

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

In exercise of the powers conferred by the proviso to Section 19 of the Board of School Education, Haryana Act No. 11 of 1969 and Notification of Education Department, Government of Haryana No. 4/48-1998 Exam (1), dated the 4th October, 2010, the Board of School Education Haryana, as examining body of D.Ed. examination makes the following regulations:

(I) SHORT/TITLE & COMMENCEMENT:

- (1.) These regulations will be called '**BOARD OF SCHOOL EDUCATION HARYANA D.ED. EXAMINATION REGULATIONS.**
- (2.) They shall come into force with immediate effect.

(II) DEFINITIONS:

In these regulations, unless the context otherwise requires –

- (i) “Government” means the Government of Haryana.
- (ii) “Academic Year” means the duration of one year to be counted from and to the dates as decided by the Board/Government from time to time. One Academic year will consist of two semesters consisting of approximately six months each.
- (iii) “Board” means the Board of School Education Haryana established and constituted under Section 3 of the Act.

- (iv) “D.Ed.” means Diploma in Education, a professional course run by the Colleges/Institutions in the State of Haryana recognized by the NCTE and affiliated to the Board.
- (v) “Affiliation Rules” means rules and regulations laid down for the purpose of granting affiliation to the Colleges/Institutions recognized by the NCTE for running D.Ed. Course in the State of Haryana.
- (vi) “Affiliation” means inclusion of the name of Institution/College in the approved list of the Board for the purpose of conducting the examination of its students and admitting/subjecting it to various privileges/obligations in relation to the Board.
- (vii) “Affiliation fee” means the charges prescribed by the Board for granting affiliation and payable by the College/Institution to the Board for seeking affiliation.
- (viii) “DIPLOMA/CERTIFICATE” means the certificate of qualification awarded by the Board to the pupil teacher in token of having qualified the D.Ed. course.
- (ix) “COURSE” means the subjects of study prescribed in the curriculum.
- (x) “Chairperson” means Chairperson of the Board of School Education Haryana.
- (xi) “Vice-Chairperson” means the Vice-Chairperson of the Board of School Education Haryana.
- (xii) “Secretary” means the Secretary of the Board of School Education Haryana.

- (xiii) “Disqualification” means disqualification from appearing/passing the examination of the Board etc. for the period specified by the authority.
- (xiv) “Examination” means the examination of D.Ed. course conducted by the Board of School Education, Haryana.
- (xv) “Admission/Examination Form” means prescribed application form for submission of particulars of pupil-teachers for appearing in the Examination .
- (xvi) “Pupil-Teacher” means a student/trainee admitted to the D.Ed. course in a recognized & affiliated college/institute.
- (xvii) “Ex-pupil-teacher” means a pupil-teacher who re-appears in examination after having failed or earning re-appear/compartement in the D.Ed. exam conducted by the Board.
- (xviii) “Govt. College” means a College run by the Education Department Haryana and exclusively under the administrative control of the Govt of Haryana.
- (xix) “DIET” means District Institute of Education and Training, and educational institution run by the Education Department, Haryana.
- (xx) “GETTI” means Govt. Elementary Teachers Training Institution established by the State of Haryana for D.Ed. course.
- (xxi) “Minority Institute” means a recognized Institute imparting education for D.Ed. course and created for the benefit of minorities.
- (xxii) “Government Aided College” means a College receiving grant-in-aid from the Union Govt./Administration of Union Territory/Government of Haryana.

- (xxiii) “Self Financing College” means a College run by a Society/trust duly constituted and registered under the provision of Central/State Acts not getting any regular grant-in-aid from any Government sources.
- (xxiv) “Institution” means Educational Institution/College imparting education relating to D.Ed., after having recognized by the Deptt. of Education/NCTE and affiliated to the Board.
- (xxv) “Academic Affairs Committee” means a committee constituted by the Chairperson of the Board to examine academic matters relating to the affairs of the Board.
- (xxvi) “Managing Committee” means an authority managing the affairs of a recognized in College/Institution.
- (xxvii) “Pass Criteria” means the standard fixed by the Board for a pupil-teacher to be declared successful in each subject of examination and /or the examination as a whole.
- (xxviii) “Rules” means the rules as laid down by the Board to follow the regulations.
- (xxix) “Semester” means a course of study of approximately six months duration as prescribed in the curriculum.
- (xxx) “The Year” means the academic year.
- (xxxi) “Teacher-Educator” means the member of the faculty imparting education to the pupil teacher/trainees in the recognized & affiliated institution/college.

(III) JURISDICTION:

All differences or disputes arising out of the interpretation of the rules and regulations of the Board, entries in the list of pupil-teachers, application forms and matters relating to the use of unfair means by a pupil-teacher or any other decision or order of the Board or of any competent authority, will be subject to the jurisdiction of the Courts at Bhiwani only.

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PART-I

REGULATIONS FOR D.ED. EXAMINATION

1. **Duration of D.Ed.:**

- (A.) The Diploma-in-Education course (Professional) shall extend over a minimum period of three years including duration of internship. A candidate having qualified Sr. Secondary examination of this Board or its equivalent from any other recognized Board will be eligible to be considered for admission in the College/Institution recognized by the NCTE in the jurisdiction of the State of Haryana to the D.Ed. course by such Authority as authorized by the Department of Education, Govt. of Haryana. A pupil teacher will become eligible for internship after having qualified the examination of all the four semesters. Teaching in each academic year shall be divided into two semesters. Each semester will be of about six months duration.

Provided the Board shall have the authority to determine the pattern of conducting the examination of D.Ed. course.

- (B.) After termination of examination of each semester and semester break period as prescribed in the curriculum/Instruction, the College/Institution shall be required to start teaching of next semester. Every pupil teacher who becomes eligible for promotion shall be required to attend classes regularly subject to declaration of result. However such pupil teachers will have to take readmission in the same College/Institution in the same semester who could not become eligible to appear in the examination owing to shortage of attendance and they will be allowed to appear in the examination after attaining the required minimum attendance of that particular semester.
- (C.) (i) If a pupil teacher discontinues his/her studies due to unavoidable circumstances including disqualification for a specified period because of use of unfair means etc., he/she shall have to get admission within a year from the discontinuation in the same College/Institution to continue

his/her study of remaining duration of the D.Ed. course and qualify the examination.

Provided further such re-admission shall not be allowed in case it does not become possible to complete the remaining prescribed course of studies and qualify the examination within the remaining maximum period/duration as prescribed under Regulation 1(D) here under. In such cases, a candidate shall have to seek admission to D.Ed. afresh.

- (ii) Such female candidate who is selected for admission to the D.Ed. course and could not seek admission due to pregnancy/or such similar exceptional circumstances at the time of admission, will not be deprived of admission on these basis. She will be allowed provisional admission subject to completion of formalities prescribed by the authority granting admission and such provisional admission shall be regularized on submission of medical certificate from appropriate medical officer. However, she will be allowed to appear in the examination subject to fulfilling the condition of prescribed attendance, etc.
 - (iii) Pupil teachers after completing the prescribed course of study of a/all semester/semesters and attaining required percentage of attendance will not have to seek re-admission to continue their study in the same College/Institution for appearing and qualifying the examination of left out course(s) of that semester/s. Such candidates will be termed/considered as Ex-pupil Teacher.
- (D.) Notwithstanding anything contained in any other regulation, a candidate shall have to appear and qualify the examination of D.Ed. course within a maximum period of four years of his/her admission excluding internship failing which he/she shall be deemed to be unfit for D.Ed. course on the basis of his present admission to D.Ed. course.

2. **Holding of Examinations:**

- (A) The Board shall conduct examination at the end of each Semester wherein candidates may be examined in the course studied by them in that semester. Each semester examination shall be termed as First, Second, Third and Fourth Semester. The examination

shall be held twice in a year usually in the months of April and October on such dates as are decided by the Chairperson of the Board.

(B.) Additional Examination:

Notwithstanding any thing contained in any other Regulation, the Board shall have powers to hold an additional examination in the same year for special reasons to be recorded in writing.

3. Scheme of Studies:

The Scheme of Studies/Courses, Syllabi, the method/pattern of imparting the course of instructions, parameters of assessment/evaluation of internal/external/internship etc. shall be such as are laid down by the Academic Affairs Committee of the Board, subject to the approval of the Board from time to time. The Chairperson of the Board shall have the authority to constitute any other Committee(s) for all academic matters etc. including revamping the D.Ed. Course.

4. Eligibility Conditions for the Examination:

(A.) Regular Pupil Teacher:

- (i) Such candidates/Pupil-Teachers shall be eligible to take examination who have completed not less than 85% of the total attendances in the semester concerned in recognized/affiliated college/institute and bear good character to be certified by the Head of College/Institution.
- (ii) Attendances shall be counted from the date of starting classes as decided by the Authority admitting the students to the D.Ed. course.
- (iii) If a pupil-teacher's attendances at the college/institution up to the date of submission of names to the Board for examination falls short of the required attendances, the Head of the College/Institution should submit his/her name for examination to the Board provisionally. If the pupil-teacher has not completed the required percentage by the 14th day preceding the first day of the examination, the Head of the College/Institution should report to the Board authorities with regard to his/her admission in the examination being disallowed.

To determine the `14th` day before the examination, 14 will be subtracted from the figure representing the date on which the examination commences. For instance, if the examination commences

on March 17, March 3 will be considered as the 14th day before the examination.

- (iv) A pupil-teacher whose name is struck off the roll of a college/institution after sending up his/her examination form ceases to be eligible for the examination. If, however, he/she is readmitted up to the 14th day before the commencement of the examination, he/she shall automatically become eligible to appear in the examination, provided he/she has completed the required percentage of attendances.
- (v) In the case of a pupil-teacher for any examination conducted by the Govt. for public services, the days spent in the examination (i.e. from the 1st to the last paper of the pupil-teacher concerned and the traveling connected therewith) shall be counted on production of a satisfactory evidence towards attendance.
- (vi) A pupil-teacher who has already passed an examination of this Board or an equivalent examination of any other Board shall not be permitted to reappear in that or a corresponding examination.
- (vii) A pupil-teacher appearing in any of the Board's examination with full subjects cannot simultaneously appear in another examination of this Board or of another University/Board, in the same academic year except for improvement. The bar shall not apply to a pupil-teacher appearing under compartment/re-appear category of a lower examination of the Board to clear the compartment/re-appear.

(B.) Admission to an examination for regular pupil-teachers:

- (i) Application for admission to examination shall be made on the examination form prescribed by the office of the Board accompanied with prescribed examination fee so as to reach the Secretary by the date fixed by him/her.
- (ii) The applications for admission to the above said examinations shall be accompanied by the following certificates:-

- a) A Certificate of good character.
- b) That the pupil-teacher is eligible to appear in the examination under the Regulations prescribed for the examination concerned.
- c) A certificate that the particular pupil-teacher has completed the required percentage of attendances.
- d) Copy/copies of their recent black & white / colour photograph as prescribed by the Board's office.
- e) Any other certificate/document required by the Board.

Provided further that it shall exclusively be the responsibility of Head of College / Institution to ensure that any such pupil teacher who does not fulfill the prescribed percentage of attendances, should not be allowed to appear in the examination of either semester irrespective of the fact that his/her admit card/roll no. has been received from the Board. Admit card/Roll Nos. of such cases will have to be returned by the Head of college/Institution to the Board before the commencement of examination along with detailed report.

5. Condonation of Shortage in Attendance:

- (a) The Head of the College/Institution for the reasons to be recorded in writing may condone up to 10% of shortage of attendance. The Secretary of the Board can condone further shortage of attendance to the extent of 15% .
The Head of Institution shall refer every case of shortage within the above prescribed limit of condonation in shortage of attendance to the Board, either with his/her recommendation or with valid reasons for not recommending the case.
- (b) The following may be considered valid reasons for recommending a case-
 - (i) Prolonged illness. (ii) Loss of father/mother or some other such incident leading to absence from the college/institution. (iii) Any other reasons of similar serious nature.
- (c) Cases of shortage of attendance falling below 60% shall not be considered and should not be referred to the Board.

Note: Authorised participation in recognized tournaments and sports meets or other co-curricular activities organized by College/Institutions/ State may be counted towards attendance.

6. **Admission to an examination for Ex-Pupil Teacher:**

It shall be entirely the responsibility of the Ex-Student/Pupil Teacher to see that the form of application for admission to an examination is complete in all respects and that all columns in the forms are filled in neatly and correctly. It will also be the duty of the pupil-teachers to see that the attesting authority has filled in all the columns of the application to be signed by him/her. The office of the Board is not bound to enter into correspondence to get the form completed or to get the discrepancies removed. If the form is incomplete or if it is evident that the pupil-teacher or the attesting officer has concealed the information required to be furnished or has distorted facts in order to establish the pupil-teachers eligibility, the form is liable to be rejected outrightly and the pupil-teacher shall have no right to claim compensation for damages of any sort.

7. **Procedure for submission of Examination Form of Ex-Pupil Teacher:**

The examination forms of eligible Ex-students/Pupil Teacher shall be attested and forwarded by the Head of concerned College/Institution where he/she was allowed admission to pursue his/her studies for the D.Ed. Course.

Provided that the Chairperson shall have the power to authorize other College/Institution to attest and forward the form of such ex-pupil teachers as he/she may deems proper.

8. **Admission to an Examination on false representation:**

- (a) If before the commencement of the examination a pupil-teacher appearing in an examination of the Board is found to have made false statement at the time of seeking admission to D.Ed. course or/and in his/her examination form, he/she may

be declared ineligible to appear in the examination by the Secretary.

- (b) If the false representation relates to a previous examination not actually passed by the pupil-teacher, he/she shall be disqualified by the Secretary from appearing in any examination of the Board for a period of two years.
- (c) If the false representation pertains to his/her eligibility to appear in the examination as an ex-pupil-teacher or any other matter not covered in (b) above, he/she shall be disqualified by the Secretary from appearing in any examination for a period of two years.
- (d) A pupil-teacher guilty of forging another person's signature on the examination form or using a forged document for seeking admission in examination shall be disqualified by the Secretary for a period of two years.
- (e) If a pupil-teacher presents to the examiner a practical or class work note book which does not belong to him/her, he/she shall be disqualified for that examination.
- (f) In cases, where the college/institution is at fault the appropriate action should be taken against the college/institution by the Secretary as he may deem fit.

Provided that the pupil-teacher/college/institution will be given an opportunity to explain before action is taken.

9. Punishment for wrong/malafide attestation:

Any Attesting Officer making a wrong or malafide attestation on an admission form/examination form is liable to be debarred from attesting of admission forms of Ex-Pupil-Teachers, etc. in future either permanently or for a specified period and may also be debarred from any remunerative work of the Board either permanently or for a specified period according to the nature of the offence.

Provided that an opportunity will be given to explain his/her position within ten days.

10. Providing Facilities and incentives to pupil-teachers who fall in the special needs category (physically handicapped, dyslexic, spastic etc.):

- (a) An amanuensis will be allowed in the following cases free of cost for writing out the answers in the examination :

(i) Dyslexic and Spastic pupil-teachers (ii) Permanently disabled from writing with their own hands, (iii) Pupil-teachers who are temporarily disabled from writing due to such disabilities as fracture/dislocation in the arm used for writing. The certificate of disability shall be produced by the pupil-teacher as mentioned below.

Such pupil-teacher shall produce such evidence to the satisfaction of the Secretary, as he/she may consider necessary as proof of dyslexia or spasticity or permanent disability as proof of the statement that he/she deserves to be considered for the above facility. The certificate to this effect should be from the Head of the department of ophthalmology/orthopedics/neurosurgery (as the case may be) in a Medical College or a certificate from the specialist of the General Hospital situated at the District Headquarter duly countersigned by the Chief Medical Officer of the district concerned.

- (b) Categories (i) and (ii) mentioned in (a) above shall be provided with the services of amanuensis, an extra time of 20 minutes in one hour answering each paper.

Provided that in each of the above cases, the Medical Certificate will be accompanied by a photograph of the pupil-teacher attested by the Medical Officer issuing the certificate. (Three attested copies of the photographs of the writer will also be supplied by the Head of the College/Institution to which the writer belongs.

Provided further that the application for supplying a writer will be considered only if it is submitted by the Head of

College/Institution along with medical certificate etc. as provided above and also a panel of writers well before commencement of examination.

- (c.) The above concession is allowed by the Board, at its own cost, purely on compassionate grounds and, therefore, the Board is not liable to pay any damage and does not accept any other liability if, for some reasons it fails to supply a writer or the writer appointed by the Board's office does not turn up or does not come up to the expectation of the pupil-teacher.
- (d) The Head of Branch/Assistant Secretary will arrange for the appointment for an amanuensis and inform the concerned College/Institution/Superintendent of the centre concerned.
- (e) The amanuensis should be a student of Sr. Sec. classes/Ist year of three year degree course of an Institution affiliated to the Board/any of the University situated in Haryana
- (f) The Centre Superintendent shall arrange for a suitable room for the disabled pupil-teacher (who has been given a writer) and appoint a special supervisor for him/her out of the list supplied by the office.
- (g) The amanuensis will be paid Rs. 50/- per session and the special supervisor according to the scheduled rates. The claim of the writer and the supervisor will be included in the bill of supervisors by the superintendent concerned.

11. Arrangement of examination for a Prisoner serving a term of imprisonment:

Such pupil-teacher including ex-pupil teacher facing trial in any civil/criminal case or serving a term of imprisonment may be allowed to appear in the examination provided that:

- (i) he/she is eligible under these regulations to appear in the examination
- (ii) the certificates of good conduct is given by the Superintendent of the Jail concerned.

Provided further, in case such examination is arranged in the jail, the expenditure involved shall be paid to the Board by the Jail authorities.

12. Arrangements for serious ill pupil-teachers:

If a pupil-teacher falls ill seriously and admitted in Govt. Hospital during the days of examination, special arrangements for his/her examination may be made in the hospital to the satisfaction of the Secretary, if He/She produces proper evidence to the satisfaction of the Secretary in support of the serious illness, duly certified by the Head of the hospital concerned.

Provided that for such special arrangements, the pupil-teacher shall pay an additional charge of Rs.200/- per paper.

13. Rustication or expulsion of pupil-teachers:

The Heads of all recognized colleges/institutions shall notify to the Board the names of students who are expelled or rusticated for serious breach of discipline or Moral turpitude, giving the exact reasons for the action taken, to enable the Board to ensure that the students concerned do not appear in any Board's/University's Examination during the period of rustication or expulsion.

14. Examination Fees:

The Board shall have the power to prescribe examination fee and other fees to be charged for all other matters connected with the D.Ed. examination.

15. Dates of receipt of Examination Forms:

Closing date(s) by which the examination forms and fees must reach the Board's office shall be as decided by the Chairperson.

Provided that the examination form and fees of such candidates whose result is declared late for no fault of his/her shall be required to be received in the Board's office within a period of 20 days of declaration of result without late fee.

16. **Cancellation of Admission:**

- (i) The Board shall have the power to exclude any pupil-teacher from examination for a specified period if it is satisfied that such pupil-teacher is not a fit and proper person to be admitted thereto.
- (ii) If a pupil-teacher after admission/appearing in an examination -
 - (a) Commits an immoral act.
Or
 - (b) is discovered to have committed an immoral Act which in the opinion of the Secretary is such that had it come of his/her knowledge in time he/she would have excluded him/her from the examination, the Secretary may cancel his candidature /result for that examination and/or disqualify him/her permanently or for a specified period.
- (iii) If a pupil-teacher, before issue of roll number or before appearance in an examination is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Assistant Secretary (Special Examination).
- (iv) If a pupil-teacher after appearing/passing in the examination is found to be ineligible for the examination, his/her candidature/result shall be cancelled by the Secretary or an officer authorized by him/her provided that the pupil-teacher/college/institution will be given an opportunity to explain his/her position before any action is taken against him/her.

17. **Withdrawal of Admission Forms:**

An admission form once submitted may be withdrawn by the Head of College/institution only under the following conditions:-

- (i) When the name of a pupil-teacher has been forwarded provisionally due to shortage of attendances but shortage

has not been made up nor condoned in accordance with regulations.

- (ii) When a pupil-teacher's name has been struck off the rolls of the institution for non-payment of college/institution dues provided such action has been taken before the commencement of the examination.
- (iii) When a pupil-teacher has been rusticated or expelled or his Character Certificate has been withdrawn for misconduct before the commencement of the examination.

In case of cancellation of candidature, the pupil-teacher shall be informed through the Head of the institution by registered post.

18. Refund of Fee:

Refund of examination fee shall be allowed only if-

- (i) The fee of a pupil-teacher who has died before the commencement of the examination or during the course of examination without having appeared in any paper shall be refunded to the legal heirs. In such cases application for the same is to be made within three months of the date of commencement of the examination. In the case of a regular pupil-teacher, the refund will be made to the parents or guardian of the pupil-teacher through the Head of the institution. In the case of Ex-pupil-teacher the refund will be made to the parents or guardian mentioned in the form of application for admission to examination.
- (ii) The fees paid in excess through an oversight may be refunded by the Secretary or any other officer authorized by him provided that the application for refund is made by the pupil-teacher within three months of the date of payment.
- (iii) If a woman pupil-teacher is unable to appear in the examination for maternity reason, fee may be retained over for the next examination, provided that the application for

credit of the fee for the next examination must be made to the Secretary within three months of the termination of the examination concerned and shall be supported by Medical Certificate if so required by the Secretary. The fee may be refunded on request of the pupil-teacher if she does not want to appear in the examination.

Provided that the refund of fee in all three cases indicated (i) to (iii) above, will be made after deducting Rs. 100/- per pupil-teacher as service charges.

19. Non Refund of Fees

- (i) Fee shall not be refunded when a pupil-teacher's name is withdrawn for nonpayment of college/institution dues or when his/her name has been struck off the rolls for long continuous absence.
- (ii) When a pupil-teacher's name is withdrawn on account of his/her rustication or expulsion from college/institution or on account of misconduct.
- (iii) If permission accorded to him/her to take an examination is subsequently cancelled as a result of misstatement of facts or suppression of important facts or for want of any relevant information in his/her examination admission form.
- (iv) If the pupil-teacher obtained admission to an examination by making a false statement of facts in his/her admission form and the same is proved and consequently his/her candidature is cancelled.
- (v) If a pupil-teacher fails to present himself/herself for examination.
- (vi) If a pupil-teacher has appeared in an examination provisionally and is subsequently declared ineligible by the Secretary or an officer authorized by him.

20. Commencement of Examinations:

The examinations shall be held on such dates as decided by the Chairperson of the Board.

21. Change of Centre

(a) A pupil-teacher shall have to take the examination at a centre allotted to him/her by the Board, provided that change of centre can be allowed by the Secretary or any other officer authorized by him/her. In case of migration of a pupil-teacher from one institution to another, the change of centre can be allowed up to one month before the commencement of the examination.

(b) In the case of Ex-pupil-teacher, change of centre will not be allowed. However, in parents transfer cases, the Asstt. Secretary will have the power to change the centre of a pupil-teacher by giving reasons to be recorded in writing. However in unavoidable circumstances, Secretary will have the power to allow change of centre of such pupil-teachers.

For the change of centre an application on the prescribed proforma alongwith prescribed shall be made to the Secretary at least one month prior to the commencement of the examination.

22. MEDIUM OF EXAMINATION:

The medium of examination shall be as under:

- (i) The question-papers shall be set both in English and Hindi except for languages in which they will be set as under:

<u>Teaching Subject</u>	<u>MEDIUM</u>
(a.) Hindi	Hindi
(b.) English	English

- (ii) The pupil-teachers shall write their answers:-
 - (a.) In English in the subject of Teaching of English
 - (b.) In Hindi in case of Teaching of Hindi
 - (c.) In English or Hindi in the case of other subjects.

23. INTERNAL ASSESSMENT:
Regular Pupil-Teachers:

Every College/Institution shall maintain proper record and send the awards of statement of marks of every course (Theory/Practical) as prescribed in the Curriculum to the office of the Board in the manner and by such dates as prescribed / laid down by the Secretary of the Board. The assessment will be based on all parameters laid down in the Curriculum and Instructions issued by the Board's Office from time to time and reflect the pupils performance in internals.

The Secretary shall have the power to summon and inspect/verify the relevant record related to the internal performance sent by the College/Institution to the Board and take action as he/she may deem proper including moderation.

24. PASS / PROMOTION CRITERIA:

(A.) Pass Criteria:

- (I.) In order to qualify any semester examination, a candidate shall be required to obtain minimum 40% marks separately in each course as detailed below:
 - (a.) Theory Course
 - (b.) Practice Teaching
 - (c.) Practical Work

Provided that if a trainee is declared fail/reappear in one or more course(s) due to his/her not securing minimum pass marks

in any part of internal, he/she will have to appear in subsequent examinations for both external and internal of that course(s). Such pupil teacher in order to qualify in internal shall have to make up his/her deficiency and improve his performance to the levels prescribed in the curriculum. The marks of internal assessment of higher semester of such candidate shall be submitted after attaining of such efficiency in lower semester.

Provided further that if a candidate is declared fail/reappear due to his/her not securing minimum pass marks in either Theory part or/and Practical of external examination of a course(s) of any semester but has secured minimum pass marks in internal of theory course(s) or/and internal/external Practice Teaching or/and internal/external Practical, he/she shall have to appear only in external examination of Theory course(s) subject to his/her eligibility and the marks earlier secured by him/her in internal (Theory Course)/Practice Teaching (Internal & External) and Practical (Internal & External) shall be carried forward while computing his/her result.

(II.) Weightage of each semester shall be 25%.

(III) INTERNSHIP:

A pupil teacher shall become eligible for internship after qualifying examination of all the four semesters within the stipulated period of two years or as delineated under regulation 1(D) subject to his eligibility as defined in these regulations.

The Board shall issue Diploma Certificate after qualifying all the semester examinations and completion of internship by inserting the grade of internship to be awarded by the concerned School where pupil teacher shall be deputed for this purpose. The following shall be the criteria for internship -

- a) The duration of internship shall be for one full year after qualifying the examinations of all the four semesters.
- b) The performance of internship shall be evaluated on the basis of “Five Points grading system” as detailed below:

- A+ Outstanding
- A Very Good
- B+ Good
- B Above Average
- C Average

- c) Concerned School where pupil teacher shall be deputed for internship by the SCERT/Department of Education as per their policy, shall be required to maintain the record of performance of internship on the basis of which evaluation of performance of internship will be done and conveyed to the Board by the School through the concerned College/Institution.
- d) The Board shall devise a proforma in consultation with the SCERT for the purpose of evaluation of performance of internship and supply the same to the concerned Colleges/Institutions which will further make the same available to the concerned schools where pupil teachers will be deputed for internship.

e) “Five Points grading system” of internship shall be shown on the back side of Diploma Certificates. However, the grading earned by a pupil teacher shall be inserted on the front of diploma certificate.

Provided that the Board shall have the authority to revise the aforesaid criteria/ pattern of internship including its duration.

(IV) After computing the marks of all the four semesters as prescribed above under clause 24 (A.) (II), the following shall be the classification of Divisions:

- | | | |
|-------|--------------------------------|---|
| (i) | Less than 50% marks | Pass class |
| (ii) | 50% or more but less than 60% | 2 nd Division |
| (iii) | 60% or above but less than 75% | 1 st Division |
| (iv) | 75% or more marks | 1 st Division with distinction |

Provided that the distinction with 1st Division (as provided under iv above) shall be subject to the condition that the candidate has qualified all semester exams within the normal period of course i.e. 2 years.

(B.) Promotion Criteria under Semester System:

(1.) Promotion to 2nd and 3rd Semester

A Pupil Teacher shall become eligible for promotion :

- (i) If he/she has qualified the examination of all courses of lower Semester by earning at least minimum pass marks as provided under regulation 24 (A) (I)

OR

If he/she has completed the prescribed course of study of all courses of 1st or/and 2nd Semester and achieved required percentage of attendance but could not appear in the examination due to any reason whatsoever. Promotion in such cases shall be considered as provisional promotion.

OR

If he/she after achieving required percentage of attendance has appeared in 1st or/and 2nd Semester examination and earned re-appear in one or more course(s) of 1st or/and 2nd Semester. Promotion in such case shall be considered as provisional promotion.

- (ii) Such Pupil teacher who are promoted provisionally to 2nd or/and 3rd Semester shall be eligible to appear in the examination simultaneously with the examination of lower semester, subject to eligibility.

- (iii) Such Pupil teachers who do not fulfill the condition of required percentage of attendance in any course(s) of a Semester, as provided under clause 4(A) here above, shall not be allowed to appear in the examination of the relevant semester and promoted to the next semester. He/She will have to repeat the course(s) of studies in which he/she was deficient,

whenever offered by the concerned College/Institution.

- (iv) Such pupil-teacher after having promoted provisionally from 1st semester to 2nd semester and 2nd to 3rd semester without qualifying the examination of lower semester, shall have to qualify those courses in which he/she has earned re-appear, within immediate next consecutive two chances in the subsequent examination failing which he/she will be declared unfit to persue the Diploma-in-Education.

- (v) Such pupil teacher whose backlog of re-appear of 1st or/and 2nd semesters remained of only one course even after availing two chances admissible to him/her, the Chairperson of the Board may grant an extra chance to such pupil-teacher in exceptional circumstances to be recorded in writing. However, such extra chance will be immediately next to the aforesaid two chances availed by such pupil-teacher. Such pupil-teacher shall be deemed to be unfit for Diploma-in-Education if he/she still does not qualify in that one course of 1st Or/and 2nd semester in the extra chance.

(2.) Promotion to 4th Semester

A pupil teacher shall become eligible for promotion to 4th Semester:

- (i) If he/she has qualified the examination of all the courses upto 3rd Semester of D.Ed. by securing at least minimum pass marks as provided under clause 24 (A)(I).

OR

If he/she has qualified all courses of 1st and 2nd Semester and earned re-appear in one or more course(s) of 3rd Semester.

OR

If he/she is such a candidate whose backlog of re-appear of 1st Semester is of only one course apart from backlog of re-appear of 2nd or/and 3rd Semester and whom an extra chance has been allowed by the competent authority as provided under clause 24(B)(v) above. Promotion of such Pupil Teacher shall be considered as provisional which automatically stand cancelled in case he/she does not qualify the examination of 1st Semester in the extra chance.

OR

If he/she is such a candidate who has qualified all course of 1st Semester and back log of re-appear is of one or more course(s) of 2nd semester apart from the backlog of one or more courses of 3rd Semester. His/her promotion to 4th Semester shall be considered as provisional

- (ii) Such provisionally promoted pupil teacher shall be allowed to pursue the course of Study of 4th Semester and appear in the examination of 4th Semester simultaneously with the examination of lower Semester subject to eligibility as provided in these regulations.
 - (iii) Result of higher Semester of all such pupil teachers who are allowed provisional promotion in the higher semester, shall be declared as provisional. Provisional promotion and result of all such pupil teachers who do not qualify the examinations of lower Semester(s) within the chances admissible under these regulations, shall automatically stand cancelled/quashed.
- (C) The examination shall be consisting of theory (written), practical examinations and practice teaching. External examination shall be conducted by the Board whereas assessment of performance in the internal of all the components of examination shall be the responsibility of the concerned College/Institution which will be based on the Instructions/Guidelines/Criteria laid down by the Board.
- (D) If a pupil-teacher after having completed his/her studies for the whole duration of D.Ed. professional Course upto 4th semester and promoted upto the stage of 4th semester, does not qualify for the award of Diploma within the stipulated period of two years, he/she will be allowed to appear in the subsequent examination as an ex-student /

pupil-teacher subject to eligibility, for the left out papers / re-appear or one or more course(s) of relevant Semester(s), without attending a fresh course of studies. However, eligibility of such pupil teachers provisionally promoted to 3rd Or/and 4th Semester to appear in the examination shall be subject to the provision made under clause 24(B)(iv) Or/and 24(B)(v).

Provided further that a candidate / pupil-teacher who fails to qualify the D.Ed. examination excluding internship within a maximum period of four years of his/her admission (total eight semester sittings) to the course, shall be deemed to be unfit for the Diploma-in-Education of this Board.

25. GRACE:

A benefit of 1% marks of the aggregate marks of each semester will be given which may be given in one or more courses/subjects with a view to give maximum benefit to the pupil-teacher only to pass the examination and not to earn reappear or improvement of division in the under mentioned manner:

- (a.) Grace Marks will be given only if a pupil-teacher does not qualify when the final result is being computed at the end of the semester examination completing the deficiency of required percentage of minimum pass marks.
- (b.) In order to qualify, a pupil-teacher shall be given the benefit of grace marks subject to the following conditions:-

- (i) If a pupil-teacher does not qualify in one or more course/ subject (s) and the total deficiency is not more than one percent of the aggregate of marks, he/she will be awarded the required grace marks (which can be distributed among any number of courses/subjects) irrespective of Internal / External performance provided the grace marks awarded in practicals do not exceed the marks actually obtained by the pupil-teacher in the practical examination.
- (ii) A pupil-teacher appearing in the category of reappear will also be entitled to grace marks to the extent of 1% of aggregate of the appearing subject(s)/course(s).

26.

IMPROVEMENT OF PERFORMANCE

- i) A candidate desirous to improve his/her performance in any course(s) of any semester shall be eligible to appear in the examination of improvement after qualifying the examinations of all the four semesters.
- ii) Eligibility under this category of partial improvement shall be subject to maximum of three courses to be opted by a candidate from among the all four semesters. A candidate may opt one or more courses from either a particular semester or from among different semesters subject to the maximum of three courses of either one or more semesters.
- iii) Such candidates will be allowed to appear either for all the three courses, if opted by them of different semesters, in

one sitting or separately subject to maximum of one chance for one course of a particular semester.

Provided that this single chance to appear in the examination under this category shall have to be availed during the maximum period of four years as provided under clause 1(D) of these regulations and separate examination form shall have to be submitted along with requisite fee, if a pupil teacher wishes to appear in more than one sitting.

27. EXTRA CHANCE(S)

- (i) Where the chances of a pupil-teacher to clear an examination are limited, and he/she is disqualified from appearing in it for a fixed period, he/she may be allowed one more chance to appear in the examination after the period of disqualification subsequently in lieu of the chance or chances missed by him/her during the period of disqualification subject to the provision regarding maximum period.
- (ii) Where the chances of a pupil-teacher to clear an examination are limited, the Chairperson shall have the authority to grant an extra chance, for valid reasons, in lieu of one or more chances missed by a pupil-teacher. This extra chance shall be immediately next to the last admissible chance.
- (iii) A pupil-teacher against whom a complaint/case regarding use of unfair means, is registered and who in this process is prevented from appearing in an examination, may be given one more

chance immediately next to the last admissible chance in lieu of the chance or chances missed by him/her.

28. MODERATION AND PUBLICATION OF RESULTS:

Before the declaration of the result of examination, together with a statement of pass percentage in the whole examination and in each subject for the current and the three preceding years, shall be submitted to the Secretary. The Secretary after looking into the statement of pass percentage of the examination as a whole and individual subjects shall authorize declaration of results. If, however, owing to sharp disparity, as compared with the previous years, in the pass percentage in a particular examination or in a particular subject, the Secretary will refer the case to the Chairperson who may consider and take decision to moderate the results in the manner he/she deems proper.

29. COMPLAINTS ABOUT QUESTION PAPERS:

- (i) If any complaint is received from the Head of a recognized college/institution in regard to any discrepancy in any particular question paper, the matter will be considered and decided by the Chairperson, who may appoint a committee consisting of the Vice-Chairperson, the Secretary, the Assistant Secretary (Spl. Exam. Cell), one member of the Board representing college/institutions and one Expert in the Subject concerned, shall hold a meeting immediately, if necessary, to determine if any action is to be taken. The decision of the Chairperson, in this regard, shall be final.
- (ii) All complaints against the question papers from the Heads of the recognized college/institutions must reach the Secretary, by name,

under registered cover within five days of the examination in that paper. After that no complaint will be entertained.

- (iii) The Committee appointed under (i) above, shall consider and determine in consultation with the Paper Setter objections raised for question(s) set for any examination conducted by the Board. Provided that if the Committee and the Paper Setter are not able to agree upon the course to be adopted, the decision of the committee shall be subject to the confirmation of the Chairperson and if the Chairperson does not confirm the decision of the Committee, the matter shall be referred to the Board whose decision shall be final.

30. (a) DECLARATION OF RESULT:

- (i) Eight weeks after the termination of the examination or as soon there after as possible, The Secretary shall allow the publication/declaration of result.
- (ii) The lists of the names of successful pupil-teachers shall be communicated to the institution presenting the pupil-teachers.
- (iii.) Failure statements of the examinees, showing the course/subject or courses/subjects in which they have not qualified to obtain the prescribed minimum marks, shall be prepared by the Secretary and it shall be his/her duty to communicate the same to the institutions concerned within one week of the publication of results. Marks/Grades obtained in each course/subject shall be supplied to unsuccessful pupil-teachers also.
- (iv) Internal and external assessment will be shown separately in the result sheets/Mark Sheet of each Semester and the Certificate (Diploma-in-Education) to be awarded.

(b.) **PROVISION FOR CONFIDENTIAL RESULT:**

In case any pupil-teacher or Institution/Organization makes a formal request for the release of result before its official declaration, confidential result may be provided subject to availability, either to the pupil-teacher or the institution in a sealed cover on payment of a prescribed fee of Rs. 500/- or as fixed by the Board from time to time for each semester. In case the same result is required by more than one time the fee of Rs. 500/- shall be charged each time separately.

31. **RECTIFICATION OF RESULTS:**

- (a.) The Chairperson shall have the power to quash the result of a pupil- teacher after it has been declared, if
- (i) he/she is disqualified for using unfair means in the Examination; or
 - (ii) a mistake is found in his/her result; or
 - (iii) he/she is found ineligible to appear in the examination; or
 - (iv) he/she is a person against whom action under regulation i.e. Cancellation of Admission could have been taken, had the facts come to the notice of the Board earlier.

Provided that the pupil-teacher would be given the opportunity to explain his/her position against the proposed action of the Board.

- (b.) The Deputy Secretary (Exam.) shall have the power to rectify all mistakes in the results except from Pass to Fail/Re-appear for which the Secretary shall be the competent Authority.

32. Rechecking of Answer books:

- (a.) A pupil-teacher shall be entitled to have his/her answer books re-checked on payment of a fee of Rs. 200/- per answer book or as decided by the Board from time to time. Provided that:
- (i) Re-checking form duly filled in with prescribed fee for re-checking is received in the Board's office within 30 days of the date on which the result is declared by the Board.
 - (ii) Re-checking will be done only in theory papers of external examination to see if the marks awarded to various answers have been correctly added and if all the answers have been evaluated/assessed by the examiner. If no mistake is found, the Assistant Secretary will order the case to be filed and the pupil-teacher will be informed accordingly.

Note: For calculating 30 days the date of declaration of result will not be counted for the purpose e.g. if a result is declared on 20th May, the last date would be 19th June. No consideration will be given to this plea that result card/reappear card/pass certificate has been received late etc.

- (b.) If any mistake is detected after re-checking of answer book, as provided for in (a.) above, the Deputy Secretary will have power to rectify the result. Re-checking fee will be refundable only in case where such rechecking is not to be done due to non-availability of answer book.
- (c.) In case a re-checking form is rejected by the office for having being received after the expiry of the last date in such a case fee will not be refunded.

33. Provision for Re-examination in the Case of Loss of Answer Book:

A pupil-teacher whose answer book is untraceable/lost, after having been received by the Centre Superintendent of the examination centre or by one of his Assistant Superintendent etc. or during the process of evaluation OR in the Board's office may be permitted by the Secretary

to re-appear in that one answer book/s which is lost, on a date to be fixed by the Secretary. In the case of dispute as to whether a pupil-teacher's answer book was duly received or not, the finding of the Secretary, subject to confirmation by the Chairperson, shall be final.

34. INTERPRETION :

In any question of interpretation on any provision of these regulations or any other point specifically not covered by these regulations, the Chairperson will be competent to take a final decision.

35. ISSUE OF DUPLICATE CERTIFICATE

(a.) Duplicate Certificate with respect to any Examination conducted by the Board will be issued on receipt of an application form for obtaining duplicate certificate duly attested by the concerned head of the College/institution from which the pupil-teacher has passed his/her examination as a regular student. The pupil-teacher who has passed his/her examination as an ex-pupil teacher can submit application form duly attested by the head of a recognized College/institution last attended or a Gazetted Officer of Education Department or a Head of Department of any University of Haryana or class 'A' officer of the University or the Board or a Member of the Board along with the fee prescribed by the Board.

The detailed marks certificate will be issued only if the record of marks is available in the office.

(b.) No person shall be entitled to apply for issue of duplicate certificate of another person or to receive an other person's certificate personally from the office on behalf of that person. Normally certificates are to be sent to the pupil-teachers by post under registered cover.

36. TEMPERING WITH A CERTIFICATE AND OBTAINING A CERTIFICATE ON FALSE REPRESENTATION:-

The Chairperson shall have power to disqualify a person who is found guilty of:-

(i) Obtaining or attempting to obtain a certificate to which he/she is not entitled; or/and

- (ii) Tempering with his/her own certificate.
The period of disqualification will be determined by the Chairperson.

37. **SPECIAL PROVISION**

- (A) Notwithstanding anything contained in these regulation, the Chairperson shall exercise such powers as may be necessary for the purposes of conduct of examination including creation of centres, remuneration, examination fee, date of receipt of admission form etc.

Provided further that the Chairperson may relax the requirement of the foregoing clauses of regulations in case of emergency and in exceptional circumstances to be recorded in writing and such action taken be reported to the Board in its next meeting.

- (B.) Subject to these regulations, rules framed by the Board under these regulations, policies laid down by the Board/Chairperson and also instructions issued by the Chairperson under (A) above, the Secretary shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

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