



## EXAMINATION BYE-LAWS 2023

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## CHAPTER 1: SHORT TITLE

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### 1. Short Title

- (i) These Bye-laws shall be called the Examination Bye-laws of the Bhartiya Shiksha Board.
- (ii) These Bye-laws shall be effective from the date of notification by the Bhartiya Shiksha Board.

### 2. Definitions

In these Bye-laws, unless the context otherwise requires:

- (i) "Admission Register or Admission & Withdrawal Register" means a register maintained by the school indicating the admission of candidates to various classes in the institution.
- (ii) "Assistant Superintendent" means a PGT/ TGT or a teacher appointed at the Examination Centre fixed by the Board to invigilate the conduct of Board's Examinations.
- (iii) "Board" means the Bhartiya Shiksha Board.
- (iv) "Chairman" means the Chairman/ Chairperson of the Bhartiya Shiksha Board.
- (v) "Controller of Examinations" means the Controller of Examinations of the Bhartiya Shiksha Board.
- (vi) "Centre Superintendent" means, the Principal, Vice Principal, Senior PGT of a School appointed to supervise and manage the conduct of Boards Examination at an Examination Centre fixed by the Board.
- (vii) "Continuous and Comprehensive Evaluation (CCE)" means assessing the students at school level both in scholastic and co-scholastic areas spread over the total span of instructional time.
- (viii) "Deputy Superintendent" means, Vice Principal, Senior PGT of a School appointed to assist the Centre Superintendent in the conduct of Board's Examinations at the Examination Centre fixed by the Board.
- (ix) "Examinations" means Examinations conducted by the Bhartiya Shiksha Board and Examinations conducted by a School affiliated to the Bhartiya Shiksha Board.
- (x) "Examination Committee" means Examination Committee of the Board
- (xi) "Government" means the Government of India.
- (xii) "Grades" mean grades awarded by the Board/Schools affiliated to the Board in different subjects under the Scholastic and co-scholastic area.
- (xiii) "Institution" means an educational institution including a school recognized by or / affiliated to a Board/University and/or by the Union Govt. or a State Govt. or the Govt. of a Union Territory.
- (xiv) "Migration Certificate" means a certificate issued by the Bhartiya Shiksha Board. at the request of a candidate passing out Secondary/Senior School Certificate Examination of the Board for seeking admission to the examinations of another Board/ University.
- (xv) "Major Subject" means a subject where the number of candidates taking examination is large.
- (xvi) "Near relative" means and includes wife/husband, sons and daughters and members of their family, nephew, niece or similar relations of wife/husband.
- (xvii) "Recognized Board" means an education Board recognized by the Bhartiya Shiksha Board and/or by the Union/State Government in India; and includes Universities recognized as such by the University Grants Commission.
- (xviii) "The Results Committee" means Results Committee of the Board.
- (xix) "Rules" mean the Rules as laid down by the Bhartiya Shiksha Board.
- (xx) "School" means a school affiliated to the Bhartiya Shiksha Board.
- (xxi) "Secretary" means the Secretary of the Bhartiya Shiksha Board.
- (xxii) "SSC" means Senior School Certificate Examination of the Board.
- (xxiii) "Teacher" when used as a Paper-setter means a Professor, Reader, Lecturer, Principal/ Vice-Principal of Senior/Secondary School and Post Graduate Teacher.
- (xxiv) "Transfer Certificate" means a certificate issued to a student by the school on her seeking a transfer to another institution by termination of her studies in the previous institution.
- (xxv) "Ward" means near relative.

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- (xxvi) Words importing the singular number also include plural number and vice versa.  
(xxvii) Words importing the feminine gender also include the masculine gender and transgender.

### 3. Interpretation

- (i) On any question as to the interpretation of any provision of these Examination Bye-laws, the decision of the Chairman shall be final.
- (ii) On any question pertaining to its interpretation of any provision of these Examination Bye-laws, English version shall be treated as correct.
- (iii) Rules stipulated for Secondary School Examination conducted by the Board shall also be applicable for the Schools affiliated to the Board conducting the Secondary School (Class X) Examination under the continuous and comprehensive Evaluation Scheme.

### 4. Jurisdiction to file suits

- (i) The Secretary shall be the legal person in whose name the Board may sue and be sued.
- (ii) The legal Jurisdiction for the Suits to be filed against the Board shall be Haridwar, Uttarakhand only.

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## CHAPTER 2: EXAMINATIONS CONDUCTED BY THE BOARD

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- 5.1. The Board shall conduct the following examinations every year, the dates of which shall be notified in advance by the Board.
- (i) All India Senior School Certificate Examination (Class XII)
  - (ii) All India Secondary School Certificate Examination (Class X)
  - (iii) All India Senior School Certificate Examination Class (XII) (Compartment)
  - (iv) All India Secondary School Certificate Examination (Class X) (Compartment)
  - (v) All India Senior School Certificate Examination (Class XII) / Secondary School Certificate Examination (Class X) (Improvement of performance)
  - (vi) Such other examinations as the Board may decide or may be asked to conduct by the appropriate authority
- 5.2. The examinations will be held on such dates, time and centres as may be determined by the Chairman.

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## CHAPTER 3: ADMISSION OF STUDENTS TO A SCHOOL, TRANSFER/MIGRATION OF STUDENTS

### 6. Admission: General Conditions:

6.1 (a) A student seeking admission to any class in a 'School' will be eligible for admission to that class only if she:

- (i) has been studying in a School recognised by or affiliated to this Board or any other recognized Board of Secondary Education in India;
- (ii) has passed qualifying or equivalent examination making her eligible for admission to that Class;
- (iii) satisfies the requirements of age limits (minimum and maximum) as determined by the Central/State/U.T. Government and applicable to the place where the School is located;
- (iv) produces:
  - a) the School Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended and countersigned, if required, as provided elsewhere, in these Bye-laws;
  - b) document(s) in support of her having passed the qualifying or equivalent qualifying examination; and
  - c) For the purposes of admission to elementary education, the age of a child shall be determined on the basis of the birth certificate issued in accordance with the provisions of the Births, Deaths and Marriages Registration Act, 1886 or on the basis of such other document, as may be prescribed, as stipulated in **section 14(1) of THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009.**
  - d) No child shall be denied admission in a school for lack of age proof, as stipulated in **section 14(2) of THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009.**

(b) a child suffering from disability, as defined in **Clause (i) of Section 2 of the Persons with Disabilities (Equal Opportunities, Protection and Full Participation) Act., 1995/ Rights to Persons with Disabilities Act, 2016** shall have the right to pursue free and compulsory elementary education in accordance with the provisions of Chapter V of the said Act, as stipulated in **Section 3(2) of THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009.**

(c) Where a child above six years of age has not been admitted in any school or though admitted, could not complete her elementary education, then, she shall be admitted in a class appropriate to her age.

Provided that where a child is directly admitted in a class appropriate to her age, then, she shall, in order to be at par with others, have a right to receive special training, in such manner, and within such time-limits, as may be prescribed.

Provided further that a child so admitted to elementary education shall be entitled to free education till completion of elementary education even after fourteen years, as stipulated in **Section 3(4) of THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009.**

(d) (i) For the purposes of this Act, a school specified in **sub-clauses (iii) and (iv) of clause (n) of Section 2** shall admit in Class I, to the extent of the strength specified in **THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009**, of that class, children belonging to weaker section and disadvantaged group in the neighborhood and provide free and compulsory elementary education till its completion.

Provided further that where a school specified in **clause (n) of section 2** imparts pre- school

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education, the provisions of clause (c) shall apply for admission to such pre- school education, as stipulated in section 12(1)(c) of **THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009.**

- (ii) The school specified in sub-clause (iv) of clause (n) of section 2 providing free and compulsory elementary education as specified in clause (c) of sub-section (1) shall be reimbursed expenditure so incurred by it to the extent of per-child-expenditure incurred by the State, or the actual amount charged from the child, whichever is less, in such manner as may be prescribed.

Provided that such reimbursement shall not exceed per-child-expenditure incurred by a school specified in sub-clause (i) of clause (n) of section 2.

Provided further that where such school is already under obligation to provide free education to a specified number of children on account of it having received any land, building, equipment or other facilities, either free of cost or at a concessional rate, such school shall not be entitled for reimbursement to the extent of such obligation, as specified in section 12(2) of **THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009.**

- (e) No school or person shall, while admitting a child, collect any capitation fee and subject the child or her parents or guardian to any screening procedure, as stipulated in Section 13(1) of **THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009.**

Any school or person, if in contravention of the above provisions -

- (i) Receives capitation fee, shall be punishable with fine which may extend to ten times the capitation fee charged.
- (ii) Subjects a child to screening procedure, shall be punishable with fine which may extend to twenty-five thousand rupees for the first contravention and fifty thousand rupees for each subsequent contraventions or as may be decided from time to time, as stipulated in section 13(2) of **THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009.**

### **Explanation:**

- (a) A person who has been studying in an institution, which is not recognised by this Board or by any other recognised Board of Secondary Education or by the State/ U.T. Government of the concerned place, shall not be admitted to any class of a "School" on the basis of Certificate(s) of such unrecognised institution attended by her earlier.
- (b) 'Qualifying Examination' for the purposes of these Bye-laws means an examination the passing of which makes a student eligible for admission to a particular class; and 'equivalent examination' means an examination conducted by any recognised Board of Secondary Education/Indian University or an institution recognised by or affiliated to such Board/ University and is recognised by this Board equivalent to the corresponding examination conducted by this Board or conducted by a "school" affiliated to/recognised by this Board.
- 6.2. No student migrating from a School in a foreign country, other than the School affiliated to this Board, shall be eligible for admission unless an eligibility certificate in respect of such a student has been obtained from this Board. For obtaining eligibility certificate from the Board, the Principal of the School to which admission is being sought will submit to the Board full details of the case and relevant documents with her own remarks/recommendations. The eligibility certificate will be issued by the Board only after the Board is satisfied that the course of study undergone and examination passed is equivalent to the corresponding class of this Board.

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6.3. No person who is under the sentence of rustication or is expelled from any Board/University/ School or is debarred from appearing in the examination for whatever reason by any Board/ University shall be admitted to any class in a school affiliated to this Board.

6.4. No student shall be admitted or promoted to any subsequent higher class in any school unless she has completed the regular course of study of the class to which she was admitted at the beginning of the academic session and has passed the examination, at the end of the concerned academic session, qualifying her for promotion to the next higher class.

6.5 (i) For admissions up to Class VIII, a child shall be admitted in a school at the commencement of the academic year or within such extended period as may be prescribed by the school(s) concerned. Provided that no child shall be denied admission if such admission is sought subsequent to the extended period.

Provided further that any child admitted after the extended period shall complete her studies in such manner as may be prescribed by the school concerned as stipulated in Section 15 of THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009.

(ii) No student shall be admitted in Class IX and above in a school affiliated with the Board after 31<sup>st</sup> day of August of the year except with prior permission of the Chairman, BSB/ Competent Authority as may have been defined in the State/Union Territory Education Acts. The application for permission to grant admission after 31<sup>st</sup> of August shall be routed through the Principal of the school specifying the reasons which are unavoidable. The candidate shall complete the required percentage of attendance (75%) for Class IX, X, XI & XII as per Examination Bye-laws of the Board to make her eligible for the examinations conducted by the Board/School. In such cases where the admission by the candidate could not be taken in a higher class by the stipulated date because of the late declaration of result by the Board in respect of the examinations conducted by the Board, such permission would not be required, provided the candidate applied for admission within a fortnight of the declaration of the result.

6.6 No child shall be subjected to physical punishment or mental harassment. Whoever contravenes the provisions of sub-section (1) shall be liable to disciplinary action under the service rules applicable to such person, as stipulated in sections 17 (1) & (2) of THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009.

## 7. Admission: Specific Requirements

7.1 (i) Admissions up to Class VIII (i.e., Class VIII and below) shall be regulated by the rules, regulations, orders of the State/U.T. Governments applicable to the place where the School is located.

(ii) Every child completing her elementary education shall be awarded a certificate, in such form and in such manner, as may be prescribed by the respective school(s) as stipulated in Section 30(2) of THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009.

7.2. Admission to Class IX in a school shall be open only to such a student who has passed class VIII examination from an Institution affiliated to this Board or to any recognised Board or is recognised by the Education Department of the Government of the State/U. T. in which such an institution is located.

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### 7.3. Admission to Class X:

As the syllabus prescribed at Secondary level (Class IX & X) is of two year's integrated course, no admission shall be taken in Class X directly. Provided further that admission to class X in a school shall be open only to such a student who:

- (a) has completed a regular course of study for Class IX and has passed Class IX from an institution affiliated to this Board;
- (b) a student who has completed a regular course of study for class IX and has passed class IX examination from an institution recognized by/affiliated to any recognized Board in India can be admitted to a school affiliated to this Board only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the student the mark sheet and the Transfer Certificate duly countersigned by the **Educational Authorities of the Board concerned**.

Notwithstanding anything contained in the rules above, Chairman shall have the powers to allow change of school for better academic performance, medical reasons, etc. to avoid undue hardship to the candidate(s).

In case of all such admissions, the schools would obtain post facto approval of the Board within one month of admission of the student.

### 7.4. Admission to Class XI in a school shall be open to such a student who has:

- (a) obtained minimum Grade D in at least five subjects (including the 6th additional subject) under Scholastic Area A as per the Scheme of Studies and a Qualifying Certificate/ Grade sheet cum Certificate of Performance at the Secondary School (Class X) Examination conducted by this Board/School affiliated to this Board;
- (b) has passed an equivalent examination conducted by any other recognized Board of Secondary Education/Indian University and recognized by this Board as equivalent to its Secondary School examination; and

### 7.5. Admission to Class XII:

- (i) As the syllabus prescribed at Senior Secondary level is of two years integrated course, no admission shall be taken in class XII directly. Provided further that admission to Class XII in a school shall be open only to such a student who:
  - (a) has completed a regular course of study for Class XI and has passed class XI examination from an institution affiliated to this Board.
  - (b) has completed a regular course of study for class XI and has passed class XI examination from an institution affiliated to this Board and migrating from/within one city/state to another only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the student the mark sheet and the Transfer Certificate duly countersigned by the Board; and

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- (c) has completed a regular course of study for class XI and has passed class XI examination from an institution recognized by/affiliated to any recognized Board in India can be admitted to a school affiliated to this Board only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the student the mark sheet and the Transfer Certificate duly countersigned by the Educational Authorities of the Board concerned.

Notwithstanding anything contained in the rules above, Chairman shall have the powers to allow change of school for better academic performance, medical reasons etc. to avoid undue hardship to the candidate(s).

In case of all such admissions, the schools would obtain post facto approval of the Board within one month of admission of the student.

7.6. Notwithstanding anything contained in **Bye-law 7.1 to 7.5 of these Bye-laws**, the admission of students passing qualifying examination from an examining body outside India shall be regulated according to the provisions contained in **Bye-law 6.2** of this chapter; provided that the condition of completing regular course of study for class IX and XI is satisfied in cases of admission to Class X and Class XII respectively.

## 8. Admission Procedure

- (i) Admission registers in the form prescribed by the State Government concerned/Kendriya Vidyalaya Sangathan/Navodaya Vidyalaya Samiti as the case may be, shall be maintained by the "School" where the name of every student joining "the School" shall be entered.
- (ii) Successive numbers must be allotted to students on their admission and each student should retain this number throughout the whole of her career in the school. A student returning to the school after absence of any duration shall resume her original admission number.
- (iii) If a student applying for admission to a school, has attended any other school, an authenticated copy of the Transfer certificate in the format given in **Annexure I**, from her last school must be produced before her name is entered in the Admission Register.
- (iv) In no case, shall a student be admitted into a class higher than that for which she is entitled as per the transfer certificate.
- (v) A student shall not be allowed to migrate from one "School" to another during the session after her name has been sent to the Board for the Secondary School (Class X) and Senior School Certificate (Class XII) Examinations. This condition may be waived only in special circumstances by the Chairman.
- (vi) A student leaving her school at the end of a session or who is permitted to leave her school during the session on account of migration from one city/state to another on the transfer of the parent(s) or shifting of their families from one place to another or parents request, especially in classes IX/X/XI/XII, as the case may be, shall on payment of all dues, receive an authenticated copy of the Transfer certificate up to date. A duplicate copy may be issued if the head of the institution is satisfied that the original is lost but it shall always be so marked.
- (vii) In case, a student from an institution not affiliated to the Board seeks admission in a school affiliated to the Board, such a student shall produce a transfer certificate in the format as given in **Annexure - I** duly countersigned by an authority concerned.

If the statement made by the parent or guardian of a student or by the student herself, if she was major at the time of her admission to a school, is found to contain any willful misrepresentation of facts regarding the student's career, the head of the institution may punish her as per provision of the Education Act of the State/Union Territory or Kendriya Vidyalaya Sangathan/Navodaya Vidyalaya Samiti rules, as the case may be, respectively and report the matter to the Board.

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## CHAPTER 4: ADMISSION TO EXAMINATIONS

### 9. General

Notwithstanding anything contained in these Bye-laws, no candidate who has been expelled or is under the punishment of rustication or is debarred for appearing in or taking an examination for any reason whatsoever, shall be admitted to the All India Senior School Certificate/Secondary School Certificate Examinations conducted by the Board.

### 10. Academic Qualifications for Undertaking Examinations

10.1. A candidate for All India Senior School Certificate Examination should have obtained the following qualification at least two years before the year in which she would take Senior School Certificate Examination (Class XII) of the Board:

- (i) obtained minimum Grade D in at least five subjects (excluding the 6th additional subject) of study under Scholastic Area as well as qualifying grades in subjects of Internal Assessment and a Qualifying Certificate at the Secondary School Examination (Class X) conducted by the Board at least two years before the year in which she would take Senior School Certificate Examination (Class XII) of the Board, or
- (ii) has passed an equivalent examination conducted by any other recognised Board/ University.
- (iii) has passed Class XI examination from an institution affiliated to this Board or an institution recognized by/affiliated to any recognized Board in India at least one year earlier than the year in which she would take Senior School Certificate Examination of the Board.

10.2. A candidate for All India Secondary School Examination should have:

- (i) passed the Middle School examination (Class VIII) of a Board or of an affiliated/ recognized school at least two years before the year in which she would take Secondary (Class X) examination conducted by the Board.
- (ii) passed the third language as per requirement laid down in the scheme of studies.
- (iii) Qualified Class IX Examination from a school Affiliated to the Board at least one year before the year in which she would take the secondary (Class X) Examination conducted by the Board.
- (iv) passed Class IX examination from a school recognized by/affiliated to any other recognized Board in India at least one year before the year in which she would take the Secondary (Class X) examination conducted by the Board.

### 11. Regular Candidates

#### Definition

For the purposes of the Bye-laws contained in this chapter and chapter 5 unless there is something repugnant in the subject or context, a "Regular Candidate" means a student enrolled in a school, who has pursued a regular course of study in a school and seeks admission as such to the All India Senior School Certificate/Secondary School Examination of the Board.

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### Explanation

A candidate whose name is struck off the rolls of the School after submission of her name/application for admission to the examinations to be conducted by the Board/School affiliated to the Board shall cease to be a regular candidate and as such will not be eligible for admission to the examination conducted by the Board/School.

## 12. Admission to Examinations: Regular Candidates

All India Senior School Certificate Examination and Secondary School Examination will be open to such regular candidates who have submitted their duly completed application for admission to the concerning examination, and/or her name in the manner prescribed by the Board, along with the prescribed fee vide (Annexure II), forwarded to the Controller of Examinations by the Head of the Institution/ School with the following duly certified by such Head of the Institution/ School:

- (i) that she possesses the academic qualifications laid down in **Bye-law 10** of these Bye-laws;
- (ii) that she has not passed equivalent Examination from this Board or equivalent or higher examination of any other Board or University. However, All India Senior School Certificate Examination will be open to such regular candidates who have passed equivalent Examination from this Board and will reappear with the vocational subjects.
- (iii) that she is on the active rolls of the School;
- (iv) that she has completed a "regular course of study", as defined and detailed in **Bye-law 13** of these Bye-laws, in a school in the subjects in which she would appear in the examination;
- (v) that she bears a good moral character and is of good conduct; and
- (vi) that she satisfies all other provisions, applicable to her, of the Examination Bye-laws and any other provision made by the Board governing admission to the examination concerned, if any.

**12.1 (i)** It is mandatory upon a school affiliated to Board to follow the Examination Bye-laws of the Board in toto.

**(ii)** No affiliated school shall endeavor to present the candidates who are not on its roll nor will it present the candidates of un-affiliated branch/Schools to any of the Board's examinations.

If the Board has reasons to believe that an affiliated school is not following the **section 12.1 (i) and 12.1 (ii)**, the Board will resort to penalties as deemed fit.

## 13. A Regular Course of Study:

- 13.1**
- (i) The expression "a regular course of study" referred to in these Bye-Laws means at least 75% of attendance in the Classes held; counted from the day of commencement of teaching in Classes IX/X/XI/XII as the case may be, up to the 1st of the month preceding the month in which the examination of the School/Board commences. Candidates taking up subject(s) involving project/practical shall also be required to have put in at least 75% of the total attendance for practical work in the subject in the laboratory. Heads of Institutions shall not allow a candidate who has offered subject(s) involving project/practical to take the practical examination(s) unless the candidate fulfills the requirements of attendance as given in this Rule.
  - (ii) The expression "a regular course of study" referred to in these Bye-laws means at least 60% of attendance in respect of students participating in Sports at National level organized by recognized Federations/BSB/SGFI in the Classes held counted from the day of commencement of teaching in Classes IX/X/XI/XII, as the case may be, up to the 1st day of the month preceding the month in which the examination of the School/ Board commences. Candidates taking up subject(s) involving practical shall be required to have put in at least 60% of the total attendance for practical work in the subject(s) in the laboratory. Heads of

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Institutions shall not allow a candidate who has offered subject(s) involving practical to take the practical examination(s) unless the candidate fulfills the requirements of attendance as given in this Rule.

- (iii) The candidates who had failed in the same examination in the preceding year and also who rejoin Classes IX/X/XI/XII shall be required to put in 75% of attendance calculated on the possible attendance from the 1st of the month following the publication of the results of that examination by the School/Board up to the 1st day of the month preceding the month in which the examination of the School/Board commences.
- (iv) The candidates who had failed in the same examination in the preceding year and who rejoin Classes IX/X/XI/XII shall be required to put in 60% of attendance in respect of students participating in Sports at National level organized by recognized Federations/ BSB/SGFI calculated on the possible attendance from the 1<sup>st</sup> day of the month following the publication of the results of that examination by the School/ Board up to the 1st of the month preceding the month in which the examination of the School/Board commences.
- (v) In case of migration from other institutions, attendance at the institution/school recognized by the Education Department of the State/Union Territory from which the candidate migrates will be taken into account in calculating the required percentage of attendance.

### 13.2. Requirement of Attendances in Subjects of Internal Assessment

- (i) No student from a School affiliated to the Board shall be eligible to take the senior School Certificate Examination conducted by the Board unless she has completed 75% of attendance counted from the commencement of class XII up to the first of the month preceding the month in which the examination commences in the internal assessment.
- (ii) No student from a School affiliated to the Board shall be eligible to take the Senior School Certificate Examination conducted by the Board unless she has completed 60% of attendance in respect of students participating in Sports at National level organized by recognized Federations/BSB/SAI/SGFI counted from the commencement of class XII up to the first of the month preceding the month in which the examination commences in internal assessment.
- (iii) Exemption from study of subjects under Co-Scholastic Area WE/GS/Art Education/P & HE may be granted to a candidate on medical grounds in respect of Secondary and Senior School candidates appearing for the Secondary and Senior School Certificate Examinations conducted by the Board provided the application is supported by a certificate given by a Govt. medical officer and forwarded by the Head of the School with her recommendations.
- (iv) The Chairman shall have the powers to condone shortage of attendances in subjects of internal assessment in respect of Senior School Certificate Examination conducted by the Board.

### 14. Rules for Condonation of Shortage of Attendances

- (i) If the attendance falls short of the prescribed percentage in case of a student appearing for the Secondary and Senior School Certificate Examinations conducted by the Board, the Head of the School may submit her name to the Board provisionally. If the candidate is still short of the required percentage of attendance within three weeks of the commencement of examination, the Head of the Institution shall report the case to the Board immediately. If in the opinion of the Head of the Institution, the candidate deserves special consideration, she may submit her recommendation to the Board not later than three weeks of the commencement of the examination for condonation of shortage in attendances by the Chairman, BSB who may issue orders as she may deem proper. The Head of the school in her letter requesting for condonation of shortage in attendance, should give the maximum possible attendance by a student counted from the day of commencement of teaching of Classes X/XII (beginning of the session) up to the 1st day of the month preceding the month in which the examination of the Board commences, and also the percentage of attendance obtained by a candidate during the aforesaid period.

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- (ii) Shortage up to 15% only may be condoned by the Chairman in respect of those students appearing for the Secondary and Senior School Certificate Examinations conducted by the Board. Cases of candidates with attendance below 60% in class X or class XII, appearing for the Board's examinations, as the case may be, shall be considered for condonation of shortage of attendance by the Chairman only in exceptional circumstances created on medical grounds, such as candidates suffering from serious diseases like cancer, AIDS, TB or similar serious diseases requiring prolonged hospitalization.
- (iii) The Principal shall refer cases of shortage of attendance within the above prescribed limit of condonation to the Board, either with the recommendations or with valid reasons for not recommending the case.
- (iv) The following may be considered valid reasons for recommending the cases of Shortage of Attendance for Condonation:
  - (a) prolonged illness;
  - (b) loss of father/ mother or some other incident leading to her absence from the school that merit special consideration;
  - (c) any other reason of similar serious nature;
  - (d) authorised participation in sponsored tournaments and sports meets of not less than inter-school level and at NCC/NSS camps including the days of journeys for such participation shall be counted as full attendance;
  - (e) authorised participation in Sports at National level organized by recognized Federations/BSB/SGFI;

## 15.No Detention of eligible Candidates

In no case, the Heads of affiliated schools shall detain eligible candidates from appearing at the examination.

## 16.Private Candidates

### Definition

For the purposes of the Bye-laws contained in this chapter and in **chapter 5**, unless there is something repugnant in the subject or context, a 'Private Candidate' means a person who is not a Regular Candidate but, under the provisions of these Bye-laws, is allowed to undertake and/or appears in the All India Senior School Certificate Examination or All India Secondary School Examination of the Board.

## 17. Persons eligible to appear as "Private Candidate" at All India Secondary School Examination (Class X)/ All India Senior School Certificate Examination (Class XII)

- (i) A candidate who had failed at the Secondary School Certificate Examination/ Senior School Certificate Examination of the Board will be eligible to reappear at a subsequent examination as private candidates in the syllabus and text books as prescribed for the examination of the year in which she will reappear.
- (ii) Regular candidate(s) of the previous year who have completed regular course of studies and have been allotted Roll No. for appearing at the examination but could not appear at the Annual Examination due to medical reasons except shortage of attendance as laid down in the

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Examination Bye-laws will also be eligible to reappear at a subsequent examination as private candidate(s) in the syllabus and text books as prescribed for the examination of the year in which she will reappear.

### **18. Procedures for Submission of Applications of Private Candidates at All India Secondary School Examination (Class X)/ All India Senior School Certificate Examination (Class XII)**

- (i) A private candidate must submit to the Board within the prescribed limit of time an application in the form prescribed, together with the prescribed fee, for the examination as given in **Annexure II** and three copies of passport size photographs duly signed by the candidate and countersigned by the Head of the school affiliated with Board.
- (ii) If the application of a private candidate is received after the prescribed date, she shall pay late fee as prescribed.
- (iii) When a private candidate's application for admission to the examination is rejected, the examination fee, including late fee, if any, paid by her less, Rs. 10/- or the amount as decided by the Chairman from time to time will be refunded to her provided that in the case of candidates whose applications have been rejected on account of the candidate's producing a false certificate or making a false statement in the application, the full amount of fee shall be forfeited.
- (iv) Private candidates shall not be allowed to offer for their examination, a subject (even if the subject is recognized for the examination) which is not being taught in an affiliated School.
- (v) Private candidates shall not be allowed to offer such subjects for the examination which involve practical work except in the case of candidates who had failed earlier and who had put in a regular course of study at an institution affiliated to the Board in the previous academic year.
- (vi) Those regular candidates who have failed to obtain promotion to class XII of the school affiliated to the Board or any other recognized Board shall not be admitted to the Senior School Certificate Examination of the Board as private candidates.
- (vii) Every year, in the beginning of the session, the Heads of Schools shall send to the Board, a list of female and handicapped students who have been detained in class IX/XI containing student's name, date of birth, the name of her father or guardian and the place of residence.

### **19. Exemption from Examination in the Third Language**

Exemption from examination in the third language may be granted to the following categories of students.

- (1) Foreign nationals studying in schools affiliated to the Board;
- (2) Wards of Indian nationals admitted to class IX after a minimum of two years of stay abroad;
- (3) Students admitted to class IX from school affiliated to State Boards, where only two language formula is in vogue.
- (4) Blind students, students suffering from speech or hearing defects, Dyslexics and candidates with disabilities as defined in the **Persons with Disabilities Act, 1995/ The Rights to Persons with Disabilities Act, 2016**

### **20. Exemption to Blind, Physically Handicapped, Autistic, Dyslexic, Spastic and candidates with disabilities as defined in the Persons with Disabilities Act, 1995/ The Rights to Persons with Disabilities Act, 2016**

- (i) Spastic, Blind, Physically Handicapped, Dyslexic, Autistic and Candidates with disabilities as defined in the Persons with Disabilities Act, 1995/ The Rights to Persons with Disabilities Act, 2016 appearing for the Secondary School Examination or Senior School Certificate Examination are permitted to use an amanuensis or allowed additional time as given below or both.

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For paper of 3 hours duration	60 minutes
For paper of 2½ hours duration	50 minutes
For paper of 2 hours duration	40 minutes
For paper of 1½ hours duration	30 minutes

- (ii) The Board will consider the Physio-therapeutic exercises as equivalent to Physical and Health Education course of the Board.
- (iii) Candidate with Visual and hearing impairment, Spastic, Dyslexic, Autistic and Candidates with Disabilities as defined in the Persons with Disabilities Act, 1995/ The Rights of Persons with Disabilities Act, 2016 have the option of studying one compulsory language as against two. This language should be in consonance with the overall spirit of the three language formula prescribed by the Board.
- (iv) Candidate with Visual and hearing impairment, Spastic, Dyslexic, Autistic and Candidates with Disabilities as defined in the Persons with Disabilities Act, 1995/ The Rights of Persons with Disabilities Act, 2016 shall be given a special concession in terms of mandatory requirement of attendance (75%). They may be extended the facility of Home studies.

## 21. Use and Appointment of Amanuensis

- (i) Amanuensis may be allowed in the following cases.
- To a Blind, Physically Handicapped, Spastic and candidates with disabilities as defined in the Persons with Disabilities Act, 1995/ The Rights to Persons with Disabilities Act, 2016.
  - On sudden illness rendering the candidate unable to write as certified by a Government Medical Officer.
  - In the case of an accident rendering the candidate unable to write the examination as certified by a Government Medical Officer.
- (ii) The amanuensis must be a student of a class lower than the one for which the candidate is taking the examination.
- (iii) The Superintendent of the examination centre concerned shall choose a suitable amanuensis and forward a report giving full particulars of the candidate and of the amanuensis for consideration and approval of the Board.
- (iv) The Superintendent shall arrange a suitable room for the candidate for whom an amanuensis is allowed and appoint one special Assistant Superintendent to supervise her examination.
- (v) The services of amanuensis shall be provided free of cost to an examinee.
- (vi) The amanuensis shall be paid by the Board a remuneration as prescribed from time to time.

## 22. Rules for Change in Subject(s)

- Change of subject(s) in class XI may be allowed by the Head of the School but not later than 31st of October of that academic session.
- No candidate shall be permitted to change her subject of study after passing class IX or XI as the case may be.
- No candidate shall offer a subject in class X and XII which she has not studied and passed in class IX and XI respectively.
- Notwithstanding anything contained in the rules 22(ii) and (iii), Chairman shall have the powers to allow a change in subject(s) in class X/XII, as the case may be, to avoid undue hardship to a candidate provided such a request for change is made before 15<sup>th</sup> of July.

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## CHAPTER 5: MODE OF SUBMISSION OF APPLICATIONS, SCALE OF FEES AND REFUNDS

### 23. Mode of Submission of Applications for Regular Students

- (i) A Student shall have her prescribed application form forwarded through the Head of the School wherein she is studying for the examinations to be conducted by the Board.
- (ii) The application form (Combined list of candidates) completes in all respects and with certificates by the Head of the school provided elsewhere shall be sent to the Board.
- (iii) The application form should reach the Board within the date prescribed.
- (iv) The application form shall be accompanied with the prescribed fee Vide **Annexure II**.
- (v) The form may also be accepted with additional Late Fee as per the prescribed norms.

### 24. Payment of Fees

- (i) A candidate shall pay fees as prescribed in **Annexure - II** by the Board from time to time.
- (ii) Prescribed fee by candidates of affiliated schools shall be deposited in the School and shall be remitted collectively by the Head of the school to the Board in the manner as prescribed by the Board from time to time.
- (iii) Schools and private candidates from outside Haridwar shall remit the amount by Bank Draft (crossed: Payees' account only) drawn in favour of the Secretary, Bharatiya Shiksha Board, payable on any scheduled bank at Haridwar.
- (iv) Other fees shall be paid in cash in office and printed receipt for the same shall be obtained. Fee can also be remitted by a Bank Draft (crossed account payee) drawn in favour of the Secretary; Bharatiya Shiksha Board payable at any scheduled Bank at Haridwar. Fee should be deposited or remitted in the name of the candidate only and not in the name of the parent or guardian.

### 25. Holding over of Fees:

A candidate who fails to pass the examination or is unable to present herself at the whole or part of the examination shall not be entitled to holding over or refund of fee, provided that the Controller of Examinations on an application from a candidate who absented herself from the whole of the examination may hold over the Examination fee paid by her for the next examination after satisfying herself that the candidate was prevented from taking the examination on account of her illness or some other valid reason. This will be subject to her producing within 15 days of the commencement of the examination, in the case of illness, a medical certificate showing that her absence from the examination was due to her illness and in other cases a satisfactory documentary evidence proving that her absence was due to circumstances beyond her control giving full particulars of the same to the satisfaction of the Chairman whose decision shall be final. Fees once held over under this Bye-law for the next examination may continue to be held over under similar circumstances for the year following the next, but in no case for more than two consecutive years. Fees once held over under the above Bye-law, shall, in no case, be refunded.

### 26. Refund of Fee:

- (i) The Board may refund, on application, the examination fee of a candidate who is declared ineligible to appear at the examination by the authorities concerned or whose admission is disallowed on account of shortage of the required percentage of attendance, provided such an application is received in the office of the Board within three months of the date of the commencement of the examination. The fee of a candidate, whose application has been rejected on account of the candidate's producing a false certificate, making a false statement in the application, shall in no case be refunded.

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- (ii) The fee of a candidate who dies before the commencement of the examination may be refunded by the Board in full, provided that the application for the same is made within three months after the date of commencement of the examination. In the case of a regular candidate, the refund will be made to the parent or guardian of the candidate through the Head of the school. In the case of a private candidate, the refund will be made to the parent or guardian mentioned in the form of application for the examination.
- (iii) Amount paid in excess of the fee prescribed may be refunded by the Board to the School/candidate concerned provided an application for refund is received in the Board's office within three months from the date of payment of fee. A deduction on account of incidental charges as decided by the Chairman from time to time subject to a minimum of Rs. 10/- in each case may be made while refunding the amount in such cases.

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## CHAPTER 6: FIXATION OF EXAMINATION CENTRES, APPOINTMENT OF CENTRE SUPERINTENDENTS, ETC. AND RULES FOR UNFAIRMEANS CASES

### 27. General Conditions

- (i) The examinations of the Board shall be conducted as per the schedule approved by the Chairman. Draft scheme of examination centres shall be prepared by the Controller of Examinations and finally approved by the Chairman who shall have powers to revise, modify or amend it.
- (ii) The examinations of the Board shall be held only at the centres approved by the Board and all the examination papers will be administered simultaneously at all centres as per Indian Standard Time (I.S.T.).
- (iii) As provided in clause 14(3) and 14(4) of the Affiliation Bye-Laws, the building and furniture of affiliated school shall be placed at the disposal of the Board for the conduct of any of its examinations and for spot evaluation, free of charge and the management and the Principal shall cooperate with the Board in the conduct of examinations and evaluation of answer scripts.
- (iv) It shall be obligatory on the part of schools to provide teachers for the conduct of Examinations and for evaluation of scripts.

### 28. Norms for Fixation of Examination Centres

#### 28.1 General Conditions

- (i) For the purpose of fixing the examination centres, cities will be classified under the following two categories:
  - a) Single School Cities
  - b) Multiple School Cities
- (ii) Examination centres shall be fixed in a school after considering the availability of appropriate facilities like sufficient number of rooms with ventilation, fan, light and furniture.
- (iii) An examination centre shall be created subject to availability of bank/treasury facilities for the safe custody of question papers, etc. as per the requirement of the Board.
- (iv) Except for Single School Cities, students shall have the examination centre at other than their own school, as far as practicable.

#### 28.2 Single School Cities

- (i) Subject to the fulfillment of conditions as given under clause 28.1, a school itself may be the examination centre provided
  - (a) it presents at least 30 candidates for Class X, if it is affiliated up to secondary stage;

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- (b) it presents at least 50 candidates for classes X and XII taken together, if it is affiliated up to +2 stage; and
  - (c) the school should have completed two years of its affiliation to the Board.
- (ii) In respect of such schools, the Centre Superintendent and Supervisory staff shall be appointed from among those who are not employees of the school or the trust running it. Centre Superintendent, as far as possible, will not be from the same city.

### 28.3 Multiple School Cities

- (i) As far as practicable, no school shall be allowed to have the candidates appearing for an examination of the Board at their own school as an examination centre.
- (ii) In case of two or more schools presenting candidates for an examination in a city, the students shall be rotated among different centres, avoiding mutual interchange of students between schools, as far as possible.

### 28.4 Norms for Fixation of Centres.

- (i) Normally, an examination centre should fall within 5 kms. from the location of the school.
- (ii) The examination centres shall be fixed only in those schools which have boundary walls, enough furniture and where public trespassing is not possible.
- (iii) The examination centres shall be fixed in schools which have 'pucca' buildings and where the school is not run in tents/sheds etc.

## 29. Norms for Appointment of Centre-Superintendent, Deputy Superintendent, Assistant Superintendent

### 29.1 Centre Superintendents

- (i) The Principal, Vice-Principal/Senior PGT of a school shall be appointed as the Centre Superintendent of an examination centre provided the students from her school are not appearing at that centre.
- (ii) No person whose ward/near relative is appearing in an examination of the Board, shall be Centre Superintendent.
- (iii) A Centre Superintendent shall not leave an examination centre without prior approval of the Board under normal circumstances. In case of an emergency, she may hand over the charge to the Deputy Superintendent, wherever appointed, or to the next senior most person under intimation to the Board.
- (iv) A Centre Superintendent who;
  - (a) leaves an examination centre without prior permission of the Board and proper arrangement;
  - (b) misuses her position; or
  - (c) engages herself directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examinations;

shall face such disciplinary action, as may be decided by the Chairman, which may include disciplinary action through departmental agencies or legal action by the Board in public Interest.

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## 29.2 Deputy Superintendents

- (i) A Deputy Superintendent shall be appointed at an examination centre having a total of 250 or more candidates - both for All India Senior School Certificate Examinations / Secondary School Examinations.
- (ii) The Deputy Superintendent will be appointed by the Centre Superintendent of the Centre under intimation to the Board. In cases, where the Centre Superintendent is from other school, the Deputy Superintendent shall be appointed by the Centre Superintendent in consultation with the Principal or Principal-In charge of the school.
- (iii) The Deputy Superintendent shall not be below the rank of Vice-Principal/Senior PGT. In case of complaint(s) against the Deputy Superintendent, where in the opinion of the Centre Superintendent, immediate action has to be taken against her, the Centre Superintendent shall have the powers to relieve her of her responsibilities and entrust the work to another suitable teacher. A report of such action, along with circumstances that forced such an action, shall be made to the Board immediately in writing and also by telephone, fax etc.
- (iv) No official shall be appointed as Deputy Superintendent from the school whose candidates are appearing at the examination centre.

## 29.3 Assistant Superintendents

- (i) As the Centre Superintendent shall be responsible for the smooth conduct of examinations, she will be authorised to appoint the required number of Assistant Superintendents, from amongst the teachers of her school provided the candidates appearing at the centre do not belong to her school.
- (ii) In case the students from the same school are taking examination at the Centre, the Centre Superintendent shall draw up a list of teachers who will work as Asstt. Supdts. from the neighboring schools in consultation with the Principal of the school. She should furnish the list of Asstt. Supdts. with complete details to the Board immediately.
- (iii) Persons other than teachers possessing equivalent qualifications (minimum graduation) may also be deputed as Assistant Superintendent in case the adequate number of teachers is not available. However, the appointment of such persons to act as Assistant Superintendent shall be restricted to the minimum and complete details in such cases shall be furnished to the Board.
- (iv) The Centre Superintendent shall see that the instructions issued to Assistant Superintendent(s) are duly noted and followed by them. An undertaking to the effect that no near relation(s) or any other student(s) who has/have been receiving private coaching from her, is/ are appearing in the examination at the centre, may please be obtained from each Assistant Superintendent.
- (v) One Assistant Superintendent for every 20 candidates or a part thereof in the hall or big rooms, or two for each room having 40 or less candidates, are to be provided. Care should be taken not to keep the same Assistant Superintendent in the same room or in the same part of the examination hall every day/session. The allotment of rooms to the Assistant Superintendent should, therefore, be changed every day/session and it should be done without any previous notice to this effect to the concerned Assistant Superintendent(s). The names of the Assistant Superintendents put in different rooms for various papers should be shown on the seating plan while sending information to the Board.
- (vi) An Assistant Superintendent who engages herself directly or indirectly in using or promoting or abetting use of unfair means shall be dealt with appropriately under the rules of the Board.

## 29.4 Guidelines for Centre Superintendents etc.

Guidelines for Centre Superintendents, Deputy Superintendents and Assistant Superintendents will be issued by the Controller of Examinations separately with the approval of the Chairman for adherence by all concerned.

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### 29.5 Clerical Assistance

The Centre Superintendent shall appoint clerical and class IV staff as per the Guidelines to the Centre Superintendents.

### 29.6 Appointment of Observers/Inspectors/Flying Squads

The Chairman may appoint Observers/Inspectors/Flying Squads to ensure smooth and fair conduct of examinations at the Examination Centres where necessary.

29.7 In exceptional circumstances where deviation from the Bye-Laws of this chapter is considered necessary, the Chairman shall have the powers to do so for the reasons to be recorded in writing.

## 30. Change of Examination Centres

- i) Except as provided for, no candidate shall be allowed to appear from an examination centre to which she has not been allotted.
- ii) The Chairman may allow change of an examination centre from one city to another if the student has joined a school in another city, provided that an application is made in writing and is duly forwarded by the Head of the Institution to which a candidate has been admitted.
- iii) The change of an examination centre from one city to another may be allowed to a candidate by the Chairman only in case of transfer/migration of her parents.  
No change of centre shall, however, be allowed within one month of the commencement of examinations.
- iv) A candidate who has appeared at an examination centre not allotted to her without the prior approval of the Board, shall forfeit her eligibility for examination and the Board has the right to declare her as 'Not Eligible' for the Examination concerned.
- v) A candidate appearing for the first chance compartmental/Improvement of Performance examination for the Senior/Secondary examinations conducted by the Board shall appear from a centre in the same Region from where she had appeared at the main examination. However, in case of transfer of the parent from one place to another, the Chairman may allow change of centre subject to fulfillment of the following:
  - i) the parent produces a valid documentary evidence of her transfer from one place to another;
  - ii) that the request for change of centre is received one week before the date of commencement of the examination of the year; and
  - iii) that the change of centre will be considered only subject to availability of questionpapers at the requested place of centre.

## 31. Rules for Unfair Means Cases

### 31.1 General

- (i) If a candidate is found to have made a wrong statement in her application form for admission to the examination or has attempted to secure or has secured admission to any of the examinations of the Board or has secured admission to the examination of the Board by making a false statement or by production of a false document or otherwise, she shall be deemed to have used unfair means and her results shall not be declared.

In case where such a candidate has not yet appeared at the examination, her form of application shall be rejected and the fee paid forfeited. If she has completed her examination, her form of application shall be rejected, fee paid forfeited and her examination shall be cancelled.

- (ii) If at any stage, a candidate has tampered with any entry in the certificate or statement of marks

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or migration certificate or any other document that has been issued to her by the Board, she shall be deemed to have used unfair means. The Board may cancel the document in question and may even cancel her result, if it deems so necessary.

(iii) In the answer book, a candidate is not permitted to write her name or put her signature or any sign or mark which may disclose her identity to the examiner; A candidate violating this rule shall be deemed to have used unfair means and her result shall not be declared and in addition she shall be liable to be punished under the rules.

(iv) If during the course of examination, a candidate is found indulging in any of the following, she shall be deemed to have used unfair means at the examinations, and as such her result shall not be declared but shall be marked as UNFAIR MEANS (UFM)

- (a) having in possession papers, books, notes or any other material or information relevant to the examination in the paper concerned;
- (b) giving or receiving assistance directly or indirectly of any kind or attempting to do so;
- (c) writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;
- (d) tearing of any page of the answer book or supplementary answer book etc.;
- (e) contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre;
- (f) taking away the answer book out of the examination hall/room;
- (g) using or attempting to use any other undesirable method or means in connection with the examination;
- (h) smuggling out Question Paper or its part; or smuggling out answer book/supplementary answer sheet or part thereof; and
- (i) threatening any of the officials connected with the conduct of the examinations or threatening of any of the candidates

(v) A candidate found guilty of any of the unfair means mentioned at (iv) above:

- a) may be disqualified by the Board from the examination in that year (i.e., her examination for that year may be cancelled;
- b) may further be debarred from appearing at any examination of the Board for a period which may extend up to five years; and
- c) in serious cases, may permanently be debarred from taking any examination of the Board.

### 31.2 Identification and Reporting of Unfair Means Cases

(i) As soon as it comes or is brought to the notice of the Centre Superintendent that a candidate, during the course of examination, has been found using or attempting to use unfair means as detailed in rule 31.1 (iv), she shall take possession of the answer book of the candidate along with the paper(s) or other material(s) found with her, if any, and provide the candidate with a second answer book immediately. The candidate is not to be expelled from the examination centre in that paper. The Centre Superintendent shall record, on the first answerbook, the time when it was taken away from the candidate and on the second answer book the time when it was issued. While issuing the second answer book, the candidate shall be asked by the Centre Superintendent to submit her explanation in regard to the allegation against her. If the candidate refuses to give an explanatory statement, the fact of refusal should be recorded by two Assistant Superintendent(s) and attested by the Centre Superintendent on duty at the time of the occurrence. The Centre Superintendent shall call for the statement(s) of the Assistant Superintendent(s) concerned and forward the same to the Board, in a separate sealed cover, the two answer books used by the candidate along with the explanation of the candidate or the attested statement of refusal, the statement(s) of the Asstt. Supdt(s) and her own note on the case for further action by the Board.

(ii) As soon as it comes or is brought to the notice of the Centre Superintendent that a candidate has smuggled out an answer book, she should call for the student directly or through the Principal of the school concerned and try to secure the answer book. In case of non-availability of the answer book, the matter should be reported to the police and a copy of the report be sent to

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the office of the Board along with the statements of the Assistant Superintendent(s) present in the room and also of the candidate. The statements of peon, police constable etc. if any, relevant to the situation should also be forwarded. The statements should contain the time of the incident and details of the case as to how the candidate took away the answer book. Efforts made to recover the answer book should also be stated.

- (iii) In case of impersonation, the Centre Superintendent should send to the Board's office, the statements of the person found to be impersonating, and the Asstt. Superintendent and that of the genuine candidate, if possible. The Centre Superintendent shall report the matter to the police also.
- (iv) In case of misconduct of a serious nature, the matter should be reported to the Police, if necessary. Statements of the Assistant Superintendent(s) and that of the peon/policeman concerned maybe obtained and sent to the office of the Board for further action.
- (v) If a candidate is found guilty of communicating or attempting to communicate either directly or indirectly with an examiner or any other person connected with the examination with the object of influencing her in any way, she shall be deemed to have used unfair means and shall be liable to punishment under the rules.
- (vi) If after the examination, it is found that a candidate has copied the answer either of some candidate or from any other source, she shall be treated to have used unfair means and shall be liable to be punished under the rules.
- (vii) Use of abusive language or making derogatory remarks in the answer book shall be treated as use of unfair means.
- (viii) If any examiner notices any case of copying of answer(s) either among two or more candidates or from any other source, she should mark the relevant portion(s) of the answer(s) and send the case immediately, along with her report on the same, to her Head Examiner. The Head Examiner will scrutinize the case and forward it along with her own remarks, in a sealed cover, to the Controller of Examinations of the Board for necessary action by the Board. If such a case comes to the notice of the Head Examiner herself, she should also mark the relevant portion(s) in the answer(s) and forward the same immediately along with her remarks in a sealed cover to the Controller of Examinations of the Board for further action.

### 31.3 Imposition of Penalties

- (i) The results of all candidates who have been reported to have used unfair means in an examination, by an Assistant Superintendent, Deputy Superintendent, Centre Superintendent, members of Raid Parties, Surprise Inspectors, Observers or Examiners/ Head examiners, shall be declared as 'Unfair Means' (U.F.M.).
- (ii) All cases of 'Unfair Means (U.F.M.)' shall be decided within a reasonable time after the declaration of the result.
- (iii) All cases of Unfair Means shall be reported to the Result Committee and the result of such candidates shall be disposed of in a manner and as recommended by the Result Committee of the Board.
- (iv) Before any penalty is imposed, under any of the provisions of these Bye-laws, on a candidate reported to have used unfair means, she shall be given an opportunity for explaining her conduct. She will be required to appear personally before the Result Committee to explain her conduct for consideration of the Result Committee. In case she does not avail herself of the opportunity by the given date, ex-parte decision taken by the Result Committee shall be final.
- (v) If the Board is satisfied that the use of Unfair means in a paper or papers has been widespread at a centre, the Board has the right to cancel the result of all candidates of that centre, in the paper or papers concerned or even the entire examination at the centre, if several papers are involved.

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- (vi) The names of candidates, who are punished under any of the above rules, shall be communicated to all the Schools affiliated to the Board, Universities, Boards and other Organizations which conduct Secondary School Examination, Senior School Certificate Examination, Intermediate or equivalent examinations and to the various State Governments as well as to the different Public Service Commissions in the country.

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## CHAPTER 7: SCHEME OF EXAMINATIONS

### 32. General Conditions:

- The Scheme of Examinations and Pass Criteria for All India Senior School Certificate Examination (Class 12) and All India Secondary School Examinations (Class 10) conducted by the Board, shall be as laid down from time to time.
- Class XI examination shall be conducted by the schools themselves. Class IX examination shall also be conducted by the Schools as per the criteria laid down by the Board from time to time.
- The Board will conduct the external examinations at the end of Class XII. The Board will also conduct external examinations at the end of Class X. In respect of those students studying in schools affiliated to the Board.
- Class XII/Class X, examinations will be based on the syllabi as prescribed by the Board for Class XII/Class X respectively from time to time.
- Number of papers, duration of examination and marks for each subject/paper will be as specified in the curriculum for the year.
- The Examination would be conducted in theory as well as in practicals, depending upon the nature of the subject(s) and the marks/grades allotted shall be as prescribed in the curriculum.
- Marks/grades shall be awarded for individual subjects.

### 33. GRADING - SENIOR SCHOOL CERTIFICATE EXAMINATION

- Assessment of theory/practical papers in external subjects shall be in numerical scores.  
In addition to numerical scores, the Board shall indicate grades in the marks sheets issued to the candidates in case of subjects of external examinations. In case of internal assessment subjects, only grades shall be shown.
- Letter grades on an eight-point scale shall be used for subjects of external examinations.
- The grades shall be derived from scores in case of subjects of external examination. In case of subjects of internal assessment, they shall be awarded by the schools.
- The qualifying marks in each subject of external examination shall be 33% at Senior School Certificate Examination. However, in a subject involving practical work, a candidate must obtain 33% marks in the theory and 33% marks in the practical separately in addition to 33% marks in aggregate, in order to qualify in that subject.
- Grades shall be awarded on the basis of an eight-point Grading system in each elective subject. For awarding the grades, the following eight-point grading scale will be followed:

MARKS RANGE	GRADE
91 – 100	A1
81 – 90	A2
71 – 80	B1
61 – 70	B2
51 – 60	C1
41 – 50	C2
33 – 40	D
32 and below	Essential Repeat

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### 34. GRADING-SECONDARY SCHOOL EXAMINATION

- (i) At the Secondary School Examination conducted by the Board, assessment of subjects shall be in numerical scores to be converted into grades on an **eight (8)** point scale which shall be indicated in the Statement of Subject wise Performance. Assessment of subjects of Internal Assessment (to be assessed at the School Level) shall be in Grades, as per the Scheme of Studies.
- (ii) The qualifying grade in each subject under Scholastic Area shall be minimum Grade D.
- (iii) The students shall be assessed in the subjects under Scholastic Area using the conventional numerical marking and later converted into the grades and the same will be awarded as under:

MARKS RANGE	GRADE
91 – 100	A1
81 – 90	A2
71 – 80	B1
61 – 70	B2
51 – 60	C1
41 – 50	C2
33 – 40	D
32 and below	Essential Repeat

### 35. Merit Certificates

- (i) (a) The Board will award Merit Certificates in each subject to the top 0.1% of pass candidates provided that they have passed the examination as per the pass criteria of the Board at the Senior School Certificate Examination/Secondary School Certificate Examination.
- (b) Board will award Merit Certificates to such candidates who have obtained Grade A1 in all the five subjects (excluding the 6th additional subject) under Scholastic Area as per the qualifying criteria.
- (ii) In the matter of a tie, if one student gets a merit certificate, all students getting that score will get the merit certificate.

### 36. Scheme of Examinations (Senior School Certificate Examinations)

- (i) The Board shall conduct examination in all subjects except General Studies, Work Experience, Physical and Health Education, Yoga, which will be assessed internally by the Schools.
- (ii) In all subjects examined by the Board, a student will be given one paper each carrying 80 marks for 3 hours. However, in subjects requiring practical examination, there will be a theory paper and a practical examination as required in the syllabi and courses.
- (iii) In Work Experience, General Studies and Physical and Health Education and Yoga, the schools will maintain cumulative records of students' periodical achievements and progress during the year. These records are subject to the scrutiny of the Board as and when deemed fit.
- (iv) A candidate from a recognized school who has some physical deformity or is otherwise

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- unable to take part in Work Experience and Physical and Health Education, Yoga, may be granted exemption by the Chairman on the recommendations of the Head of the Institution, supported by medical certificate from a Government Medical Officer.
- (v) A candidate may offer an additional subject which can be either a language at elective level or another elective subject, vocational course as prescribed in the Scheme of Studies, subject to the conditions laid down in the Pass Criteria.

### 36.1

#### Pass Criteria (Senior School Certificate Examination)

- (i) A candidate will be eligible to get the Pass Certificate of the Board, if she gets a minimum grade E in all subjects of (General Studies, Health and Physical Education and Work Experience) internal assessment unless she is exempted. Failing this, result of the external examination will be withheld but not for a period of more than one year.
- (ii) In order to be declared as having passed the examination, a candidate shall obtain a minimum grade D (i.e., at least 33% marks) in all the five subjects of external examination in the main or at the compartmental examinations. The pass marks in each subject of external examination shall be 33%. In case of a subject involving practical work, a candidate must obtain 33% marks in theory and 33% marks in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.
- (iii) No overall division/distinction/aggregate shall be awarded.
- (iv) In respect of a candidate offering an additional subject, the following norms shall be applied:
  - a) A language offered as an additional subject may replace a language in the event of a candidate failing in the same provided after replacement the candidate has English/ Hindi as one of the languages.
  - b) An elective subject offered as an additional subject may replace one of the elective subjects offered by the candidate. It may also replace a language provided after replacement the candidate has English/Hindi as one of the languages.
  - c) Additional language offered at elective level may replace an elective subject provided after replacement, the number of languages offered shall not exceed two.
- (v) Candidates exempted from one or more subjects of internal examination shall be eligible for appearing in external examination and result shall be declared subject to fulfilment of other conditions laid down in the Pass Criteria.
- (vi) In order to be declared as having passed the Class XI Examination a candidate shall obtain 33% marks in all the subjects. The pass marks in each subject of examination shall be 33%. In case of subject involving practical work, a candidate must obtain 33% marks in theory and 33% in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.

### 36.2 Eligibility for Compartment in Senior School Certificate Examination

A candidate failing in one of the five subjects of external examination shall be placed in compartment in that subject provided she qualifies in all the subjects of Internal Assessment.

### 37. Scheme of Examinations (Secondary School Examinations)

- (i) The Assessment Scheme will have 80% weightage for Board examinations in class X and for Annual examinations in class IX in all compulsory/ optional subjects (excluding skill subjects and subjects having practical) and 20% weightage would be given to internal assessment in compulsory/ optional subjects (excluding skill subjects).

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(ii) The Assessment of Skill Subjects will have 40 % weightage for Board Examinations and 60% weightage for Internal Assessment/ Practical Examinations.

(iii) Art Education, Health & Physical education and Work Experience would be assessed internally at the school level on a 5-point grading scale (A, B, C, D, E).

### 37.1 Pass Criteria (Secondary School Examinations)

- (i) A Candidate will be eligible to get the pass certificate of the Board if she gets minimum grade D in all subjects of external assessment (excluding the 6<sup>th</sup> and 7<sup>th</sup> additional subject).
- (ii) Students have to pass at least in five Compulsory Subjects mentioned in the Scheme of Studies:
- (iii) If a student fails in any language taken as subject I and subject II, the same will be replaced by the language taken as seventh optional subject provided that she has passed this language and after replacement either Hindi or English remains as a passed language in the first five subjects.
- (iv) If a student fails in any one of the three subjects (Math, Science, and Social Science), it will be replaced by the skill subject (offered as 6<sup>th</sup> additional Subject) and the result of class X Board Examination will be computed accordingly.
- (v) Students have to secure 33% marks in total in each of the Subject of external assessment and a minimum grade E in the subjects of (Art Education, Health & Physical Education, Work Experience) Internal Assessment.

### 37.2 Eligibility for Improvement of Performance in Secondary Examination

A candidate obtaining Grades D in any or all the five subjects (excluding the 6<sup>th</sup> and 7<sup>th</sup> additional subject) under Scholastic Area A, as per the scheme of studies, shall be eligible for improvement of performance in any or all the five subjects.

### 38. Improvement of Performance/Compartment Examination for Secondary/ Senior School Certificate Examination

- (i) (a) A candidate placed in compartment at the Senior School Certificate Examination may appear at the compartmental examination to be held in July in the same year, may avail herself of Second Chance in March/April in the second year and Third Chance in July in the second year. The candidate will be declared PASS provided she qualifies the compartmental subjects in which she had failed. Syllabi and courses shall be the same as applicable for the candidates of full subjects appearing at the examination in the year concerned.
- (b) A candidate who has appeared for the Secondary School Examination and obtained Grade D in any or all the five subjects (excluding the 6<sup>th</sup> and 7<sup>th</sup> additional subject) as per the Scheme of Studies, shall be eligible for improvement of her performance in any or all the five subjects and may appear at the only chance of Improvement of Performance to be provided by the Board in July, as per the option exercised for the Main examination held in March the same year. The candidates will be issued Statement of Subject wise Performance provided she obtains minimum Grade D in at least five subjects (excluding the 6<sup>th</sup> and 7<sup>th</sup> additional subject) as per the Scheme of Studies.

- (ii) (a) A candidate who fails to appear or fails at one or all the three chances of compartment at the Senior School Certificate Examination shall be treated to have failed in the examination and shall be required to reappear in all the subjects at the subsequent annual examination of the Board as per the syllabi and courses laid down for that examination. The candidates' practical marks/internal assessment marks obtained in the Main examination will be carried over till the third chance compartmental examination. The candidate shall have the option to appear at the practical examination in the subjects involving practical or retain their previous marks in one more annual

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examination after the third Chance Compartment.

**(b) At the Secondary School Examination, a candidate who does not obtain minimum Grade D in the five subjects (excluding the 6<sup>th</sup> and 7<sup>th</sup> additional subject) at the only chance of improvement of Performance shall be treated to have not qualified the examination and shall be required to reappear in all the subjects at the examination to be held in March of the subsequent year, in order to qualify the examination. The syllabi and courses shall be as laid down for that year of examination.**

- (iii) A candidate placed in compartment at the Senior School Certificate Examination shall be allowed to appear only in those subjects in the subsequent three chances of Compartment in which she has been placed in compartment.
- (iv) For subjects involving practical work at the Senior School Certificate Examination, if a candidate has passed in practical at the main examination, she shall appear only in theory part and previous practical marks will be carried forward and accounted for. In case, a candidate has failed in practical, she shall have to appear in theory and practical both irrespective of the fact that she has already cleared the theory examination.
- (v) A candidate who fails to obtain minimum Grade D in the five subjects (excluding the 6<sup>th</sup> and 7<sup>th</sup> additional subject) at the Secondary School Examination conducted by the School/ Board shall be provisionally admitted to class XI till she takes in the only chance Improvement of Performance to be held that year. Her admission shall be treated as cancelled if she fails to obtain minimum Grade D in the five subjects (excluding the 6<sup>th</sup> and 7<sup>th</sup> additional subject) at the Improvement of Performance Examination.

### **39. RETENTION OF PRACTICAL MARKS IN RESPECT OF FAILURE CANDIDATES FOR SENIOR SCHOOL CERTIFICATE EXAMINATIONS**

A candidate who has failed at the Senior School Certificate Examination in the first attempt shall be required to re-appear in all the subjects at the subsequent annual examination of the Board. She shall appear only in theory part and her previous practical marks will be carried forward and accounted for if she has passed in practical. In case a candidate has failed in practical she shall have to appear in theory and practical both. If she fails to pass the examination in two consecutive years, after the first attempt, she shall have to reappear in all the subjects including practical.

### **40. Additional Subject(s)**

- (i) A candidate who has obtained minimum Grade D in at least five subjects (excluding the 6<sup>th</sup> and 7<sup>th</sup> additional subject) as per the Scheme of Studies and a Qualifying Certificate of performance at the Secondary School Examination /Senior School Certificate Examination of the Board may offer an additional subject as a private candidate provided the additional subject is provided in the Scheme of Studies and is offered within six years of passing the examination of the Board. No exemption from time limit will be given after six years. Facility to appear in additional subject will be available at the main examination only.
- (ii) However, candidates appearing in six subjects at the Senior School Certificate Examination having been declared 'Pass' by virtue of securing pass marks in five subjects, without replacement, may reappear in the failing sixth additional subject at the Compartment Examination to be held in July the same year, provided she had appeared at the examination held in March in the said additional subject.

### **41. Improvement of Performance/Upgrading of Performance**

#### **41.1 Senior School Certificate Examination**

- i) A candidate who has passed an examination of the Board may appear for improvement of

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performance in one or more subjects in the succeeding year only; however, a candidate who has passed an examination of the Board under Vocational Scheme may reappear for improvement of performance in the main examination in the succeeding year or the following year provided they have not pursued higher studies in the meantime. They will appear as private candidates. Those reappearing for the whole examination may, however, appear as regular candidates also if admitted by the school as regular students. The candidate(s) appearing for improvement of performance can appear only in those subject(s) in which they have appeared for the Examination.

- ii) For subjects involving practical work, if the candidate has passed in practical at the main examination, she shall be allowed to appear in the theory part only and marks in practical obtained at the main examination shall be carried forward and accounted for. In case, a candidate has failed in practical, she shall have to appear in theory and practical both irrespective of the fact that she has already cleared the theory examination.
- iii) Candidates who appear for improvement of performance, will be issued only Statement of Marks reflecting the marks of the improvement examination.
- iv) A candidate appearing for improvement of performance in one or more subjects cannot appear for an additional subject simultaneously.
- v) Candidates appearing in six subjects at the Senior School Certificate Examination and having been declared 'Pass' by virtue of securing pass marks in five subjects as per **Rule 36.1(iv)** may appear in the failing main subject at the Compartment Examination to be held in July the same year provided, she had appeared at the Examination held in March in the said subject.

#### **41.2 Secondary School Examination**

- (i) A candidate who has obtained minimum Grade D in the five subjects and a Qualifying Certificate at the Secondary School Examination may reappear at the examination for upgrading of performance in one or more subjects in the main examination in succeeding year only, provided she has not pursued higher studies in the meantime. She shall appear as a private candidate. Those reappearing in the whole examination may appear as regular candidates also. The candidates appearing for upgrading of performance in the examination can appear in the subject(s) in which they have appeared for the examination.
- (ii) A candidate appearing for upgrading of performance shall appear in the syllabus prescribed for Summative Assessment II only for the year of examination.
- (iii) Candidates who appear for upgrading of performance shall be issued only Statement of Subject wise Performance reflecting the grades obtained in the said examination.
- (iv) A candidate appearing for upgrading of performance in one or more subjects cannot appear for additional subject simultaneously.

#### **42. Exemption to Blind, Physically Handicapped, Autistic, Dyslexic, Spastic and candidates with disabilities as defined in the Persons with Disabilities Act, 1995/ The Rights to Persons with Disabilities Act, 2016**

Candidates with visual and hearing impairment, Spastic, Dyslexic, Autistic and candidates with disabilities as defined in the Persons with Disabilities Act, 1995/ The Rights to Persons with Disabilities Act, 2016 have the option of studying one compulsory language as against two. This language should be in consonance with the overall spirit of the Three Language Formula prescribed by the Board.

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## CHAPTER 8: CONFIDENTIAL WORK

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### 43. General

- (i) The Board may use multiple sets of question papers for the same examination at the same centre/examination hall if desirable.
- (ii) The Paper setters, Moderators, Chief Secrecy Officers, Secrecy Officers, Head Examiners, Examiners, etc. shall be appointed by the Chairman in accordance with the provisions contained in the Regulations and these Bye-laws; provided that, notwithstanding anything contained in these Bye-laws, the Chairman shall have the power to appoint persons in relaxation of the provisions of these Bye-laws for reasons to be recorded.
- (iii) No person shall be appointed to act as a Paper setter, Moderator, Chief Secrecy Officer, Secrecy Officer, Head Examiner and Coordinator whose 'NEAR RELATION' is appearing or has appeared at an examination conducted by the Board in that year. For this purpose, 'NEAR RELATION' shall mean and include wife/husband, sons and daughters and members of their family, nephew, niece or similar relations of wife/ husband.

44.

#### A. Qualifications for Appointment of Paper Setters/ Moderators

##### I. A paper setter shall:

- i) have a post graduate degree in the subject concerned or allied subject.
- ii) have a minimum of ten years' experience of teaching the subject concerned at Secondary/ Senior Secondary/higher education level; or persons working in the State/National level education agencies set up by the Govt. and are actually involved in the organization of in service training program or research/development of study materials for the Secondary/ Senior Secondary students/teachers.  
Provided that the Chairman may also appoint other persons in the profession related to the subject as Paper setter in that subject if in the opinion of the Chairman such appointment is desirable.
- iii) Every person appointed as Paper Setter shall be required to furnish a declaration in the form as may be prescribed by the Chairman, inter alia, stating that:
  - a) she has not written or revised a guide-book, help-book, key or similar other matter, with whatsoever name, relating to the subject;
  - b) she has not been engaging herself in private tuitions and/or coaching at private institutions or carrying out similar other work;
  - c) none of her relations mentioned in these Bye-laws is appearing in the Board's examinations in that year.

##### II. Qualifications of Moderators:

The persons appointed as Moderators:

- a) shall be persons, other than the Paper setter; and
- b) shall possess the qualifications prescribed for Paper setters under Bye-laws 44 (A) (I) (i) to (iii).

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## B. Moderation of Question Papers/Duties of Paper Setters and Moderators

- (i) Moderation of question papers may be undertaken by a team of Moderators or individual Moderator as may be decided by the Chairman.
- (ii) Paper setters while setting the question papers and Moderators while moderating the question papers, shall ensure that all sets of question papers are comparable, as far as possible, with regard to the concepts and abilities tested, the scope of the answer, difficulty level, time limit and conformity with the syllabus.
- (iii) The Moderator/team of Moderators may also be required to prepare additional sets of question papers as per instructions/directions given by the Board.
- (iv) The Paper setters as well as Moderators shall:
  - (a) ensure that each question paper has been set as per the syllabus of the subject, blueprint, design and text books/recommended books;
  - (b) prepare a comprehensive marking scheme for each question paper, giving expected answers, value points and distribution of marks;
  - (c) workout themselves the solution to the questions, particularly the numerical questions;
  - (d) mention against each question approximate time limit that may be required for answering the question by an average student who has carefully studied the course and has prepared for the examination methodically;
  - (e) ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from the question intends to convey. (Each question should linguistically be unambiguous, clear, accurate and free from all limitations);
  - (f) respectively set and moderate the question paper strictly in accordance with the unit wise weightage given in a curriculum of the subject, keeping the variations of the marks, if any, under different sub-units at the minimum;
  - (g) furnish a certificate that the provisions of sub-clauses (ii) and (iv) have been complied with.

## C. Disqualifications of Paper Setters/Moderators/Head Examiners/Examiners/Coordinators

- a) No person shall be appointed as a Paper setter/Moderator:
  - i) if she has written a **guide-book, help-book, key or any similar matter**, with whatsoever name, relating to the subject;
  - ii) if she has been or is engaging herself in private tuitions and is coaching at private institutions or carrying out similar other activity.
- b) Where the Chairman is satisfied that a Paper Setter/Moderator/Head Examiner/ Examiner/Coordinator:
  - i) is unable to perform the work or has not performed the work of the desired standard/ quality; or
  - ii) has not been able to conform to the directions of the Board; or
  - iii) is suspected to have engaged herself in the activities defying the trust reposed (such as leakage of question papers etc.) and/or in such activities which are unethical un-academic or undesirable; or
  - iv) has furnished false declaration or has concealed facts.

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she may:

- (a) cancel her appointment as Paper setter/Moderator/Head Examiner/ Examiner/ Coordinator; and/or
- (b) disqualify her from all or some of the remunerative work of the Board for a specified period or permanently; and/or
- (c) forfeit/reduce remuneration payable to her; or
- (d) take any other action; as deemed appropriate by her in the circumstances of the case.

#### **D. Instructions to Paper Setters/Moderators/Head Examiners/Examiners etc.**

The Controller of Examinations, with the approval of the Chairman, shall issue detailed instructions for all examinations work (including Paper setters/Moderators/Head Examiners/ Examiners/ Coordinators) in conformity with these Bye-laws;

Provided that if any emergency arises out of the administrative business or otherwise, which, in the opinion of the Chairman requires instructions/directions in deviation of these Bye-laws, the Chairman may issue such instructions/directions as she may deem necessary but the same shall be reported to the appropriate Committees/Governing Body in their next meeting.

#### **E.**

- (i) All question papers shall be in the exclusive custody of the Controller of Examinations and other officers as may be identified by the Chairman.
- (ii) All copy rights in respect of Question Paper set by the Paper Setter(s) and subsequently moderated by the Moderator(s) shall vest with the Board.

#### **45. Receipt of Answer Books**

- (i) All answer books from examination centres shall be received by an officer identified and recommended by the Controller of Examinations and approved by the Chairman.
- (ii) All answer books shall be deemed as confidential document and no person(s) other than identified by the Controller of Examinations/Chairman shall be permitted to handle the same.
- (iii) All the answer books received from the examination centres in real roll numbers of the candidate shall be converted into fictitious numbers.
- (iv) The conversion of real numbers to fictitious numbers will be carried out by a team of Secrecy Officers with the overall control of a Chief Secrecy Officer.

#### **46. Chief Secrecy Officers/ Secrecy Officers**

- (i) The Chairman shall appoint a Principal/ Professor/ Reader/ Lecturer of a College or a School who is a person of integrity, honesty and experience as Chief Secrecy Officer for an examination of the Board.
- (ii) Each Chief Secrecy Officer will identify her own team of persons who will carry out the work under her guidance. Such persons shall not be below the rank of a lecturer in Colleges/Schools.
- (iii) The Chief Secrecy Officer and her team shall give an undertaking to maintain the confidentiality of the assignment given to them.
- (iv) No person whose ward or near relative is appearing in any given examination of the Board shall work as a Secrecy Officer.
- (v) Each Chief Secrecy Officer and Secrecy Officer shall be paid remuneration for their work on such rates as approved by Board from time to time.

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#### 47. Evaluation

- (i) All answer books bearing fictitious roll numbers shall be evaluated by the approved examiners.
- (ii) The Board, under normal conditions, shall get the answer books evaluated in such cities and centres as identified by the Controller Of Examination and approved by the Chairman from time to time.
- (iii) Normally, the spot evaluation centres will be situated in schools affiliated to the Board.
- (iv) Under special circumstances, the answer books may be evaluated by examiners at their residences.

#### 48. Marking Scheme

- (i) A detailed marking scheme shall be prepared for each question paper by the paper setter at the time of setting a question paper.
- (ii) The marking scheme shall indicate value points of an answer in respect of each question and the marks to be assigned to each of the value points.
- (iii) The original marking scheme may be amended/modified by the Head Examiners on the basis of evaluation of sample answer scripts at the Evaluation Centre.

#### 49. Head Examiners

- (i) The Chairman shall appoint a senior person in the rank of Principal, Vice-Principal, Post Graduate Teacher of an affiliated school or a Lecturer/Reader in a college as Head Examiner for a subject/paper.
- (ii) The Head Examiner shall be responsible for ensuring uniform evaluation of answer books as per the final marking scheme. The Head Examiner shall monitor the evaluation and ensure strict implementation of the marking scheme.
- (iii) The Head Examiner shall bring to the notice of the Controller of Examinations, discrepancies, anomalies and suspected use of unfair means, identified during the course of evaluation.
- (iv) The Head Examiner shall report to the Controller of Examinations in writing the names of examiners who have not followed the instructions of the Board, not maintained punctuality and have not observed the code of conduct for such action as may be deemed fit by the Board.
- (v) No person whose ward or near relation is appearing in the examination shall be appointed as Head Examiner.
- (vi) The Head Examiner shall be the custodian of all answer books entrusted to her for evaluation at the evaluation centre and shall provide such physical and administrative facilities as are necessary to ensure quick, smooth and fair conduct of evaluation.
- (vii) The Head Examiner shall treat all information provided to her and all materials supplied to her as strictly confidential, and at no stage divulge directly or indirectly any such information to any person other than those authorised by the Board.
- (viii) One Head Examiner shall be appointed to supervise the work of ten examiners.

#### 50. Additional Head Examiners:

- (i) Additional Head Examiner shall be appointed by the Head Examiner if the approved number of examiners is more than ten on any day of evaluation. She shall assist the Head Examiner in discharging her duties and shall also discharge duties as assigned by the Board from time to time.
- (ii) A PGT in the same subject with not less than five years, experience is eligible to be appointed as AHE for class XII and a TGT having not less than five years' experience in the same subject is eligible to be appointed as AHE for class X.
- (iii) Notwithstanding anything contained in the rules 50(i) and (ii), the Chairman shall have the powers to appoint Additional Head Examiner(s) in relaxation of the provisions of these Bye-laws for reasons to be recorded.

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## 51. EXAMINERS

### List of Teachers

- (i) The Head of the affiliated institutions shall recommend, every year, the names of teachers in their respective institutions, eligible for appointment as an Examiner in accordance with the provisions of these Bye-laws.

### Qualifications of an Examiner

- (ii) An Examiner shall:
- (a) hold at least a post graduate degree in case of Senior Secondary level and a graduate degree in case of Secondary level in the concerned/allied subject;
  - (b) have at least three years' teaching experience at Secondary/Senior Secondary/ higher education level; and
  - (c) be a practising teacher teaching the same subject in a school affiliated to this Board or any other recognized Board/University/Institution or a person working in the State/ National level educational organizations set up by the Govt. and involved in the conduct of in service training programmes/ development of study materials for the Secondary/Senior Secondary students/teachers or research work or a retired teacher from a BSB affiliated school (PGT for Class XII and TGT for Class X) teaching the same subject prior to her retirement and has not attained the age of 70 years on 1st of April of the year of evaluation work.
- (iii) No person shall be appointed as an Examiner in a subject if:  
he has been under suspension from service; and/or a departmental enquiry is either pending or is envisaged against her or has earlier been debarred from any work of the Board or her integrity is doubtful in the opinion of the Chairman.
- (iv) No person shall be appointed as an Examiner for more than one subject.

## 52. Team Evaluation

- (i) **The Board may adopt individual/ team approach of evaluation of the answer books.**
- (ii) The mode of fixation of team shall be exclusively left to the Board or the Head Examiner as the case may be.
- (iii) The question paper and the marking scheme shall be suitably designed in such cases to facilitate team evaluation.

## 53. Award List

- (i) The Award list shall be prepared in Triplicate.
- (ii) All award lists are confidential documents of the Board.
- (iii) No person except those authorised by the Controller of Examinations shall be permitted to handle the award lists.
- (iv) No person other than the Controller of Examinations or an officer authorized by the Board shall communicate any change in the awards. All such communications shall be sent in writing duly attested and signed by the officials concerned.
- (v) The award lists of an examination shall be destroyed three months after the declaration of results in the presence of a committee appointed by the Chairman of the Board.

## 54. Spot Evaluation "NODAL Centres"

A 'Nodal Centre' is a school located in the vicinity of about 10 schools which can provide space, facilities and amenities for evaluation and coordination for a number of specified subjects/ schemes. Board shall explore the possibilities of setting up a nodal centre at an appropriate central place. A 'Nodal Centre' shall be fixed, keeping in view, the following points:

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- (i) the 'Nodal Centre' should be centrally located in the neighborhood of about 10 schools;
- (ii) it should be easily accessible to the staff appointed for evaluation at the centre;
- (iii) qualified and experienced staff in the nodal as well as in the neighboring schools is available to act as Head Examiners/Examiners/Coordinators;
- (iv) sufficient number of rooms/stores can be provided to keep the bags of answer books and allied confidential material, subject wise, separately;
- (v) it should have appropriate security, transport and communication facilities; and
- (vi) a Nodal Centre shall be fixed with the approval of the Chairman.

## 55. Declaration of Results

- i)
  - a) All the results of the examinations conducted by the Board shall be declared with the approval of the Chairman.
  - b) the Board shall resort to the Moderation policy to:
    - 1) compensate the candidates for the difficulties experienced in solving the question in a specified time due to misinterpretation/ambiguity of questions and errors.
    - 2) compensate the vagaries and to bring uniformity in the evaluation process
    - 3) bring parity on account of element of subjectivity involved in the evaluation process.
    - 4) level up the mean achievements in the set-wise performance of the candidates attributable to the difference in the difficulty level of different set of question papers in the multiple sets scheme
    - 5) maintain near parity of pass percentage of the candidates in the current year vis-a-vis preceding years, subject-wise and overall.
  - c) The Board shall also adopt the policy of awarding Grace Marks as per the criteria decided from time to time for reasons to be recorded.
- ii) The Board shall not be responsible for non-receipt of any communication by a candidate or a school with regard to the declaration of the result.
- iii) The Board shall not be held responsible for any material or other loss incurred by candidate(s), if the results of the candidate(s) are delayed by the Board due to "Result Later" cases for justifiable reasons and that they are declared within a reasonable period of time as prescribed in the rules.
- iv) The 'Result' shall indicate the factual position of the candidate with the marks/grades obtained by a candidate along with her status i.e., Pass/ Fail/ Comptt. in respect of Secondary/ Senior School Certificate Examination.
- v) The Board shall not be responsible for any inadvertent error in the declaration/communication of result and will be at liberty to revise the result as and when it is brought to the notice of the Board.

## 56. 'Result Later' Cases

- (i) The Board may declare the result of the candidate(s) as 'Result Later' due to inadequacy of data, lack of information from the candidate, school, examination centre etc.
- (ii) The result of such candidates shall be declared by the Board on availability of data/ information within a reasonable time from the date of declaration of results by the Board. The Board shall not be liable for any loss/damage caused to the candidate for 'Result Later'.

## 57. Verification of marks/grades obtained by a Candidate in a subject

- (i) A candidate who has appeared at an examination conducted by the Board may apply to the Board, in the manner as prescribed by the Board, for verification of marks/Grades in any particular subject. The verification will be restricted to checking whether all the answers have been evaluated; there has been no mistake in the totaling of marks for each question in that subject; the marks have been transferred correctly on to title page of the answer book and to the award list;

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whether the supplementary answer book(s) mentioned by the candidate attached with the answer book are intact. No revaluation of the answer book or supplementary answer book(s) shall be done.

- (ii) **For the Senior School Certificate and Secondary School Examinations conducted by the Board such an application must be made by the candidate within 21 days from the date of declaration of result of the Examination held in March/September and within 15 days for Compartment/Improvement of Performance Examination held in July/ December, in the manner as prescribed by the Board from time to time.**
- (iii) All such applications must be accompanied by payment of fee as prescribed by the Board from time to time.
- (iv) No candidate shall claim, or be entitled to, revaluation of her answer book(s).
- (v) A candidate shall not be entitled to refund of fee unless as a result of the verification her marks are changed.
- (vi) In no case, the verification of marks shall be done in the presence of a candidate or anyone else on her behalf, nor will the answer books be shown to her representative.
- (vii) Verification of marks will be done by the officials appointed by or with the approval of the Chairman.
- (viii) The marks, on verification will be revised upward or downward, as per the actual marks obtained by the candidate in her answer book.
- (ix) The communication regarding the revision of the marks/change in grade(s) if any, shall be sent to the candidate within a reasonable period of time.
- (x) The Board will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent upon the revision of marks or delay in communications for reasons beyond control.
- (xi) The Board shall revise the marks statement in respect of such candidates after the previous one is returned by the candidate to the Board.
- (xii) The decision of the Chairman on the result of the verification of marks shall be final.

## 58. Maintenance of Answer Books

The answer books shall be maintained for a period of **three months after the date of declaration of Result** and shall thereafter be disposed of in the manner as decided by the Chairman from time to time.

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## CHAPTER 9: CERTIFICATION

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### 59. Passing/Qualifying Certificate, Marks Statement/Statement Of Subject Wise Performance/Grade sheet Cum Certificate Of Performance

- i) A candidate who has appeared in an examination of the Board shall be issued a Pass Certificate and Statement of Marks for the Secondary/ Senior School Certificate Examination.
- ii) However, a candidate who has appeared for the Improvement of Performance at the Senior School Certificate Examination/ Secondary School Examination conducted by the Board or for an additional subject in a subsequent Examination shall not be issued a separate Certificate. Such candidates shall be given only a Statement of Marks/Statement of Subject wise Performance in that subject(s).

### 60. Provisional Certificate

- (i) A candidate who has passed the examinations conducted by the Board/School affiliated to the Board may be issued a provisional certificate by the Board on payment of fee prescribed from time to time.
- (ii) A candidate who has been placed in compartment / Eligible for Improvement of Performance categories may be issued a provisional certificate indicating the fact as such.

### 61. Date of Birth Certificate

- (i) The Date of Birth of the Candidate as admitted in the records of the Board/School shall be indicated in the Certificate/ Statement of Subject wise performance issued to the candidate at Secondary School level only.
- (ii) A candidate can obtain from the Board a Date of Birth Certificate indicating her date of birth as admitted in the records of the Board on payment of the prescribed fee.

### 62. Migration Certificate

- (i) A candidate who has appeared in an examination conducted by the Board and has passed the Secondary School Examination/ Senior School Certificate Examination conducted by the Board as per the Scheme of Studies may obtain a Migration Certificate on payment of the prescribed fee.
- (ii) A candidate placed in Compartment/Improvement of Performance category may also be issued a Migration Certificate indicating her status as such.

### 63. Duplicate Pass Certificate

- (i) A Candidate may obtain duplicate/triplicate certificate on payment of the prescribed fee and submission of an application on a prescribed form in the event of loss/theft/mutilation of the original certificate provided that an affidavit is filed duly sworn before the Judicial Magistrate/ Executive Magistrate. Further, the person requesting for duplicate or triplicate certificate would notify the loss/theft/mutilation of the certificate through Press Note/advertisement in some leading Newspaper and shall submit the Press Clipping to the Board along with application and the affidavit.
- (ii) Request of the candidate for issue of Duplicate/Triplicate documents shall not be acceded to in the event of verification of the documents with Board's records found manipulated/forged/tampered with.

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## 64. Provision of Mother's name

- a) The candidates will have the option either to mention the mother's name or the father's name or both into the records of the Board (Certificate, Marks Statement etc.)
- b) The candidates (who are orphans) will have the option to mention the guardians name in the records of the Board (Certificate, Marks Statement etc.). In no case will the name of guardian be mentioned if the names of either or both of the parents are known.

## 65. Changes in Board's Certificate

### 65.1 Changes and Corrections in Name

- i) Change in name of candidate/Father/Mother/Guardian once entered in the Board's record at any stage while studying in Class IX, X, XI, XII or thereafter, within a period of ten years from the date of issue of first such document shall be considered on written request of the Candidate (not minor)/father/mother/guardian duly forwarded by the Head of the Institution supported by the following documents:
  - a. Original copy of two newspapers (daily English/Hindi newspaper at National level & daily newspaper in a vernacular language circulated in the locality), in which the desired change has been published.
  - b. Original Affidavit duly sworn before the Judicial Magistrate, First Class / Metropolitan Magistrate/ Executive Magistrate/ Sub Divisional Magistrate.
  - c. Original copy of Publication in Government Gazette.
  - d. Payment of prescribed fee.
  - e. True Copy of admission form filled in by the parents duly updated as per Gazette Notification of desired change and duly attested by the Head of the concerned institution.
  - f. True Copy of School Leaving Certificate of the previous school submitted by the parent/candidate at the time of admission and updated as per Gazette Notification of desired change, duly attested by the Head of the concerned institution.
  - g. True Copy of the page of admission and withdrawal register of the school where the entry has been made in respect of candidate showing updation as per Gazette Notification of desired change, duly attested by the Head of the concerned institution.
- ii) Correction in name to the extent of correction in spelling errors, factual typographical errors in the Candidate's name / Surname, Father's name / Mother's name or Guardian's name to make it consistent with what is given in the school record or list of candidates (LOC) submitted by the school may be made.

Application for correction in name of Candidate/Father's/Mother's/ Guardian's name will be considered only within ten years of the date of declaration of result provided the application of the candidate is forwarded by the Head of Institution with the following attested documents:

  - a) True Copy of Admission form(s) filled in by the parents at the time of admission duly attested by the Head of the concerned institution.
  - b) True Copy of the School Leaving Certificate of the previous school submitted by the parents of the candidate at the time of admission duly attested by the Head of the concerned institution.
  - c) True copy of the portion of the page of admission and withdrawal register of the school where the entry has been made in respect of the candidate, duly attested by the Head of the concerned institution.
- iii) The Board may effect necessary corrections after verification of the original records of the school and on payment of the prescribed fee.
- iv) in case of change the document(s) will have a caption that may be read as **"CHANGE ALLOWED IN NAME/FATHER'S NAME/MOTHER'S NAME/GUARDIAN'S NAME FROM \_\_\_\_ TO \_\_\_\_ ON (DATED \_\_\_\_ ) AS PER REQUEST OF THE CANDIDATE AND GAZETTE NOTIFICATION NO. \_\_\_\_\_ DATED \_\_\_\_\_."**

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## 65.2 Change/ Correction in Date of Birth

- (i) No change in the date of birth once recorded in the Board's records shall be made. However, corrections to correct typographical and other errors to make the certificate consistent with the school records can be made provided that corrections in the school records should not have been made after the submission of application form for admission to Examination to the Board.
- (ii) Such correction in Date of Birth of a candidate in case of genuine clerical errors will be made under orders of the Chairman where it is established to the satisfaction of the Chairman that the wrong entry was made erroneously in the list of candidates/application form of the candidate for the examination.
- (iii) Request for correction in Date of Birth shall be forwarded by the Head of the School along with attested Photostat copies of:
  - a) application form for admission of the candidate to the School;
  - b) Portion of the page of admission and withdrawal register where entry in date of birth has been made along with attested copy of the Certificate issued by the Municipal Authority, if available, as proof of Date of Birth submitted at the time of seeking admission; and
  - c) the School Leaving Certificate of the previous school submitted at the time of admission.
- (iv) The application for correction in date of birth duly forwarded by the Head of school along with documents mentioned in **Bye-law 65.2(iii)** shall be entertained by the Board only within five years of the date of declaration of result. No correction whatsoever shall be made on application submitted after the said period of five years.

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## CHAPTER 10: MERIT SCHOLARSHIP FOR SINGLE GIRL CHILD

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### 66. General Conditions

- (i) Subject to the provision of these Bye-laws, the Board shall award from time to time scholarships, on the basis of the results of the Secondary Examination conducted by it.
- (ii) The award of Merit Scholarship for Single Girl Child shall be awarded to Indian Nationals only.
- (iii) The number of scholarships shall be variable and shall be awarded to all such Single Girl students who have secured Grade A1 in all the five subjects (excluding the 6th additional subject) at the Secondary School Examination.
- (iv) Value of each scholarship shall be as decided by the Board from time to time tenable for twenty four months.
- (v) The scholarship shall be renewable on year to year basis and shall depend on promotion of the student to the next higher class with 50% or more marks in aggregate.
- (vi) The decision of the Chairman shall be final in all matters pertaining to the award of scholarship.

#### 66.1 Eligibility

An awardee shall be eligible for the scholarship on her:

- a) joining a recognized school, college or other teaching institution in India for pursuing higher studies;
- b) maintaining good conduct and satisfactory progress in studies certified by the Head of Institution;
- c) Continuing to be on the rolls of the institution.

#### 66.2 Mode of Payment

The payment of scholarship shall be made through transfer to the account of the candidate in any nationalized bank.

#### 66.3 Tenure

The Scholarship will be tenable for a period not exceeding two years after the Secondary School Examination conducted by the Board/School affiliated to the Board which was the basis for award of scholarship to the awardee.

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## CHAPTER 11: EQUIVALENCES

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67. The various Boards have given equivalences to each other's examinations and consequently the transfer from one Board to another is possible on a point to point equivalence basis. However, each Board/University is at liberty to put eligibility conditions for the next stage e.g., Class XI or the 1st year of college or a professional course. In other words, equivalence is only equating two examinations and Eligibility may have additional conditions prescribed by the Board/University.

As regards the foreign qualifications, this Board accepts the recognition/equivalence determined by Association of Indian Universities, AIU House, 16, Comrade Indrajeet Gupta Marg, New Delhi. Since, this is continuing process and when necessary, to determine the equivalences, reference will be made of the Association of Indian Universities Handbook – Equivalence of Foreign Degrees, latest available edition and in case of any further necessity referred to the concerned Department or Diplomatic Mission of respective Country in India.

Rasbi Singh  
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**FORMAT OF TRANSFER CERTIFICATE**

**SCHOOL NAME WITH COMPLETE ADDRESS AS RECORDED IN THE  
AFFILIATION BRANCH OF THE BOARD ALONG WITH SEAL**

Affiliation No. .... School Code.....

Book No ..... Sl. No. .... Admission No. ....

1. Name of Pupil .....
2. Mother's Name .....
3. Fathers/Guardian's Name.....
4. Date of birth (in Christian Era) according to Admission & Withdrawal Register  
(in figures).....(in words).....
5. Nationality.....
6. Whether the candidate belongs to Schedule Caste or Schedule Tribe or OBC .....
7. Date of first admission in the School with class .....
8. Class in which the pupil last studied (in figures).....(in words).....
9. School/Board Annual examination last taken with result.....
10. Whether failed, if so once/twice in the same class.....
11. Subjects Studied: 1.....2.....3.....4.....5.....
12. Whether qualified for promotion to the higher class.....  
If so, to which class (in fig.).....(in words).....
13. Month up to which the pupil has paid school dues .....
14. Any fee concession availed of. If so, the nature of such concession.....

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15. Total No. of working days in the academic session.....
16. Total No. of working days pupil present in the school.....
17. Whether NCC Cadet/Boy Scout/Girl Guide (details may be given).....
18. Games played or extra curricular activities in which the pupil usually took part  
(mention achievement level therein).....
19. General conduct.....
20. Date of application for certificate.....
21. Date of issue of certificate.....
22. Reasons for leaving the school.....
23. Any other remarks.....

Signature of  
class teacher

Checked by  
(with full name and designation)

Signature of Principal with date  
School SEAL

Transfer certificate should be issued only under the signatures of the regular Principal/Vice Principal and it should be counter-signed by an officer not below the rank of District Inspector of Schools/ Deputy Director of Education/Education Officer of the Education Deptt. of the State/Union Territory concerned. In case of a student migrating from one BSB affiliated school to another BSB affiliated school the transfer certificate of a previous school of such a student may be countersigned by the **Authorised officer of the Board.**

*Rajni Singh*  
6/6/2023

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6/6/2023



## Annexure - II

### SCALE OF FEE

The scale of fees prescribed by the Board in respect of the examinations, certificates, duplicate copies of documents etc., will be as under. The fees prescribed are however, subject to revision without Notice by the Board at any time.

S.No.	Fee Head	Class IX	Class XI
1.	Registration of Students	300	300

S.No.	Fee Head	Regular (Class XII)	Regular (Class X)	Private (Class XII)	Private (Class X)
2.	From each Candidate for 5 subjects	1500	1500	1500	1500
3.	Fee for one Additional/ Compartment/ Improvement of Performance subject (Class-XII)/ Improvement of performance subject/Upgrading of Performance (Class-X)	300/- per subject	300/- per subject	300/- per subject	300/- per subject
4.	Additional fee for each subject involving practical	150	---	150	---

5. **Last Date & Late fee (for all candidates):** As notified by the Board from time to time.

#### 6. Other Fees (for all examination)

1. Fee for verification of marks/ grades of a candidate per subject ₹ 500.00
2. Fee for duplicate/ triplicate copy of certificate/marksheet
  - (a) Up to 5 years of passing ₹ 250.00
  - (b) More than 5 years and up to 10 years of passing ₹ 500.00
  - (c) More than 10 years and up to 20 years of passing ₹ 1000.00
  - (d) More than 20 years of passing ₹ 2000.00
3. Fee for Migration Certificate or a duplicate copy there of ₹ 350.00
4. Fee for a date of birth certificate ₹ 250.00
5. Fee for Provisional certificate ₹ 200.00
6. Fee for correction in certificate/Marksheet (Date of Birth, Name etc.) ₹ 1000.00
7. Urgent/ Tatkal fees, if required within 48 hours ₹ 500.00
8. Fee for duplicate registration card ₹ 100.00
9. Verification of statement of marks Certificate of Class X or XII or both for a particular candidate (except the cases received from Government departments) ₹ 500.00
10. Fees for change in Candidate/Mother's/Father's/Guardians name

1000/- + Actual cost of the documents

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6/6/2023

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11. Penalty for correction in subject after filling in the List of Candidates

1000/- per candidate

*Visually Impaired candidates are exempted from payment of Examination Fees of Class X and XII and Registration Fees of Class IX and XI*

*Rashmi Singh*  
*6/6/2023*

*TKG*  
*6/6/2023*



**DEFINITIONS AS GIVEN IN THE RIGHT OF CHILDREN  
TO FREE AND COMPULSORY EDUCATION ACT, 2009  
(35 OF 2009)**

In this Act, unless the context otherwise requires:

- (a) "Appropriate Government" means:
- (i) in relation to a school established, owned or controlled by the Central Government, or the administrator of the Union territory, having no legislature, the Central Government;
  - (ii) in relation to a school, other than the school referred to in sub clause (i), established within the territory of:
    - A. A State, the State Government
    - B. A Union territory having legislature, the Government of that Union territory,
- (b) "Capitation Fee" means any kind of donation or contribution or payment other than the fee notified by the school;
- (c) "Child" means a male or female child of the age of six to fourteen years;
- (d) "Child belonging to disadvantaged group" means a child belonging to the Scheduled Caste, the Schedule Tribe, the socially and educationally backward class or such other group having disadvantage owing to social, cultural, economical, geographical, linguistic, gender or such other factor, as may be specified by the appropriate Government, by notification;
- (e) "Child belonging to weaker section" means a child belonging to such parent or guardian whose annual income is lower than the minimum limit specified by the appropriate Government, by notification;
- (f) "Elementary Education" means the Education from first to eighth class;
- (g) "Guardian", in relation to a child, means a person having the care and custody of that child and includes a natural guardian or guardian appointed or declared by a court or a statute;
- (h) "Local Authority" means a Municipal Corporation or Municipal Council or Zila Parishad or Nagar Panchayat or Panchayat, by whatever name called, and includes such other authority or body having administrative control over the school or empowered by or under any law for the time being in force to function as a local authority in any city, town or village;
- (i) "National Commission for Protection of Child Rights" means the National Commission for Protection of Child Rights constituted under section 3 of the Commissions for Protection of Child Rights Act, 2005.
- (j) "Notification" means a notification published in the Official Gazette;
- (k) "parent" means either the natural or step or adoptive father or mother of a child.
- (l) "prescribed" means prescribed by rules made under this Act;
- (m) "Schedule" means the Schedule annexed to the Act;
- (n) "school" means any recognized school imparting elementary education and includes
- (i) a school established, owned or controlled by the appropriate Government or a local authority;
  - (ii) an aided school receiving aid or grants to meet whole or part of its expenses from the appropriate Government or the local authority;
  - (iii) A school belonging to specified category; and
  - (iv) an unaided school not receiving any kind of aid or grants to meet its expenses from the appropriate Government or the local authority;
- (o) "screening procedure" means the method of selection for admission of a child, in preference over another, other than a random method;
- (p) "specified category", in relation to a school, means a school known as Kendriya Vidyalaya, Navodaya Vidyalaya, Sainik School or any other school having a distinct character which may be specified, by notification, by the appropriate Government;
- (q) "State Commission for Protection of Child Rights" means the State Commission for Protection of Child Rights constituted under section 3 of the Commissions for Protection of Child Rights Act, 2005.

*Rasim Singh*  
6/6/2023

*Shahid*  
6/6/2023