms of the language.

- (iv) A simple descriptive or narrative essay on a topic of everyday life.

PART II

	Marks
(a) Exercise on the object mater of the prose texts prescribed for a general study	10
(b) Questions on a set prose book meant for intensive study (questions on reference to the context shall not be asked)	10
(c) Tests on comprehension of a passage of poetry previously studied.	10
(d) Usages--Idiomatic and current forms of expression in everyday use	10
(e) Vocabulary	1
	50/100

Paper B

PART I—Composition

- | | |
|--|----|
| (a) A descriptive or narrative essay of about 200 words | 20 |
| (b) Developing a story from a given outline or
Expanding a given opening into a paragraph | 15 |

(c) A letter (personal, official or business type)	15
	<hr/> 50

PART II

Applied Grammar	50-100
	<hr/> 200

II. HISTORY AND GEOGRAPHY

Two written papers of three hours
each

Paper (a) History	75
Paper (b) Geography	75
	<hr/> 150

III. MATHEMATICS

Two written papers of three hours
each

Paper (a) Arithmetic and Algebra :

(i) Arithmetic	40
(ii) Algebra	60
	<hr/> 100

Paper (b) Geometry :

(i) Practical work	20
(ii) Book propositions	30

(iii) Deductions	30
(iv) Trigonometry	20
	<hr/>
	100-200

(IV) ARITHMETIC, DOMESTIC ARITHMETIC
AND HOUSEHOLD ACCOUNTS (FOR GIRLS)

Two written papers of three hours
each

Paper (a) Arithmetic	100
Paper (b) (i) Domestic Arithmetic	40
(ii) Household Accounts	60
	<hr/>
	100-200

V. PHYSICS AND CHEMISTRY

(i) Two written papers of three hours each

Paper (a) Mechanics, Heat & Light 50

Paper (b) Magnetism, Electricity
and Chemistry 50

100

(ii) Oral and practical examination
of two hours 50-150

VI PHYSIOLOGY AND HYGIENE

(i) Two written papers of three
hours each.

Paper (a) Physiology 60

Paper (b) Hygiene 40

100

(ii) Oral and practical examination 50-150

VII. CIVICS AND HYGIENE

(i) Two written papers of three hours each.

Paper (a) Civics 75

Paper (b) Hygiene 60

135

(ii) Hygiene Practical 15-150

VIII. A CLASSICAL LANGUAGE (SANSKRIT, ARABIC OR PERSIAN).

Two written papers of three hours each.

Sanskrit

Paper (a) (i) Grammar 35

(ii) Translation of easy passages from a modern Indian Language into the Classical Language. 40

75

Paper (b) Translation from the Classical Language into a Modern Indian Language, explanation of passages	75-150
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Arabic

Paper (a) (i) Grammar	45
(ii) Translation from Urdu into Arabic	
(1) A simple passage	20
(2) Sentences particular- ly on grammatical rules	10
	75

Paper (b) Translation from the Language into Urdu, explanation of passages	75-150
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Persian

Paper (a) (i) Grammar	30
(ii) Answering the simple easy (everyday use) sentences in Persian	10
or	
completion of incomplete sentences	10
(iii) Translation from Urdu into Persian	

(a) A simple passage	20
(b) Sentences (everday use)	15
	75

Paper (b) Translation from the classical language into Urdu—explanation of passages	75-150
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IX. A MODERN INDIAN LANGUAGE (URDU, HINDI OR PUNJABI)

Urdu.

Paper (a) Grammar and Composition 1

(i) Essay	25
(ii) Letter	15
(iii) Other exercises to test familiarity with grammar and common idioms	35
	75

Paper (b) Questions on set book and unseen passages.

(i) Prose	45
(ii) Poetry	20
(iii) Unseen	10
	75-150

Hindi

Paper (a) Grammar and Composition.

(i) Essay	25
(ii) Letter	15
(iii) Other Exercises to test familiarity with grammar and common idioms	35

 75
Paper (b) Questions on set books
and unseen passages.

(i) Prose	45
(ii) Poetry	20
(iii) Unseen	10

 75-150

Panjabi

Paper (a) (i) Poetry	40
(ii) Prose	35

 75

Paper (b) (i) Composition	25
(ii) Letter writing	15
(iii) Summarising & unseen	15
(iv) Applied Grammar	20

 75-150 |

X. DRAWING AND DESIGN

Two written papers of three hours each

Paper (a)—Any one of the following options

Option (1) Nature Study or 75

Option(2) Representative Drawing or 75

Option (3) Creative Pictorial Composition 75

Paper (b)— Any one of the following options

Option (1) Design and Colour or 75

Option (2) Geometrical Design,
Solid Geometry and
Scale Drawing 75-150

XI MUSIC (FOR GIRLS ONLY)

(i) One written paper of three hours 60

(ii) Practical examination and viva-voce 90

150

15. For purposes of a pass— 150

(i) 25% of 50 marks in practical shall be reckoned as 12 marks in place of 12½ marks.

- (ii) 25% of 15 marks in practical shall be reckoned as 4 marks in place of $3\frac{3}{4}$ marks.
- (iii) 33% of 90 Marks in practical shall be reckoned as 30 marks in place of $29\frac{7}{10}$ marks.
- (iv) 33% of 150 marks in a subject shall be reckoned as 49 marks in place of $49\frac{1}{4}$ marks.
- (v) 33% of 60 marks in Music Theory shall be reckoned as 20 marks in place of $19\frac{4}{5}$ marks.
- (vi) 33% of 135 marks shall be reckoned as 44 marks in place of 44.55 marks.
- (vii) 45% of the aggregate of 850 marks shall be reckoned as 382 in place of $382\frac{1}{2}$ marks.

CHAPTER XVIII

Higher Secondary Examination (Core and Elective)

1. The duration of the Course of instruction shall be three years after the eighth class.

The examination in the Core subjects shall be held at the end of two years and the examination in the elective group of subjects shall be held at the end of three years. No candidate shall be eligible

to appear in the Elective group unless he has previously passed in the Core subjects. During the first year about one-fourth of the total time available for instruction shall be devoted to the teaching of the Elective course and the rest to the instruction in Core subjects. During the second year the time available for instruction shall be divided equally between the Core subjects and the Elective group. In the third year all the time shall be divided to the study of Elective course.

2. Admission to the Matriculation course shall cease from such date as the Board may decide with the approval of the Government.

3. No candidate shall be permitted to migrate from the Matriculation course to the Higher Secondary Course or vice-versa.

4. The examination shall be open to:—

(A) a pupil* of a recognised school who:—

(a) has his/her name submitted to the Secretary by the head of the recognised institution he/she has recently attended; and

*A candidate whose name is struck off the rolls of a recognised institution after sending up his/her application, ceases to be eligible for the examination. If, however he/she is re-admitted upto one month before the commencement of the examination he/she would become automatically eligible to appear in the examination.

(b) produces the following certificates signed by the head of the recognised institution he/she has most recently attended :—

(i) of good character ;

(ii) of having completed the prescribed **course of attendance for the examination;

**Prescribed course means 75 percent of the attendances in the case of boys and 66 percent in the case of girls counted for the 10th class only in the case of core subjects and for 11th class only in the case of elective subjects.

Attendances shall be counted from the date the class is started upto one week before the last date for sending up admission forms fixed by the Board. In the case of those who join the class after having failed in the examination, the percentage of attendances shall be calculated from the 11th day after the publication of results.

If a candidate's attendances at recognised institution upto the date of the submission of forms fall short of the required percentage the head of the institution should submit his/her name to the Board provisionally. If a candidate has not completed the required percentage before the fourteenth day preceding the first day of examination the

Continued

(iii) of having satisfactorily performed the work of the class.

(B) Any private candidate who is eligible under Regulations pertaining to the admission of private candidates and produces the required certificates.

Provided that the Board or the determining authority shall have power to exclude any candidate from the examination, if it is satisfied that such a candidate is not a fit person to be admitted thereto.

5. The medium of examination in core subjects shall be English, i. e. the questions shall be asked and their answers given in English; provided the questions in Modern Indian Languages shall be and asked answered in the Language concerned.

head of the institution shall report to the Board authorities with a view to the candidate's admission being disallowed. If the letter of withdrawal is received in the Board office one week before the first day of the commencement of the examination, the admission fee received from the candidate shall be refunded or kept in deposit for the subsequent examination.

The head of a recognised institution is empowered to condone the shortages in attendances, in the case of regular candidates appearing in High-

Continued

Provided further that answers to questions in Domestic Arithmetic and Household Accounts and Social Studies may be given in English or in any one of the Modern Indian Languages, viz., Hindi, Urdu or Panjabi.

Provided also the medium of practical examination in Crafts shall be either a Modern Indian Language or English.

6. English shall be the medium of examination in all Elective Group subjects except in Oriental, Classical and Modern Indian Languages. The medium of examination in Oriental, Classical Languages shall either be the cognate Modern Indian Language or English or the Classical Language itself at the option of the candidate. The medium of examination in Modern Indian Languages shall be the language concerned.

Examinees in Indian Music may answer the question papers in the subject in English or Hindi or Urdu or Panjabi, at their option.

7. Each candidate shall be required to offer the following core subjects and also any four out of one of the elective groups ;

er Secondary Core Examination up to and including 20 and the chairman upto and including 30 on the recommendation of the head of institution concerned. In respect of the Higher Secondary Elective examination the head of the institution concerned shall have authority to condone shortages in attendances upto and including five.

Core Subjects

- (i) English—two written papers of 75 marks each.
- (ii) (a) Urdu, or (b) Hindi, or (c) Panjabi—one paper of 75 marks.
- (iii) Social Studies—two written papers of 75 marks each.
- (iv) Mathematics or Domestic Arithmetic and Household accounts (the latter for girls only)—one written paper of 75 marks.
- (v) General Science—one written paper of 100 marks and a practical of 50 marks.
- (vi) On of the following crafts :—
 - (a) Hand Spinning and Weaving ;
 - (b) Basket Making ;
 - (c) Gardening ;
 - (d) Wood work ;
 - (e) Smithy (Metal Works) ;
 - (f) Clay Modelling and paper Machie ;
 - (g) Sewing, Needle work, Embroidery and Knitting (for girls only) ;
 - (h) Pottery ;

- (i) Workshop Practice ;
- (j) Tailoring ;
- (k) Commercial Drawing ;
- (l) Dyeing and Calico Printing ;
- (m) Embroidery and Gabba Making;
and
- (n) Art and Design.

The examination in craft shall consist of one practical and Viva-voce of 75 marks.

ELECTIVE GROUPS

Group I—Humanties

Every candidate shall be required to offer any four subjects from the following :—

- (a) A Classical Language (Sanskrit, or Persian or Arabic) ;
- (b) History ;
- (c) Geograghy ;
- (d) Economics ;
- (e) Civics ;
- (f) Mathematics ;
- (g) Home Science (for girls only) ;
- (h) Higher English ;
- (i) Education ;
- (j) Music (instrumental or Vocal for girls only)
- (k) Advanced Study or Urdu or Hindi or Panjabi ;

(1) Elements of Psychology and Logic.

Each subject shall consist of two written papers of 100 marks each, except Geography, Music and Home Science. Their distribution of marks shall be as under :—

Geography —Two written papers of 75 marks each and a practical of 50 marks.

Music —One written paper of 80 marks and a practical of 120 marks,

Home Science —One written paper of 80 marks and practical of 120 marks.

Group II Science

Every candidate shall be required to offer any four subjects from the following :—

(a) **Physics** Two written papers of 75 marks each and a practical of 50 marks.

(b) **Chemistry** Two written papers of 75 marks each and a practical of 50 marks.

(c) **Biology** Two written papers, each carrying 75 marks and two practical papers, each carrying 25 marks.

(d) **Geography** —Two written papers of 75 marks each and a practical of 50 marks.

(e) **Mathematics**—Two written papers of 100 marks each.

(f) **Physiology and Hygiene (not to be taken with Biology)** Two written papers of 75 marks each and a practical of 50 marks.

- (g) Geology Two written papers of 75 marks each and a practical of 50 marks.
- (h) Higher English—Two written papers of 100 marks each,

Group III Technical

Every candidate shall be required to offer the following subjects :—

- (a) (i) Applied Mathematics—One written paper of 100 marks.
- (ii) Geometrical and Mechanical Drawing—One written paper of 100 marks.
- (b) Physics—Two written papers of 75 marks each and a practical of 50 marks.
- (c) Chemistry.—Two written papers of 75 marks each and a practical of 50 marks.
- (d) Any one of the following, each comprising one written paper of 100 marks and a practical of 100 marks. :—
- (i) Elements of Electrical Engineering.
- (ii) Elements of Civil Engineering.
- (iii) Elements of Mechanical Engineering.
- (iv) Elements of Radio Engineering
- (v) Elements of the Textile Engineering.

Group IV—Commerce

Every candidate shall be required to offer the following subjects :—

- (a) Elements of Commerce
and Book Keeping. Two written papers of
100 marks each.
- (b) Elements of Economics
& Commercial Geography. Two written papers
of 100 marks each.
- Shorthand and Type-
writing. Two papers of 100
marks each.
- or
- Money and Banking. Two written papers
of 100 marks each.
- (d) Higher English. Two written papers of
100 marks each.

Group V (Agriculture)

Every candidate shall be required to offer the following subjects :—

- (a) Agricultural Biology
and Chemistry. Two written papers of
70 marks each and a
practical of 60 marks.
- (b) General Agriculture
including Soil Manage-

ment and Crop Culture. Two written papers of 70 marks each and a practical of 60 marks.

(c) Farm Management including Animal Husbandry and Dairying. Two written papers of 70 marks each and a practical of 60 marks.

(d) Any one of the following subjects :—

(i) Horticulture and Fruit Growing. Two written papers.

(ii) Sheep Farming. One written paper and one practical of 100 marks each.

(iii) Poultry Farming. One written paper and one practical of 100 marks each.

(iv) Agricultural Economics. Two written papers of 100 marks each.

(v) Higher English. Two written papers of 100 marks each.

Group VI (Home Science for girls only)

Every candidate shall be required to offer the following subjects :—

- (a) Household Management, Human relation, Textiles, Clothing and Laundry. One written paper and one practical, each carrying 100 marks.
- (b) Food Nutrition and Cooking. One written paper and one practical, each carrying 100 marks.
- (c) Home Nursing, Child Development and Mother Craft. One written paper and one practical, each carrying 100 marks.
- (d) Any one of the following subjects:—
- (i) Higher English. Two written papers of 100 marks each.
- (ii) Physiology and Hygiene. Two written papers of 75 marks each and a practical of 50 Marks.
- (iii) Music(Instrumental or Vocal). One written paper of 80 marks and a practical of 120 marks.

Group VII—Fine Arts

Every candidate shall be required to offer the following subjects :—

- (a) **History and appreciation of Arts.** Two written papers of 100 marks each.

- (b) **Any three of the following subjects :—**
 - (i) **Drawing and painting.** Two papers of practical work, each carrying 100 marks.

 - (ii) **Modelling and Sculpture** Two papers of practical work each carrying 100 marks.

 - (iii) **Music (Instrumental)** One written paper of 80 marks and a practical of 120 marks.

 - (iv) **Music (Vocal) Hindustani or Karnatic.** One written paper of 80 marks and a practical of 120 marks.

 - (v) **Dancing** Two papers, one written and one practical, each carrying 100 marks.

- (vi) Higher English Two written papers of
100 marks each.

8. The irreducible minimum number of practicals required in Science subjects in Core and Elective group of the Higher Secondary Course shall be as under :—

- (i) General Science (Core Subject) 20
(ii) Each science subject in elective group 25

9. The pass percentage which a candidate shall be required to obtain shall be as under :—

(a) Core Subjects

The minimum number of marks required to pass in each subject shall be 33% both in theory and practical papers.

To qualify for a pass in the Core subjects, a candidate must pass in :—

- (i) English, and
(ii) Any five of the remaining seven papers, and must secure 33% of the aggregate of the nine papers marks in the remaining two papers to be counted towards the aggregate.

Provided that a candidate who obtains 33% or more marks in the aggregate of nine papers, but fails in English by five marks or less or fail in any one of the five papers other than English, or in the aggregate of all papers by three marks or less, shall be deemed to have passed the examination.

(b) Subjects in Elective Group

The Minimum number of marks required to pass in the Elective Group shall be 33% in each subject. In a subject in which there is practical examination, this percentage shall be required in the written examination and in the aggregate, but only 25% in the practical examination except the following subjects :—

- (i) Indian Music (Humanities Group) ;
- (ii) Drawing and Painting (Fine Art Group);
- (iii) Shorthand and Typewriting (Commerce Group).

In these subjects a candidate must secure 33% of the maximum marks prescribed.

Provided that a candidate who obtains 33% marks in the aggregate of four subjects but less than the pass percentage required by not more than five marks in one subject only shall be deemed to have passed the examination, provided that if the subject concerned is a subject in which a practical examination is held, the candidate shall be eligible for this concession either in the written part or in the practical of that subject, and not in both.

10. A candidate who has qualified for the Higher Secondary Course Examination from this Board or from the University of Jammu and Kashmir may present himself as a private or regular candidate

for examination at a subsequent examination taking up an Elective Group or a subject or subjects of an Elective Group in which he has not already passed. Examination shall be granted in a subject or subjects already passed by a candidate in the Elective Group taken up subsequently. In the case of a subject in which practical examination is prescribed, such a candidate shall produce satisfactory evidence to the Board that he has completed the practical course prescribed for the subject in an institution recognised by the Board. Admission fee for a group shall be full fee and for a subject or subjects Rs. 10 per subject.

Such a candidate, if successful, shall be awarded a certificate of having passed the examination in the group or subject or subjects concerned.

10. (a) *A candidate who obtains 40 percent of the aggregate number of marks but has failed in one subject only obtaining not less than 25 percent marks may be declared as compartment category and may be admitted to an examination in that subject only at the time to be announced on payment of the same fee as prescribed for the examination. If he/she passes that subject he/she shall be deemed to have passed the Higher Secondary (Elective) examination. If he/she fails to pass or

*Compartment category introduced vide notification No. F/Acd/Bi/19 Dated July 3, 1965

fails to appear at the supplementary examination, he/she shall be given another opportunity to appear again in the compartmental subject at the annual examination.

A candidate to whom this concession is granted shall be eligible to join the next higher class for the Bachelor's Degree but shall not be eligible for Scholarship.

11. The successful candidates shall be classified into three divisions, as under, on the marks obtained in the Elective Group :—

- | | |
|----------------------|--|
| (a) First Division. | Those who gain 60% or more of the aggregate number of marks. |
| (b) Second Division. | Those who gain 45% or more marks but less than 60% |
| (c) Third Division. | Those who gain below 45% of the aggregate marks. |

A deficiency upto one percent marks in the aggregate shall be condoned for purposes of placing a candidate in the first and second division.

12. Two months after the commencement of the examination, with special permission of the Chairman as soon thereafter as possible, the Secretary shall publish a list of candidates who have

passed and a list of those who have passed in additional groups or subjects. Each successful candidate at the part II (Elective Group) examination shall be granted a certificate showing the Division in which he has passed the examination.

CHAPTER XIX

Account and Finance Regulations

The following shall be the heads of account and the Finance Committee shall have the power to make changes in these heads as and when necessary:-

I RECEIPT SIDE.

1. **Grants.**

(A) Government Grants

- (i) General
- (ii) Special

(B) Other Grants

2. **Fees.**

(A) Examination Fees.

- (i) Permission Fee
- (ii) Admission Fee
- (iii) Late Fee
- (iv) Change of Centre fee
- (v) Fee for constitution of Special Examination Centres.

(B) Miscellaneous fees

- (i) Fee for supplying marks
- (ii) Fee for scrutiny of marks and re-checking of results.
- (iii) Provisional certificate fee
- (iv) Fee for duplicate copy of certificates and diplomas
- (v) Inspection fee
- (vi) Miscellaneous

3. Miscellaneous Receipts.

- (i) Interest from general Board investments
- (ii) Sale of Board publications
- (iii) Miscellaneous

4. Special Receipts.

- (i) Donations
- (ii) Endowments for prizes, medals scholarships etc.

5. Suspense.

- (i) Deposits
- (ii) Advances

II EXPENDITURE SIDE

I. General Administration .

(A) Staff

(i) Salaries

- (a) Officers and Administrative Staff
- (b) Other Staff

(ii) Allowances and Honoraria

- (a) Dearness allowance
- (b) Leave allowance
- (c) Other allowance
- (d) Honorarium

(iii) Leave and Pension Contribution

(B) Office Contingencies

- (i) Board Publication
 - (a) Handbook
 - (b) Syllabi and Courses of Reading
 - (c) Other publications.
- (ii) Postage and Telegrams
- (iii) Telephone Charges
- (iv) Stationery, Typewriters, Duplicators and Duplicating Material, etc.

- (v) Printing
- (vi) Advertisement charges
- (vii) Hot and Cold Weather Charges
- (viii) Electric charges
- (ix) Repairs to Furniture
- (x) Servant's Liveries
- (xi) Rents and Rates
- (xii) Staff Car
- (xiii) Legal expenses
- (xiv) Miscellaneous

(C) Other Charges

- (i) Travelling and Halting allowance
 - (a) Members of the Board and its Committees
 - (b) Inspectors of institutions
 - (c) Officers and Administrative staff of the Board
 - (d) Other Staff
 - (e) Miscellaneous
- (ii) Furniture and Equipment
- (iii) Books
- (iv) Insurance

- (a) Board Buildings
- (b) Staff Car
- (c) Fee to Inspectors of Institutions
- (v) Sumptuary allowance
- (vi) Unforseen

2. Examinations

(A) Remuneration to papper-setters and Examiners

(B) Conduct of Examinations

- (1) Travelling and Halting Allowance
- (2) Science Material and Laboratory Staff, etc.
- (3) Invigilation and Supervision, etc.
- (4) Tabulation and Collation of results.

(C) Miscellaneous

- (a) Diploma and Certificates
- (b) Stationery
- (c) Printing
 - (i) Question papers
 - (ii) Answer Books
 - (iii) Forms, Circulars and Cloth-lined covers, etc.

- (d) Carriage, postage and freight for answer-books
- (e) Carriage of furniture
- (f) Contingencies
- 3. **Scholarships and Medals etc.**
 - (i) Board Scholarship
 - (ii) Medals and Certificates
- 4. **Provident Fund Contribution**
 - (i) General Administration
- 5. **Maintenance and Repairs of Board Buildings**
 - (i) Buildings in Srinagar
 - (ii) Buildings at Jammu
- 6. **Investment and Reserve Fund**
 - (i) Investment of General Board Funds
 - (ii) Investment of sums received in endowment of prizes, medals, scholarships, etc.
 - (iii) Pension Reserve Fund
- 7. **Miscellaneous**
- 8. **Suspense**
 - (i) Deposits
 - (ii) Advances

2. Account Books

Books of accounts and registers shall be strongly bound and machine-paged. On the first or title page, the number of pages the book or the register contains shall be entered and the entry shall be signed by the Secretary. Corrections shall be made in red ink and attested. Erasures shall on no account be permitted.

3. Receipts

- (i) All moneys received either by cheque or by cash payments shall unless in exceptional circumstances, be deposited intact in the bank not later than the first day on which the bank shall be open following the payment.
- (ii) **Payment by cheques.** All cheques shall be made payable to the Secretary. They shall be endorsed by him or by any other officer authorised by him, and paid into the Board account at the bank and shall be entered in the daily register of income and in the cash book under proper head.
- (iii) **Daily Register of income.** Money received by money order, cash, postage stamps, cheques or insured letters or credited direct into the Bank, shall be entered, in the daily register of income,

under its appropriate head. For facility of reference, the serial number of the entry in the register shall be noted on the money order coupon or other connected papers. The head of the account branch shall compare the entries in the register with the money order coupons etc, and sign the daily totals and money order coupons etc. The amount shall then be entered in the cash book.

- (iv) Receipt shall be granted for all moneys received by cheques postage stamps, insured letters or in cash or credited into Board account direct into the Bank. Receipts for sums up to Rs. 100/- shall be signed by the Cashier and receipts for sums over Rs. 100/- shall be signed by the head of the account branch. Receipt forms shall be in duplicate and shall be machine numbered consecutively. The forms shall be bound in books each containing 100 or more forms. On the front page of each book shall be entered the first and last number of the receipt and the date of issue, and the entry shall be signed by the Secretary or any other officer authorised by him in this behalf. The blank receipt books shall remain in the personal charge of the Form clerks

but before a new book is started, the Secretary or any other officer authorised by the Secretary, as the case may be, shall satisfy himself that the forms in the last book have all been used. No manuscript receipt forms shall be issued and no un-numbered receipt forms shall be used for the purposes of issuing receipts.

- (v) All remittances to the bank shall be, accompanied by a Challan, which shall be prepared in duplicate in the bound books supplied by the bank, separate Challan books being used for cheques and for cash payments. The counterfoils shall remain in the books and the foils shall be kept by the bank. The counterfoils should contain the bank stamp after payments have been made. The challan books shall remain in the personal custody of the Cashier but all amounts entered therein shall be compared by the head of the account branch with entries made in cash book and in the pass book, as noted below:—

The bank pass book shall remain with the Secretary and shall be sent to the bank on the first day of each month and at such other times as the Secretary may think fit to be written

up-to-date. After it has been received from the bank, the head of the account branch shall compare the receipt entries therein with the entries in the Challan counterfoils, and in the printed receipt forms which are issued by the bank for such payments as are made direct by the payee into the bank for the credit of the Board account. After comparison such receipts shall be filed.

4. Disbursement.

- (i) The funds of the Board shall be used only for the purpose indicated in the budget as passed finally by the Board, or for those purposes with such variations as may from time to time be authorised by the Board.
- (ii) Expenditure shall ordinarily be met by means of cheques drawn on the banks, but petty expenditure may be met from the permanent advance. The cheque books shall remain in the personal custody of the Secretary or any other officer authorised by him under lock and key. On each occasion after the pass book has been received from the bank after make up according to Regulation 3(v) above, the Secretary or any other officer authorised by him

in this behalf shall compare the entries on the debit side in the pass book with the counterfoils in the cheque book and satisfy himself that the entries tally with the cheques issued by him.

(iii) All bills presented for payment, confidential printing and other secret accounts excepted, shall be checked by the accounts branch and the head of the branch shall be responsible for the correctness of the charge. He shall satisfy to their correctness and initial them before passing them on to the Secretary.

(iv) **Salaries and office contingencies :—**
The Secretary shall pass all payments on account of the salaries of the staff and servants and sanction and pass payments on accounts of contingencies upto the limit under each head in the sanctioned budget. The Secretary may, however, authorise the senior most officer in Jammu Unit to pass payments on account of salaries of establishment and of the contingencies. The Assistant Secretaries shall sign their own salary bills after the salary slips have been issued to them by the Secretary.

(v) **Travelling allowance** :—The Secretary shall have authority to pass and pay all travelling allowance bills of journeys made after due authorization, up to the limits of the sanctioned budget allotment. Should this sum be exhausted before the end of the financial year, he should seek the authority of the Board to pay and should at the same time inform the Board by what re-adjustment he proposes to find the money.

(vi) **Stock** : Expenditure on account of purchase of furniture shall be subject to the approval of the Chairman. The Secretary shall pass for payment all bills for articles so approved, up to the limit of the sanctioned budget allotment and no payment in excess of this shall be passed without the approval of the Chairman and the Board.

Notwithstanding anything contained in the above Regulation, the Secretary shall have the power to spend not more than Rs. 100/- at any one time and not more than Rs. 500/- in any financial year on articles coming under the terms of this paragraph.

(vii) **Printing.**

(a) Confidential Printing. The Accounts of confidential printing and transit of answer books to paper setters and examiners and other secrecy accounts shall not be subject to audit by the Auditors but, they shall be scrutinized by the Chairman who shall certify that he has checked the accounts, and, in the case of confidential printing accounts, also that these have been destroyed in his presence. This certificate shall be made available for inspection at the audit every year.

(b) The Secretary shall place orders and pass payments on account of all orders of printing minutes, forms, notices, examination answer books, etc., within the limits of the sanctioned allotment. Should the allotment be reached before the end of the Financial year the Secretary shall report to the Chairman and the Board for further orders.

(viii) **Paper-Setters and examiners Fee :—**

The Secretary shall certify and pass for payment all bills remuneration of papersetters and examiners subject to

the proviso above regarding excess over budget allotment.

Note :—All the travelling allowance and remuneration bills shall be submitted duly signed and stamped, if necessary.

5. Salaries fall due on the first day of the month following that for which the Salary is paid.

6. Income-tax and subscriptions to provident fund shall be deducted from salaries before payment is made.

7. All charges shall be supported by vouchers which must be filed in order and have a number corresponding to the number of account as entered in the Contingent Register. In cases of contingent charges for sums below Rs. 10/- when the voucher may not be available, a certificate by the Secretary that the amounts have been disbursed shall suffice.

8. The Secretary shall have an imprest money of Rs. 300/- and the Board sub-office at Jammu Rs. 200/- to meet emergent petty expenses. The amounts of the imprest shall be kept with the cashiers who shall give an acknowledgement for the amount held by them on the first day of each financial year. The expenditure incurred from the permanent advance shall be entered in the Contingent Register as well as in Cash Book, and the register and the cash book shall be placed before the Secretary or an officer authorised by him in this

behalf, for signature. All accounts of recoupment of permanent advance shall be centrally maintained by the Secretary.

9. Security Deposits. The cashiers shall deposit cash securities of Rs. 300 each, pledged to the Secretary.

10. Cash book entries and relation to other books. All moneys received and spent shall be immediately brought to account in the Cash Book. It shall as far as possible be submitted to the Secretary, each day and after the close of each month, when the Bank Pass Book has been made up, the entries shall be compared. If both books have been correctly posted, the balance according to cash book less the cash in the hands of the Cashier plus the amount of uncashed cheques shall agree with the amount in the Pass Book.

The totals of the different kinds of income in the Daily Register of income shall be entered in the Cash Book and reference of the page of the Register shall be made in the Cash Book against the entry.

Besides the Cash Register, there shall be maintained an Abstract Register of all transactions which appear in the Cash Book. There shall be columns corresponding to all the main heads under income and expenditure and under each head all transactions shall be entered daily. On the basis of

this register, there shall be prepared each month an abstract progressive total of receipts and expenditure which shall show (a) the Budget figures (b) the amount realised or spent as the case may be, upto the end of the month, (c) the balance remaining to be realised and available for expenditure for the rest of the financial year. A copy of the statement signed by the Secretary shall be submitted to the Chairman about the 15th day of the succeeding month, if the Chairman happens to be in station, otherwise at the time of his arrival in station.

11. The budget estimates shall be accompanied by a schedule showing differences from the Budget of the previous year and explanatory notes showing clearly the reasons for such differences.

12 Unspent balances of budget allotment at the close of the financial year shall not be available for expenditure in a succeeding year except under the budget of that year.

13. The following books of accounts and registers and receipts shall be maintained as per forms prescribed :—

- (a) Cash book.
- (b) Salary book and Acquittance Roll.
- (c) Classified abstract of Income.
- (d) Classified abstract of Expenditure.
- (e) Register of Provident Fund Account.

- (f) Stock book of furniture.
- (g) Register of Endowment and fixed deposits.
- (h) Register of sale of Board Publications.
- (i) Contingent Register.
- (j) Account book of Stationery.
- (k) Account book of certificates.
- (l) Monthly abstract of Income and Expenditure.
- (m) Daily Register of Income.
- (n) Receipts.
- (o) Such other registers and books as may be deemed necessary to be opened from time to time.

14. Claims for refund of money shall not be entertained if the application for refund is not received within a period of one year from the date on which money was deposited in the office.

Provided that the Secretary may make a refund at any time during the period, without waiting for an application for refund when the amount remitted by the payee is in excess of the proper demand.

Provided further that the time limit prescribed in the above Regulation shall not apply to refund of deposits, securities, or earnest moneys.

15. Save with the special sanction of the Chairman, no claim for money due from the Board shall be valid unless made within six months of the date at which the payment fell due.

16. It shall be competent to the Chairman:-

- (a) to sanction write-off of loss upto and including Rs. 50/- in each case ;
- (b) to sanction advances upto Rs. 1,000/- in each individual case ;
- (c) to permit free supply of Board publications upto Rs. 25/- in each individual case ; and
- (d) to sanction extraordinary expenditure in connection with conduct of examinations up to a maximum of Rs. 100/- per centre of examination.

17. It shall be competent to the Secretary :—

- (a) to sanction payment of advance Travelling Allowance to officers, members of the Board and Committees Examiners, Superintendents of examination centres and official of the Board, if and when necessary;

provided that road distances not less than 150 miles. This advance shall not however, be made earlier than five days before the actual date of business ;

- (b) to sanction expenditure for providing overtime allowance to the ministerial staff of the Board, who may have to work outside office hours and refreshment to members of the Board and its Committees who may be required to take up Board work ;
- (c) to sanction write-off of loss up to and including Rs. 25/- in each case ; and
- (d) to sanction extra expenditure in connection with conduct of examinations up to a maximum of Rs. 50/- per centre of examination.

18. Advances made under orders of the competent authorities but not accounted for in the cash book till vouchers for actual expenditure are produced, shall be considered as cash for the time being.

19. Procedure relating to purchases etc.

- 1. All purchases shall be made by inviting tenders which may be :—
 - (a) by advertisement (open tender);

- (b) by invitation to a limited number of firms (limited tender);
- (c) by invitation to one firm (single tender);

2. Tender may not be obtained for :—

- (a) Patents and specialities ;
- (b) highly finished work such as scientific apparatus ;
- (c) Pure chemicals of special quality.

3. In the case of supplies of the value of Rs. 250/- or less, the tender system should be adopted but if inconvenience or loss or delay is expected by adopting the tender system, the officer may obtain quotations from two or three firms and make purchases from the firm whose quotations are the lowest.

4. The tender system should invariably be adopted for all purchases exceeding Rs. 250/- in value.

5. Large purchases should not be split up into several smaller ones for evading the rules relating to the larger purchases.

6. When articles of the kind required are produced in the Jammu and Kashmir State, such local articles should be purchased by preference, provided the price is not 5% higher than at which articles of a similar quality can be obtained elsewhere.

7. The above Regulations shall apply to all kinds of articles whether manufactured or un-manufactured and also mutatis mutandis to all jobs and works of the Board.

8. Notwithstanding anything contained in the above regulations the following may be purchased without inviting tenders :—

(i) (a) Text books required for reference of the paper-setters and the examiners provided the order is placed with the publishers approved by the Chairman for this purpose ;

(b) Petty articles of Rs. 25/- or less.

(ii) An order may be placed with the previous approval of the chairman without inviting tenders in the case of an emergency when in the interest of work it is not possible to invite tenders.

20. **Re-appropriation regulations.**

A. (General).

(a) Appropriations against the several primary units shown in the budget estimates shall not ordinarily be exceeded. The estimates provided for all items of expenditure for the financial year as far as they can be foreseen. Proposals for fresh expenditure not provided for in the

estimates during the course of the year, are therefore not justified in ordinary circumstances and shall not be made unless there are very special reasons.

(b) Unavoidable and unforeseen circumstances may, however, some times arise in the course of a financial year making it necessary to incur urgently fresh expenditure under one or more primary units or to incur expenditure on a new service not contemplated in the principal budget estimates. In such cases the procedure for providing the requisite funds shall be as follows :-

- (i) Savings in other appropriations, by postponement or curtailment of less urgent expenditure included in the same grant may be re-appropriated for the purpose.
- (ii) If the above mentioned course is not possible, application for an extra grant shall be submitted to the Board.

B. Re-appropriation.

- II. (a) Re-appropriation which implies the transfer of funds from one unit of appropriation to another under the

fluctuating grants is permissible only when it is known or anticipated that the appropriation for the unit from which funds are proposed to be diverted will not be utilised in full or that savings can be affected in appropriation for that unit. In no case is it permissible to re-appropriate from a unit with the intention of restoring the diverted appropriation to that unit when savings become available under other units later on in the year.

- (b) No re-appropriation shall be allowed without verification by the head of the Accounts Branch, of savings proposed to be re-appropriated.

III. Re-appropriation shall not be permissible :—

- (a) from the capital side of the budget to revenue side or vice-versa ;
- (b) from savings under salaries of officers and pays of establishment to fluctuating grants and vice-versa ;
- (c) after the close of the financial year ;
- (d) to meet expenditure which has not been sanctioned by the competent authority ;

- (e) to incur expenditure on any object, provision for which has been specifically reduced or refused by the Board in sanctioning the budget ;
- (f) for lumpsum provision i. e. amounts provided in the budget subject to administrative sanction, to details.

IV. Subject to the restrictions mentioned above, re-appropriations from one major or minor head to another may be sanctioned.

- (a) by the Chairman upto a maximum of Rs. 1,000 in each case ;
- (b) by the Secretary upto a maximum of Rs. 400 in each case ;

Provided that re-appropriation exceeding Rs. 1000 shall require the sanction of the Finance Committee and the Board.

(C) Supplementary Appropriations (extra grant)

V. If on account of exceptional reasons expenditure which is either not provided for in the budget estimates of the year or is in excess of the budget provision, has to be incurred, and if the authority incurring the expenditure is not in a position to find funds by re-appropriation, application shall be made for the provision of additional funds by an extra grant. While proposing such extra grants, it shall be explained clearly :—

- (a) Why the expenditure was not provided in the original budget, and
- (b) Why it cannot be postponed for consideration in the next budget.

VI. Proposals for extra grants shall be submitted to the Board through the Finance Committee.



Rules and Regulations for grant of Prizes and Medals to the Position holders of Matriculation and Higher Secondary Elective Examinations, as approved by the Jammu and Kashmir Board of Secondary Education, in its First meeting held on 26-2-1966, vide Resolution No. 3.

Examination	1st Position holder	2nd Position holder	3rd Position holder
(a) Matriculation	Gold Medal and a Prize of Rs. 100/-	A Prize of Rs. 75/-	A Prize of Rs. 50/-
(b) Higher Secondary Elective.	do	do	do

Rules and Regulations for Grant of Scholarship to the position holders of the Matriculation and Higher Secondary Elective, Examinations, as approved by the Jammu and Kashmir Board of Secondary Education, in its first meeting held on 26-2-1966. vide Resolution No. 2.

Scholarships to the position holders of Matriculation and Higher Secondary, (Elective) Examinations shall be awarded as detailed below:—

<u>Examination</u>	<u>1st Position.</u>	<u>2nd position</u>	<u>3rd position</u>
Matriculation	Rs. 20/- P. M.	Rs. 15/- P. M.	Rs. 10/- P. M.
Higher Secondary Elective	Rs. 30/- P. M.	Rs. 20/- P. M.	Rs. 15/- P. M.

Terms and Conditions.

(i) Students who are eligible for award of scholarships must be on the rolls of an educational institution affiliated to the Jammu and Kashmir University.

(ii) These scholarships shall ordinarily be tenable for a period of twelve months, beginning from the 11th day of the declaration of the result of the examination on the basis of which scholarships are awarded, subject to good conduct and regularity in attendance and satisfactory progress in studies, for the period during which the scholarship holder is on the rolls of the College.

- (iii) A scholarship shall be payable for the terms, provided that the scholarship-holder has passed the last terminal examination according to the University standard.

Provided further that if he does not pass the second terminal examination according to the University standard, he shall forfeit the scholarship. The last date of a terminal examination in a College shall be deemed to have been held at the end of the term for the purpose of disbursing scholarship.

- (iv) The award of these scholarships shall be subject to the production of the following certificates from the Head of the institution in which the students are admitted.
- (a) For regular attendance—except for reasons of illness. A Board Scholarship-holder must obtain 80% of class attendance.
 - (b) Progress certificate—The scholarship-holder must pass the terminal examination by the University standard for that class.
 - (c) Conduct certificates—A certificate to the effect that the scholarship holders conduct has been satisfactory.

- (d) The Board scholarship shall be stopped forth with when a student in receipt of the same gives up his studies during the period he is normally to remain on the rolls of an affiliated college provided that in the event of sanctioned migration, when he is admitted to any other institution affiliated to the University, the scholarship will not be stopped.
- (e) In case where outside the provisions of these rules, the scholarship is to be disallowed, previous sanction of the Board shall have to be obtained ;
- (f) A scholarship which has been forfeited may be re-awarded on the same condition for the remainder of the term to the next student available in order of merit, subject to these rules.
- (g) Scholarships to bracketted students shall be as under:—
 - (i) The total amount distributed should not exceed the amount provided in the budget ;

- (ii) If two or more students are bracketted for a scholarship, the scholarship will be added to scholarships of lower denomination, if any, and the consolidated amount distributed equally among the students, provided that the number of scholarships added up shall exceed the number of bracketted together.

ILLUSTRATION

Suppose there are three scholarships of the value of Rs. 30/-, Rs.20/- and Rs. 10/- making a total of Rs. 60/- p. m. Three candidates say are bracketted first, then all will get Rs. 20/- each and no further scholarship will be given. Suppose the first and second candidate gets unequal decreasing marks, but for the 3rd. place two candidates are bracketted with equal marks, then the first two scholarships will be awarded as prescribed and the 3rd scholarship of Rs. 10/- will be awarded equally among the two candidates, each getting Rs. 5/- per month. Suppose two candidates are bracketted for 1st position and two for the second position then the 1st and second scholarship will be added and divided equally between the two candidates bracketted for 1st. position and 3rd scholarship will be divided equally between the candidates bracketted for the second position. Suppose there are three students bracketted for the second

position then 1st student will get the scholarship provided for the 1st position. The scholarship for the second and the 3rd position of Rs. 20/- and Rs. 10/- respectively will be added up and equally divided among the three candidates securing the second position so that each gets Rs. 10/-,



Rules and Regulations for G. P. Fund and Contributory Provident Fund, as approved by the J. & K Board of Secondary Education in its First meeting held on 26.2.1966, vide Resolution No. 7, for its employees :—

GENERAL PROVIDENT FUND RULES

1. (i) These rules may be called the Jammu & Kashmir Board of Secondary Education General Provident Fund Rules.
- (ii) They shall come into force from 1st. April, 1965.

2. The fund will be compulsory for all permanent employees of the Board in superior service drawing Rs. 50 per month and above, but optional for those employees drawing less than Rs. 50/-, holding whole time permanent appointments, whether pensionable or non-pensionable.

3. An account shall be opened in the name of each subscriber in which shall be credited the subscriber's subscription and the interest there on. The account will be opened and operated upon by the Secretary of the Board.

Rates of Subscription-

4. (i) . The monthly subscription at the rate of $6\frac{1}{4}$ per cent of the salary of each officer will be compulsory, but a subscriber may at his option subscribe at the rate of $15\text{-}5/8$ per cent. The rate of subscription will not be liable to variation during the course of a year. The subscription shall be expressed in whole rupees.

(ii) When a subscriber is transferred to foreign service or sent on deputation outside the Board, he shall remain, at his option subject to the rules of the fund in the same manner as if he was not so transferred or sent on deputation.

Subscription during leave with Allowance.

5. (i) Subscription during leave with allowances will be optional, subject to the limits of $6\frac{1}{4}$ per cent or $15.5/8$ percent of the salary and will be calculated on the allowances admissible during leave.

- (ii) An officer on retirement after a period passed under suspension may be allowed the option of subscribing for that period.

- (iii) In the case of an officer who exercises the option of subscribing to the fund during leave without allowances, or on reinstatement after a period passed under suspension without allowances, it is left to the discretion of the Secretary to determine in each case the amount on which subscription should be paid, the general principle to be observed being that the subscription should be calculated on half the pay or salary, as the case may be, last drawn by the officer before he proceeds on leave without allowances, or was placed under suspension without allowances.

- (iv) An officer who desires to subscribe during leave must notify his intention before hand in order to allow the deduction from his leave allowances being noted in

his leave and pay certificate. He will not be permitted to discontinue subscribing during leave.

- (v) An officer who fails to notify his intention to continue to subscribe when proceeding on leave, can subsequently pay his subscription in cash.
- (vi) Subscription during training will be optional.

Realization of Subscription.

- 6. (i) Subscriptions will be recovered by deductions from pay bills, but they may be made by remittance in cash to the Board chest when an officer is on leave without allowances and desires to subscribe during such leave.
- (ii) If a Board servant fails to subscribe with effect from the date on which he is required to join the fund under rule 2, the total amount due to the fund non account of arrears of subscription shall forthwith be paid by him to the fund or in default be ordered by the Secretary to be recovered by deduction from emoluments of the subscriber by instalments or otherwise as may be directed by the authority competent to grant an advance not in excess of three months pay.

7. (i) Subject to the provision of this rule, the sum which accumulates to the credit of an officer will, when he quits the service, become his absolute property, and will be handed over to him unconditionally. In the following cases a subscriber may, however, be permitted to withdraw the deposits at his credit before the actual date of his retirement on the conditions laid down against each. :—

(a) A subscriber proceeding on leave preparatory to retirement, at any time between the date of his proceeding on leave and the date of retirement, subject to the condition that he may be required, should he return to duty at the end of his leave, to repay to the fund the whole amount withdrawn by him within interest thereon at the prescribed rates ;

(b) A subscriber who obtains a medical certificate of incapacity for further service, at any time between the date of his obtaining such certificate and the date of retirement.

- (ii) In the event of an officer's death before retirement or after retirement, but before the money has been handed over:-
- (a) It will be paid to one or more of his widow or widows and children in accordance with any request that he may have submitted in the prescribed form, which request must state the persons to whom sums intended for the benefit of minors are to be paid or it will be handed to such trustees as the subscriber may appoint by will to administer, for the benefit of his widow or widows, and children, the funds standing at his credit at the time of his death. (Annexure.)
 - (b) Failing such a request it will be divided in equal shares between his widow or widows and children, to the exclusion of adult sons and of married daughters whose husbands are alive, any sum due to minor being paid to the minor's legal guardian, to be used for the minor's benefit, or, failing a legal guardian, to any person, who in the opinion of the officer whose

duty it is to make payment is entitled to receive it on the minor's behalf.

- (c) failing a widow and children entitled to participate under
- (d) It will be distributed among other persons in accordance with any request submitted by the subscriber in the prescribed forms and
- (e) If no such request has been submitted, it will be paid to the legal representative of the estate, as determined by a civil court, having competence to pass orders in this respect; provided that if the sum remaining at the credit of the depositor does not exceed Rs. 500/- it may be paid to such person or persons as the officer making the payment considers to be entitled thereto, provided also that an indemnity Form is furnished.

Note:- 1. A husband may be permitted to make a special application for the exclusion of his wife from the benefits of the Fund if she has been judicially separated from him. In the absence of such an application, the widow should be treated like an ordinary widow and the

sums at the credit of her husband should be divided in accordance with the provisions of Rule 7 (ii) (b).

Note :- 2. In all cases where a request is submitted under clause (c) above, the subscriber should be called upon to state whether he has a wife or children, a request under clause (c) should not be entertained.

Note :- 3. In respect of female subscribers the provisions of this rule should be applicable mutatis mutandis throughout.

(iii) Any declaration submitted by a subscriber is revocable at any time. On a subscriber's marriage or remarriage any declaration already submitted by him shall forthwith become null and void and unless a revised declaration is received the deposits in the fund shall be dealt with under rule 7 (ii) (b) or (ii) (d) of the General Provident Fund Rules as the case may be.

(iv) The Board will not be bound by or recognise any assignment, or encumbrance executed or attempted to be created by any officer during his service, but will recognise to the extent shown in clause (ii) (a) above any arrange-

ment, which a subscriber may make for the disposal by will of the funds standing at his credit.

- (v) The sum at credit of the officer is not liable to forfeiture on dismissal or on conviction by a criminal court, except for an offence for which the penalty of forfeiture of the whole of the offenders property is prescribed by law.

8. If a Government servant who is a subscriber to the C. P. Fund is permanently transferred to pensionable service under Board.

- (i) The amount of subscription with interest thereon standing to his credit in G.P. Fund at the date of transfer shall be transferred to his credit in the fund.
- (ii) The amount of Board contribution with interest thereon standing to his credit in such G.P. Fund shall be repaid to Board and credited to Board accounts; and
- (iii) He shall in exchange be entitled to count towards pension such part of period during which he contributed to such C. P. Fund as the Board may determine.

Interest.

9. Interest shall be credited to the account of a subscriber with effect from the first day in each year at the rate allowed by the Bank from time to time.

10. Interest shall not be credited to the account of a Muslim subscriber, if he informs the Secretary that he does not wish to receive it, but if he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it.

Advance from the fund.

11. No withdrawal shall be made from the Fund until a subscriber finally quits the service or dies. Provided that if the pecuniary circumstances of a subscriber are such that indulgence is absolutely necessary, temporary advance not exceeding twelve months' pay may be allowed from the sum at his credit :—

- (i) In the case of officials, by the Secretary for an advance not exceeding three month's pay, and by the Chairman for an advance in excess of the three months' pay but not exceeding twelve months' pay; and
- (ii) in the case of officers, by the Chairman; subject to the condition that the advance shall, in no case, exceed the amount of subscription and contribution

due and interest thereon standing to the credit of the subscriber in the Fund at the time when the advance is granted.

12. The following may be recognised as legitimate occasions for grant of advances :

- (a) To pay expenses incurred in connection with the illness of a subscriber or a member of his family ;
- (b) To pay for the passage of any member of a subscriber's family from beyond the jurisdiction of the Board or requiring to make a journey beyond the jurisdiction of the Board for some urgent cause.
- (c) To pay expenses in connection with the marriage, education, funeral or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.

Note :- Advance though not confined rigidly to the objects laid down in clauses.

(a) to (c) above will be made with due regard to the Principles contained in these rules.

13. (a) An advance shall not, except for special reason, be granted until at least 12 months after the final repayment of all previous advances except with the sanction of the Chairman.
- (b) The Chairman shall record in writing his reasons for granting the advance provided that if the reason is of a confidential nature, it may be communicated to the Secretary personally and confidentially.

Recovery of Advance.

14. (a) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but such number shall not be less than 12 unless the subscriber so elects, or in any case more than 24.

A subscriber may at his option make repayment in a smaller number of instalments than the number prescribed. Each instalment shall be a number of whole rupees, the amount of advance being raised or reduced, if necessary to admit of the fixation of such instalments.

- (b) Recovery towards advances shall commence on the first occasion after the advance is made on which

the subscriber draws emoluments, other than leave salary or subsistence grant for a full month. Recovery shall not be made except with the subscriber's consent, while he is on leave or in receipt of subsistence grant and may be postponed by the advance sanctioning authority during recovery of an advance of pay granted to the subscriber.

(c) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before payment is completed, the whole or balance of the amount withdrawn shall forthwith be repaid by the subscriber to the fund, or in default be ordered to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise as may be directed by the authority competent to grant the advance.

(d) Recoveries made under this rule shall be credited as they are made, to the account of the subscriber in the fund.

15. When a subscriber quits the service, the amount standing to his credit in the fund shall become payable to him, provided that a subscriber

who has been dismissed from the service and is subsequently reinstated in service shall if required to do so by the Board, repay any amount paid to him from the fund in pursuance of this rule in cash by instalments or otherwise by r e c o v e r y from his emoluments or otherwise, as the Board may direct, the fund, which represents his subscription and interest thereon being accounted for in the manner provided in rule 3.

16. The Board may from time to time alter or amend these rules.



ANNEXURE

The Jammu and Kashmir Board of Secondary Education.
The General Provident Fund. FORM OF DECLARATION.

(For *

Depositor)

I hereby declare that in the event of my death the following persons be entitled to receive the payment of the amount of my deposit in the General Provident Fund in the proportions noted against each their names and I make this my will so for as regards such deposit.

I also request the amount payable as above to the minors be paid to the persons named below :

1	2	3	4	5
Name of the	Relationship with subscriber	Whether major or minor. If minor state his/her age.	Share of the Deposit payable.	Name of the person to whom share is to be paid.
6	7			
Sex and parentage of person referred to in previous column	Address			

*Two witnesses to Signature.....
Here state married or unmarried.

Signature.

CONTRIBUTORY PROVIDENT FUND RULES.

1. (i) These rules may be called the Jammu and Kashmir Board of Secondary Education Contributory Provident Fund Rules.
- (ii) They shall come into force from 1st. April 1965.
2. (i) "Emoluments" means pay, leave, salary or subsistence grant as defined in the Service Regulations of the Board of Secondary Education of Jammu and Kashmir :-
- (ii) "Family" means :-
 - (a) In the case of a man subscriber, the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber ;

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscribers family in the matters to which these rules relate unless the subscriber subsequently indicates by express notification in writing to the Secretary that she

shall continue to be so regarded.

- (b) In the case of a woman subscriber, the husband and children of the subscriber and the widow or widows and children of a deceased son of the subscriber;

Provided that if a subscriber by notification in writing to the Secretary expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

- Note: (i) "Children" means legitimate children;
- (ii) An adopted child shall be considered to be a child when the Secretary or if any doubt arises in the mind of the Secretary the District Judge is satisfied that under personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child, but in this case only;
- (iii) "Leave" means any variety of leave recognised by the Jammu and Kashmir Board of Secondary Education service Regulation;
- (iv) The "Fund" means the Jammu and Kashmir Board of Secondary Education contributory Provident Fund;

(v) "Year" means a financial year; and

(vi) "Board" means the Jammu and Kashmir Board of Secondary Education;

3. "The fund shall be administered by the Jammu and Kashmir Board of Secondary Education. For this purpose the accounts will be opened and operated upon by the Secretary of the Board.

4. The Fund shall be open to :-

(a) Permanent employees of the Board who are not eligible to pension or gratuity under the pension rules of the Board.

(b) Employees serving on contract terms; provided there is a specific clause to the effect in the terms of their contract.

Note :-

Persons joining the Board service after the age of Superannuation shall be on contract basis only.

NOMINATION

5. (1) Before payment is made the Secretary shall as soon as may be required every subscriber to make a nomination conferring the right to receive the amount that may stand to his credit in

the Fund, in the event of his death before the amount standing to his credit has become payable or where the amount has become payable.

- (2) A subscriber, who at the time of joining the Funds has a family, shall send to the Secretary a nomination in the form set forth in the First schedule to these rules in favour of one or more members of his family, (ANNEXURE)
- (3) A subscriber who has no family may similarly nominate a person or persons in the form set forth in the First schedule to these rules.

Provided that a nomination made under this sub rule shall be deemed to have been duly made in accordance with these rules only, for so long as the subscriber has no family;

- (4) If a subscriber at any time acquires a family, he shall send to the Secretary a nomination as provided in the sub rule (2) and, if he has under sub rule (3) nominated any person other than a member of his family, that nomination shall forthwith become null and void.
- (5) A subscriber may in his nomination distribute the amount that may stand

to his credit in the Fund amongst his nominees at his own discretion.

- (6) A nomination may be cancelled by a subscriber provided that it is replaced at the same time by another nomination which is permitted to be made under this rule.
- (7) A nomination shall take effect to the extent that it is valid on the date on which it is received by the Secretary.
- (8) On the death of a nominee, a subscriber shall make a fresh nomination.

SUBSCRIBER'S ACCOUNT.

5. An account shall be opened in the name of each subscriber in which shall be credited:-

- (i) the subscriber's subscription;
- (ii) Contribution made under rule 9 by the Board to his account;
- (iii) interest as provided by rule 10 on contributions.

CONDITIONS AND RATES OF SUBSCRIPTION.

7. (I) Subscriptions to the Fund are payable monthly by deduction from the pay or salary bills of the officers concerned while on duty or on deputation. Payment to the Fund will be optional where an Officer is on any kind of leave other than privilege leave.

- (II) A subscriber who has under rules 17 withdrawn the amount of subscription contribution if any, and interest thereon, shall not subscribe to the Fund after such withdrawal unless and until he returns to duty.
8. (i) The Rate of subscription to the Fund shall be $8\frac{1}{2}\%$ of his salary by the subscriber and an equal amount by the Board with effect from April 1st, nineteen hundred and sixty five. The subscription shall be accepted only on basic emoluments.
- (2) When a subscriber is transferred to foreign service or sent on deputation outside the Board, he shall remain at his option, subject to the rules of the Fund in the same manner as if he were not so transferred or sent on deputation.

CONTRIBUTION BY THE BOARD

9. (1) The Board shall, with effect from the end of March of each year, make a contribution to the account of each subscriber :—

Provided that if a subscriber quits the service or dies during a year, contribution shall be credited to his account for the period between the close of the

proceeding year and the date on which he quits or dies.

- (2) If a subscriber is on deputation out of the Board, the emoluments which he would have drawn, had he been on duty in the Board shall, for the purpose of this rule be deemed to be emoluments drawn on duty.
- (3) Should a subscriber elect to subscribe during leave, his leave salary, shall, for the purpose of this rule, be deemed to be emoluments drawn on duty.
- (4) The amount of any subscription payable in respect of a period of foreign service shall, unless it is recovered by him from the foreign employer be recovered by the Board from the subscriber.

INTEREST

10. Interest shall be credited with effect from the last date in each year at the rate allowed by the Bank from time to time.
11. The interest shall not be credited to the account of a Muslim subscriber, if he informs the Secretary that he does not wish to receive it, but if he subsequently asks for interest, it shall be credited with effect from the first day of year, in which he asks for it.

ADVANCE FROM THE FUND

12. No withdrawal shall be made from the Fund until a subscriber finally quits the service or dies, provided that if the pecuniary circumstances of a subscriber are such that indulgence is absolutely necessary, a temporary advance not exceeding three months' pay may be allowed from the sum at his credit at the discretion of the Secretary for officials and Chairman for the officers, subject to the condition that the advance shall, in no case, exceed the amount of subscription and contribution due and interest thereon standing to the credit of the subscriber in the Fund at the time when the advance is granted.
13. The following may be recognised as legitimate occasions for grant of advances.
 - (1) To pay expenses incurred in connection with the illness of a subscriber or a member of his family.
 - (2) To pay, for the passage of any member of a subscriber's family from beyond the jurisdiction of the Board or requiring to make a journey beyond the jurisdiction of the Board for some urgent cause.
 - (3) To pay expenses in connection with

the marriage, education, funeral or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.

Note :—Advance though not confined rigidly to the objects laid down in the clauses (1) to (3) above will be made with due regard to Principles contained in these rules.

14. (1) An advance shall not, except for special reasons, be granted until at least twelve months after the final repayment of all previous advances except with the sanction of the Chairman.
- (2) The Chairman shall record in writing his reasons for granting the advance provided that if the reason is of a confidential nature, it may be communicated to the Secretary personally and confidentially.
15. (1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects or in any case more than twentyfour. A subscriber may at his option make

repayment in a smaller number of instalments than the number prescribed. Each instalment shall be a number of whole rupees, the amount of advance being raised or reduced, if necessary to admit of the fixation of such instalments.

- (2) Recovery towards advances shall commence on the first occasion after the advance is made on which the subscriber draws emoluments, other than leave salary or subsistence grant for full month, recovery shall not be made except with the subscribers consent, while he is on leave or on receipt of subsistence grant, and may be postponed by the Chairman during recovery of an advance of pay granted to the subscriber.
- (3) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before payment is completed, the whole or balance of the amount withdrawn shall forthwith be repaid by the subscriber to the fund, or in default, be ordered by the Secretary to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise, as may be directed by the authority.

- (4) Recoveries made under this rule shall be credited as they are made, to the account of the subscriber in the fund.
- 16. When a subscriber quits the service, the amount standing to his credit in the fund shall subject to any deduction under rules 19, becomes payable to him, provided that a subscriber who has been dismissed from the service and is subsequently re-instated in service shall, if required to do so by the Board, repay any amount paid to him from the fund in pursuance of this rule in the manner provided in the provision to rule 17, the fund, the part which represents his subscription and interest thereon and the part which represents the Board contribution with interest thereon, being accounted for in the manner provided in rule 6.
- 17. When a subscriber.....
 - (1) has proceeded on leave preparatory to retirement, or, if he is employed in a vacation department, on leave preparatory to retirement combined with vacation, or,
 - (2) While on leave has been permitted to retire or declared by competent medical authority to be unfit for further service, the amount of subscription and contributions and interest thereon

standing to his credit in the fund, shall, upon application made by him in that behalf to the Secretary, become payable to the subscriber. If he returns to duty, he shall, if required to do so by the Board repay to the fund for credit to his account the whole or part of any amount paid to him from the fund in pursuance of this rule in cash, by instalments or otherwise by recovery from the emoluments or otherwise, as the Board may direct.

18. Subject to any deduction under rule 19 on the death of a subscriber before the amount standing to his credit has become payable or where the amount has become payable, before repayment has been made ;

1. When the subscriber leaves a family ;—

(i) If a nomination made by the subscriber in accordance with provision of Rule 5 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination;

- (ii) If no such nomination in favour of member or members of the family of the subscriber subsists, or, if such nomination relates only to a part of the amount standing to his credit in the fund, the whole amount or the part thereof to which the nomination does not relate as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family become payable to the members of his family in equal shares :—

Provided that no share shall be payable to :—

- 1) Sons who have attained legal majority;
- 2) Sons of a d e c e a s e d son who have attained legal majority;
- 3) Married daughters whose husbands are alive;
- 4) Married daughters of a deceased son whose husbands are alive ;

If there is any member of the family other than those specified in clauses (1) (2) (3) and (4).

Provided also that the widow or widows and the child or the children of a deceased son shall receive between them in equal parts only the share which

that son would have received if he had survived the subscriber and had been exempted from the provision of clause (1) of first proviso.

2. When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Rule 5 in favour of any person or persons subsists, the amount standing to his credit in the Fund, shall become payable to his nominee or nominees in the proportion specified in the nomination.

DEDUCTIONS :—

19. Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the Board, with interest thereon credited under rules 9 and 10 before the amount standing to the credit of a subscriber in the Fund is paid out of the Fund, the Board may direct the deduction therefrom and payment to the J&K Board of Secondary Education of :—

- (1) any amount, if a subscriber has been dismissed from the service for grave misconduct ;

Provided that, if the order of dismissed is subsequently cancelled, the amount so deducted shall, on his re-instatement in the service be replaced at his credit in the Fund.

- (2) Any amount, if a subscriber resigns his employment under the J&K Secondary Board within three years of the commencement, thereof, otherwise than by reason of superannuation or a declaration by competent medical authority that he is unfit for further service;
- (3) Any amount due under liability incurred by the subscriber to the J&K Board of Secondary Education.

PAYMENT

20. (1) When the amount standing to the credit of a subscriber in the Fund or the balance thereof after any deduction under Rule 19 becomes payable, it shall be the duty of the Secretary, after satisfying himself, when no such deduction has been directed under that Rule, that no deduction is to be made to make payment.
- (2) Any person who desires to claim payment under this rule shall send a written application in that behalf to the Secretary, payment of amounts withdrawn shall be made in the State only. The persons to whom the amounts are payable shall make their

own arrangements to receive payments in the State.

Note :—When the amount standing to the credit of a subscriber has become payable under Rule 13, 17 or 18 the Secretary shall authorise prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

PROCEDURE

21. All sums paid into the J&K Board of Secondary Education under these rules shall be credited in the books of the J&K Board of Secondary Education to an account named "The Jammu and Kashmir Board of Secondary Education Contributory Provident Fund". Sums, of which payment has not been taken within six months after they become payable under these rules, shall be transferred to "Deposits"; after the last day of the year and treated under the ordinary rules relating to deposits.

22. When paying a subscription in the J&K Board of Secondary Education, either by deduction from the emoluments or in cash, a subscriber shall quote the number of his account in the Fund which shall be communicated to him by the Secretary. Any change in the number shall similarly be communicated to the subscriber by the Secretary.

23. (1) As soon as possible after the last day of each year, the Secretary shall send to each subscriber a statement of his account in the Fund showing the opening balance as on the first day of the year, the total amount credited or debited during the year, the total amount of interest credited as on the last day of the year, and the closing balance on that date. The Secretary shall attach to the statement of account an enquiry whether the subscriber;
- (i) Desires to make any alteration in any nomination made under rules;
 - (ii) has acquired a family in case where the subscriber has made no nomination in favour of a member of his family under sub-rule (2) of Rule 5.
- (2) S u b s c r i b e r s s h o u l d satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Secretary within six months from the date of the receipt of the statement.
- (3) The Secretary shall, if required by a subscriber, once but not more than once in a year, inform the subscriber

of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

24. The J&K Board of Secondary Education may from time to time alter or amend these rules.

ANNEXURE

The Jammu and Kashmir Board of Secondary Education.

The contributory provident fund, FORM OF DECLARATION.

(For * Depositor)

I hereby declare that in the event of my death the following persons be entitled to receive payment of the amount of my deposit in the Contributory Provident Fund in the proportions noted against their names and I make this my will so far as regards such deposit.

I also request the amount payable as above to the minors be paid to the persons named below :

1	2	3	4	5
Name of the Nominee	Relationship with the subscriber	Whether major or minor. If minor state his/her age.	Share of the Deposit payable.	Name of the person to whom share is to be paid.
6	7			
Sex and parentage of person referred to in previous column	Address			

Two witnesses to Signature.....

*Here state married or unmarried,

Signature.

Rules and Regulations for Correction in Name Parentage as approved by the J & K Board of Secondary Education in its meeting held on 23-8-66.

—O—

**REGULATIONS FOR CORRECTION
IN NAME/ PARENTANTAGE**

A candidate who has been enrolled for any examination of the Board applying for change in his name or in the name of his father or guardian is required to pay a fee of Rs. 5/- and the following procedure shall be followed in this behalf

- (i) An affidavit duly sworn before a Magistrate, ordinarily, by the father or guardian of the student, and advertisement in at least one newspaper, will be necessary in all cases for the purpose of proving identity,
- (ii) Besides advertising the change in name in any one newspaper, it is obligatory to advertise the proposed change in the Government Gazette.
- (iii) No application will be entertained unless ordinarily it comes through the principal/ Headmaster/ Headmistress of the Higher Secondary/ High School last attended by him and is invariably accompanied by the affidavit and the newspaper in which the advertisement is published;

Provided that a candidate who has not been a regular student of any Higher Secondary/ High School may apply direct to the Secretary of the Board,

* Change in parentage may be made in the Board records only in cases where it is established by the filling of an affidavit duly verified by a magistrate of class first, to the effect that the mistake was bonafide and due to clerical error.

REGULATIONS FOR CORRECTION IN DATE OF BIRTH

1. Any entry of date of birth made in the application of a regular candidate for admission to the Matriculation/ Higher Secondary Elective Examination of the Board shall not be accepted unless the Headmaster/ Principal concerned certifies that the entry accords with the school admission register, that it was duly intimated by him to the parent, guardian of the candidate at least six months before the first submission of the application to the Board and the same was acknowledged by the parent/ guardian of the candidate.

2. All private candidates for the Matriculation/ Higher Secondary Examination who have not been on the rolls of any school whatsoever shall furnish an affidavit duly sworn before a magistrate in support of the date of birth as entered in their admission forms.

3. Ordinarily no application for correction in the date of birth in the records of the Board shall be entertained. Provided that an application may be entertained:

(a) where it is claimed that there has been a genuine clerical error in transcribing the age of the applicant from the admission register of the high/higher secondary school through which he had appeared in the Matriculation /Higher Secondary Examination of the Board to the application form for his admission to the said examination; and

(b) that the application is made on the prescribed form within four months from the date of issue of the Matriculation/Higher Secondary certificate from the school or, in the case of private candidates only from the Board Office to the applicant and is accompanied by a fee of Rs. 10/-which shall not be refundable; and

(c) that the application is submitted through the Headmaster/Headmistress/Principal concerned who shall in support of the application furnish the relevant register of the school along with his own affidavit attesting the statement of the applicant.

4. if on examination of the evidence presented in support of the application, it is established to the satisfaction of the Chairman that there has been a genuine clerical error in transcribing the age of the

applicant from the admission register of the high school to his application for admission to the Matriculation or Higher Secondary Examination, as the case may be, the chairman may in his discretion authorise the necessary correction in the entry of the date of birth of the applicant in the Board records.

5 These regulations shall come into force from the date they are notified in the Government Gazette.

6 All applications for correction in date of birth by refugee students who cannot produce record of the first entry of date of birth shall be considered by the Board on their merits.

List of the Boards/Universities, the examinations of which have been recognised as equivalent to the corresponding examinations of the J&K Board of Secondary Education on the basis of reciprocity, vide decisions of the Board in its meetings held on 23-8-66 & 18-3-67 respectively.

S. No.	Name of the Boards/Universities.	Examination recognised	Reference	Remarks
1	The Maharaja Sayjirao University of Baroda	Matriculation & Hr. Secondary Examinations.	No, AC/113 dated 8th April, 1966	The Matriculation Examination conducted by the J&K Board of Secondary Education, Srinagar be recognised as equivalent to the S.S.C. Examination of the Gujarat State for purposes of admission to available higher courses of studies in this University and the Hr. Secondary Examination conducted by the Board be recognised as equivalent to the corresponding preparatory examination in Arts, science and commerce of this University on reciprocal basis for purposes of admission to Higher courses of studies in this University.

Shivaji University

Pre-Degree
(Arts, Science &
Commerce).

No. US/Exam
Recog/1631,
dated
Mar. 5, 1966

The Higher Secondary Diversified/Multipurpose examination of all the statutory Boards is recognised by this University for admission to the first year of the Three Year Degree Course according to the bias of the special subjects offered at the said examinations, as such the Higher Secondary Elective Examination of your Board which is Multipurpose/Diversified examination and which is conducted at the end of XIth Standard, is recognised by this University for admission to the first year of the Three Year Degree course according to the bias of the special subjects offered at the said examination. In this connection, it may please be noted that this University does not recognise the Board's private examinations that are held after the year 1964. As such the Higher Secondary Elective examination of your Board is recognised in case of regular students only.

S. No.	Name of the Boards/ Universities	Examination recognised	Reference	Remarks
3	University of Udaipur	Matriculation	No. F. 16(1) Recog (2) E/ 15056, dated May, 6, 1966	<p>The Academic Council of this University at its meeting held on 13th March, 1966, has recognised the Matriculation Examination of your University for the purpose of admission in the Pre-University course at this University.</p> <p>Regarding Hr. Secondary Examinations matter is under correspondance.</p>
4	University of Poona—7.	Matriculation & Hr. Secondary Elective.	No. Gen/JM Kash/14385 18th Nov. 65	The Matriculation examination and the HigherSecondary examination taken at the end of Eleventh class with Elective subjects, conducted by Universities and statutory Boards in India. Accordingly examinations conducted by the J&K Board will be recognised.

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| 5 | Punjab University | Matric & Higher Secondary Core and Elective | No. Misc. 21958, dated 7-12-1965. | The Syndicate of this University at its meeting held on 20-11-1965 has recognised your Matriculation, Higher Secondary Core and Elective examinations as equivalent to our corresponding examinations. |
| 6 | Osmania University Hyderabad-7 | Matriculation only | No. 1224/1-1262/65/Acd dated March 10 1965 | This University has recognised the Matriculation Examination of J&K Board of Secondary Education as equivalent to Matriculation Examination Osmania University on reciprocal basis. |
| 7 | Sardar Vallabhabhai, Vidhyapeeth, Kaira | Matriculation & Higher Secondary | No. D-9 1898, dated Nov. 1, 1966 | This University has already decided to recognise the Matriculation, Pre-University or Higher Secondary and Degree examinations of statutory Universities and examining bodies in India. In view of this, students passing the Matriculation or Higher Secondary Examination from your Board will be considered eligible for |

S. No.	Name of the Boards/ Universities	Examination recognised	Reference	Remarks
				admission to the Higher Courses of study at this University. For your information, I may add that this University does not conduct the Matriculation or Higher Secondary Examination.
8	Vikram University Ujjain	Higher Secondary Examination	No. Adm/Recog/65/13100 dated 17-11-65	This University has already recognised Higher Secondary Examination of statutory Boards in India. I may also add that since your Board has been formed under an Act, this University recognises Higher Secondary Examination for admission to Part I examination of Three Year Degree Course.

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| 9 | Banaras Hindu University | Higher Secondary Examination | No. R-Ac/86/2947, dated Oct. 16, 65 | The Higher Secondary Examination of all statutory Board of Education in different statutes in India are recognised as equivalent to Pre-University examination of this University. |
| 10 | University of Rajasthan Jaipur | Matriculation only | No. 494/F. 4-54/65/32209-G, dated Oct, 23, 1965 | The Matriculation examination of University of J&K is already recognised by this University, but the Higher Secondary Core and Higher Secondary Elective examinations are not recognised so far. |
| 11 | Kuruk-shetra University | Matriculation & Higher Secondary Examination | No. (AC-4)/380, dated 13 Jan, 1966 | The Academic Council of this Kuruk-shetra University has recognised the Matriculation Examination of your Board for purposes of Admission to Pre-University class of this University and the Higher Secondary Examination of the Board as equivalent to the Pre-University examination of this University on reciprocal basis. |

S. No.	Name of the Boards/Universities.	Examination recognised	Reference	Remarks
12	Madyanik Shakiya Board Rajasthan	Matriculation & Higher Secondary Examinations	No. 67976, dated 5-7-1966.	<p>The Board at its meeting held on 21st April, 1966, has recognised the following examinations conducted by your Board as equivalent to its examination as mentioned against each on reciprocal basis.</p> <p>Examinations conducted by the J&K Board.</p> <p>Examinations conducted by the Board of Secondary Education, Rajasthan.</p> <ol style="list-style-type: none"> 1. Matriculation High School or Secondary School Examination; 2. Higher Secondary Core Hr. Secondary (Pt. I) examination.

3 Higher Secondary Hr. Secondary
Elective Examination.

13 University of No. Cert/38
Bombay dated June 4, 66

The Syndicate of this University at their meeting held recently resolved that the Matriculation and the Higher Secondary Examinations conducted by your Board be recognised for the purpose of admission to this University under the following conditions.

Matriculation

If passed through a school recognised by the University/Government of the State with at least 33 percent marks in each of the following subjects viz. English, an additional Language, Mathematics, History or Geography and one other subject, or if passed in five or more heads of passing in the first or second division.

S. No.	Name of the Board/University.	Examinations Rccognised.	Reference	Remarks
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Higher Secondary Examination.

(a) As equivalent to the first year Arts examination, if passed with the following elective subjects from Group 1 Humanities :—

1. A classical Language (Sanskrit, Persian or Arabic) and

2. Any three subjects from the following :—

(a) History (b) Georaphy (c) Economics (d) Civics (e) Mathe matics (f) Hr. English (g) Ad vanced Study of Urdu or Hindi or Punjabi (h) Elements of Psychology and Logic;

(b) As equivalent to the first year Science Examination, if passed with the following subjects from Group II Science;

1) Physics, Chemistry, Mathematics and any one subject from the following :—

(i) Biology (ii) Geography (iii) Geology (iv) Hr. English for admission to the Intermediate Science class, Group A and Physics, Chemistry, Biology**

(c) As equivalent to the first year Commerce examination if passed with the following subjects from group fourth (Commerce) :—

**and any one subject from the following :—

i) Mathematics ii) Geology iii) Geology iv) Higher English for admission to the Intermediate Science class (Group B)

S. No.	Name of the Board/University	Examinations Recognied	Reference	Remarks
14	Marthawada University.	Matriculation & Higher Secondary	Ex/Equi/80/29108 dated 29/31-X-66	<p>a) Elements of Commerce and book keeping ;</p> <p>b) Elements of Economics and Commercial Geography;</p> <p>c) Short hand and type writing;</p> <p>d) Higher English and with at least forty percent of the total number of marks obtainable at the examination.</p> <p>"The Academic Council on the recommendation of the stranding Committee on Equivalence of examinations decided to recognise the following examinations of your Board as equivalent to the corresponding Examinations of this University on reciprocal basis subject to the conditions as mentioned against them".</p>

Examinations

Conditions if any

- | | |
|----------------------|-------------------|
| 1. Matriculation and | As equivalent to |
| 2. Higher Secondary | the S. S. C. |
| (Core) | Examinations |
| | of Marthwaada |
| | State Boards |
| | for admission to |
| | P.U.C. class. |
|
 | |
| 3. Higher Secondary | As equivalent |
| (Elective) | to the P. U. C. |
| | Arts, Science and |
| | Commerce. Be |
| | sides, that there |
| | is no change in |
| | the syllabus as |
| | passad by J & K |
| | University. |

They request for granting similar recognition to the examinations of their University on the terms of reciprocity.

S. No.	Name of the Boards/Universities.	Examination recognised	Reference	Remarks
15	Gujarat University Ahmadabad	Higher Secondary Examinations	No. 022570 dated 28-9-66	"Higher [Secondary] Examination is recognised by this University as equivalent to S.S.C. Examination conducted by the Gujarat State".
16	Visva Bharati, West Bengal India	Matric & Higher Secondary	G/D. 4-3/66 dated 20-11-1966.	"Visva Bharati" recognises on reciprocal basis the Degrees and Examinations of all statutory Universities and Boards in India. Accordingly, the following examinations conducted by your Board are recognised by the "Visva Bharati" as equivalent to its corresponding examinations. I. Matriculation Examination. and II. Higher Secondary Examination."

Board of Secondary Examination M.P. Bhopal	Corresponding Examinations conducted by the Statutory Boards	Acad/III/1169 dated 14-10-66	“The Board has already taken a decision to recognize corresponding examinations conducted by the Statutory Secondary Education Boards and Universities in the Country, on reciprocal basis. Thus the above decision will have effect from the date, when your Board takes decision to recognise examinations of this Board”.
18 University of Kerala.	Higher Secondary Examinations	No. 2164/65 dated 25-10-65	“The question of Recognition of Matriculation Examination of your Board does not arise, as the University does not conduct any corresponding examination. Only Higher Secondary Examinations of J & K University has been recognised as equivalent to the P.U.C. Examinations of this University”.

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S. No.	Name of the Boards/ Universities	Examination recognised	Reference	Remarks
19	Calcutta University	Matric and Higher Secondary.	MR/2322/Eq dated 17-9-1966	"The Higher Secondary Examination of your Board has been recognised as equivalent to the P.U.C. Examination of this University on reciprocal basis. The cases of admission of students to the P.U.C. Course here, passing the Matric Examinations from your Board will be considered on individual merits.
20	Maharashtra State Board of Secondary Education Poona-10	Corresponding examinations of Statutory Boards and statutory Universities.	BR.M/Equ/ Misc 5118 dated 5-1-67	"The corresponding examinations of all statutory Boards and Statutory Universities in India, have been recognised by this Board as equivalent to its S. S. C. Examination conducted by the Poona Divisional Board".