

## **BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

### **PART-II** **ENROLMENT REGULATIONS**

(13) (I) **ELIGIBILITY FOR ENROLMENT :**

The following categories of students shall be eligible for enrolment :

- (A) Regular/Private students whose 'Enrolment-cum-Admission form' along with prescribed fee is received within the prescribed dates for appearing in the Annual Middle Examination session 2018-19 conducted by Education Department. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (B) The student admitted to 8<sup>th</sup> class in the Government/Private Institution recognized by the Government and affiliated to this Board with in the stipulated period provided he has passed 7<sup>th</sup> Standard examination conducted by Education Department (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01):
  - (i) If he/she has passed 8<sup>th</sup> class from any other Board/Recognized school situated in any other state and affiliated to any other Board/Education Department intends to join a high/Senior Secondary school in Haryana. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
  - (ii) If he/she has passed the 8<sup>th</sup> class examination conducted at school level/the Education Department/Board of School Education, Haryana. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
  - (iii) If he/she was studying in a Sainik School or in a school affiliated to the Indian Council of Public Schools or any Anglo Indian or any educational institution in a foreign country before he seeks admission to a high/Senior Secondary School in Haryana and is in possession of a School Leaving Certificate duly attested by the Principal, of the School concerned, or a certificate of having passed 8<sup>th</sup> class or equivalent examination conducted by the Board/Education Department constituted by a competent authority and is further adjudged on merit to be a fit student for admission to 8<sup>th</sup> class or a High/Senior Secondary School in Haryana, by the District Education Officer, concerned. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
  - (iv) The cases not falling under any of the above-mentioned categories may be considered by the District Education Officer concerned and admission allowed by him on the merit of each case.

## **BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

- (C) The students admitted to 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> classes who have not been enrolled earlier on account of any valid reason i.e. admitted on account of migration from any other State, Institutions, affiliated to other Boards or have passed Matriculation Examination as a private candidate or from Haryana Open School or failed candidates of Matriculation Examination who have not been enrolled earlier and subsequently admitted to 10<sup>th</sup> class in an institution. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (D) The students who on migration from other States/Boards/Institutions affiliated to other Boards have been admitted as regular students in Government/Private Institutions recognized by the Government/affiliated to the Board within the prescribed dates of admissions or within 20 days from the last date of issue of School Leaving Certificate. Further, at the time of issuing of SLC the student should be on roll in the School. The Head of the Institution shall furnish the enrolment-return along with prescribed fee of such candidates, to the Secretary, Board of School Education Haryana, Bhiwani within 15 days from the date of admission in the institution. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

### **Note :**

- (i) It is obligatory on the part of the Head of the institution to get provide the student data who admitted in the 8<sup>th</sup> class. In the next academic session regular enrolment retrun will be sent to the Board in 9<sup>th</sup> class. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)
- (ii) The Head of the institution shall furnish a certificate that the students shown in the enrolment-return except the students admitted on the basis of migration, have been studying in the institution right from the start of the academic session.
- (iii) The students who have already been enrolled need not be enrolled again.
- (iv) If the name of a candidate has been struck off and S.L.C. has been issued, his/her enrolment number will be issued only, after determining his/her eligibility, on the request of the institution where he/she has sought admission.
- (v) In case any school fails to get discrepancies removed or documents completed up to 15 days before the commencement of the every academic yearly examination in respect of any candidate his enrolment return will be cancelled by the Secretary. (as per Board's meeting 11.02.2019 Para-11)

## BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

(13) (II) **MIGRATION/CHANGE OF SCHOOLS :**

(a) **For Classes Secondary and Senior Secondary**

(i) Head of the school/institution before starting of registration every Academic session.

(ii) Permission by Assistant Director (Academic) {until Director (Academic) is vacant} upto 31<sup>st</sup> December in every Academic session.

(iii) **Secretary :**

(i) 1<sup>st</sup> of January to issuance of roll number of every Academic session in special cases to be recorded in written.

(b) **For all other classes, Heads of Institutions are authorized.**

**Note :** If school leaving certificate is received along with the certified copy of Board Certificate, Enrolment Number will be issued after verification of particulars from School Leaving Certificate, migration certificate will be obtained in the absence of father's name, date of birth etc. only.

There is no restriction on migration/change of school on in class either within the State or from outside.

(14) (I) **SCALE OF FEE:**

The amount of enrolment fee payable by each student shall be as follows :

(i) The students who have passed their 10<sup>th</sup> and 11<sup>th</sup> class from the Board/Institution recognized by the Government and affiliated to the Board.

--- Rs. 150/- or as decided by Board from time to time.

(ii) The students who have passed the lower class from other Boards/Institutions affiliated to other Board.

--- Rs. 200/- or as decided by Board from time to time.

**Note :** The fee prescribed are subject to revision at any time by the Board. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

## **BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

### **14.(II) SCHEDULE FOR SUBMISSION OF ENROLMENT-RETURN & FEE :**

Dates for submission of enrolment-return and fee will be the same as fixed by the Chairman for each academic year.

- (i) Enrolment Return can be submitted, with the prior permission of the Secretary with a late fee of Rs. 100/- (or as decided by the Board from time to time) per candidate for the same class/same session along with certified copies of admission and withdrawal Register, Attendance Register, S.L.C. within 07 days from the last date of without late fee of the same academic year only. The school will also submit its original record for verification. (as per Board's meeting dated 30.04.07 Para-10)
- (ii) Enrolment Return can be submitted, with the prior permission of the Secretary with a late fee of Rs. 500/- (or as decided by the Board from time to time) per candidate for the same class/same session along with certified copies of admission and withdrawal Register, Attendance Register, S.L.C. up to 31<sup>st</sup> December of the same academic year only. The school will also submit its original record for verification.
- (iii) Enrolment Return can be submitted for the same class /session, with the prior permission of the Chairman with a late fee of Rs. 1000/- (or as decided by the Board from time to time) per candidate before 30 days and with a late fee of Rs. 2000/- (or as decided by the Board from time to time) Board along with certified copies of Admission and Withdrawal Register, Attendance Register, S.L.C. The School will also submit its original record for verification. (as per Board's meeting 29.09.2006 Para-27)
- (iv) If the result of a candidate is declared late due to R.L.A./R.L. (U.M.C.) or result revised due to rechecking and the candidate has taken admission within 20 days from the date of declaration of result, his/her enrolment return will be accepted without any late fee within the next 15 days. It will not be applicable to cases where the result was declared late due to R.L. (Fee). Enrolment Branch will deal such cases after obtaining report from the concerned Examination Branch.

## BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

(15) **CORRECTION IN ENROLMENT-RETURN :**

Correction in the particulars of enrolment-return may be got done by submitting supporting documents and by remitting a fee of Rs. 300/- {(Three Hundred Rupees) or as decided by the Board from time to time} per correction by 31<sup>st</sup> December of the same academic year. Enrolment return received after that shall be cancelled. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)

**Note :** Fee will be charged for correction in candidate's name, father's name mother's name, date of birth only. No fee is to be charged for correction in date of admission. The correction will be allowed by the Assistant Secretary (Enrolment) after obtaining the certifies copies of Admission and withdrawal Register, Admission form and Attendance Register.

(16) **CANCELLATION OF ENROLMENT RETURN :**

If at any stage, it is found that the candidate has sought admission on false grounds, his/her enrolment return shall be cancelled by the Secretary. He/she will not be enrolled and consequently not allowed to take the Examination.

(17) **WITHDRAWAL OF AFFILIATION OF THE INSTITUTION :**

If it is found that the institution is not complying with the rules, regulations of the Board and instructions issued from time to time and is abusing its authority, the Chairman shall have the power to impose penalty/refuse/withdraw affiliation of the institution, irrespective of the fact that the institution has been granted recognition by the Government. However, in the case of Govt. Institution, the case will be referred to the Director, Secondary Education for taking necessary action against the Head of the institution.

Provided that due opportunity will be given to the institution to show cause as to why the affiliation should not be withdrawn.

## **BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

**(18) SPECIAL PROVISION :**

- (i) The Chairman may relax the requirement of the foregoing clauses in exceptional circumstances. Such relaxations are required to be made in writing and will have to be presented in the next meeting of the Board for approval.
- (ii) All interpretations of regulations given by the Chairman will be accepted as final. However, in a disputed case the decision of the Board will be final.
- (iii) Notwithstanding anything contained in the regulations, the Board will exercise such powers as may be necessary to frame the rules to carry out the provisions of regulations.

**(19) MAINTENANCE/DESTRUCTION OF RECORD OF ENROLMENT RETURN :**

**Record of the Enrolment will be retained as Under :**

(As decided by the Board vide Para-11 of its meeting dated 30.04.2007).

- (a) Record of 9<sup>th</sup> class is to be kept for five years.
- (b) Record of 10<sup>th</sup> class is to be kept for five years.
- (c) Record of 11<sup>th</sup> class is to be kept for five years.
- (d) Record of 12<sup>th</sup> class is to be kept for five years.

**(20) REFUND OF FEE :**

- (a) If a candidate is found ineligible for enrolment and his/her Enrolment Return is cancelled, fee/late fee deposited by him/her or the School/Institution for enrolment will not be refunded.
- (b) If Enrolment Return is received after the expiry of last dates prescribed for submission of Enrolment Return (without late fee/with late fee) for that academic year and Enrolment return is not accepted by the Secretary, enrolment fee/late fee, received, if any, will be refunded after deduction of administrative charges of Rs. 100/- per candidate. Provided that the claim for refund of fee/late fee is received within three months from the date of issue of the letter rejecting the enrolment return.



## **BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

### **(21) IMPOSITION OF PENALTY :**

1. If the S.L.C./Certificate of passing the lower examination of any candidate/s, after verification, is/are found bogus/fake and if any Enrolment Nos. have been allotted provisionally, subject to verification, to such candidate/s and they are cancelled by the Secretary and the candidate/s move/s to any court of law against the Board, then a penalty of Rs. 1000/-per candidate will be imposed by the Secretary on the school/institution that had submitted the enrolment return of such candidate/s to meet out the legal expenses to be incurred by the Board on this account.
2. If the SLC/Certificate of passing the lower examination by any candidate/s after verification is/are found bogus/fake, then a penalty of Rs. One Lac will be imposed on the school/institution that had submitted the enrollment return of such candidate/s in case of Government Schools, the recommendation for disciplinary action will be sent to Haryana Education Department against, the Headmaster/Principal.

If the above mistake is respected then the penalty of Rupees Three Lacs only will be imposed on the School/Institutions in case of private school.

If the above mistake is repeated third time then the Affiliation will be withdrawn (Cancel) and in the special circumstance the Chairman will be authorized for recommended the case to the Board for reconsideration. (as per Board's meeting 11.02.2019 Para-11 Point-05 Sub-Point 01)